

**Sublimity Fire District
Board of Directors Meeting Minutes
Wednesday, January 11, 2006**

Meeting called to order: by Gary Rychard at 6:58 p.m.

Members present: Gary Rychard, Rick Kauffman, Ralph Fisher, Jeff Kropf

Staff present: Chief Tim Frost, Office Administrator Amy Manning

Others present: Gene Ditter, Oregon Deputy State Fire Marshal Randy Simpson

Additions/Deletions to Agenda: None

Citizen Comments: None

Volunteer Association Input: Gene Ditter reminded everyone present that the annual awards banquet is coming up March 4. It will be held at Anthony Hall. He noted that there was a good response by members taking down the Christmas tree decorations. Also, the district received assistance from Pacific Power in the form of its high boom.

Reading of Minutes:

MOTION: Rick Kauffman moved to approve the minutes for December 14, 2005. Jeff Kropf seconded. Motion passed; a voice vote was unanimous.

Communications: A copy of the *Our Town Monthly* article about Chief Frost and the fire district was distributed, as was a copy of a PERS memo indicating a requirement to change to an ACH debit payment system.

Payment of Bills: A new budget report was distributed. Chief Frost reviewed the report and explained the new format to the board.

MOTION: Ralph Fisher moved to pay the bills. Jeff Kropf seconded. Motion passed; a voice vote was unanimous.

Chief Frost explained the need for the office administrator to have a credit card for certain expenses. The board discussed this idea.

MOTION: Jeff Kropf moved to for the district to allow the office administrator a corporate credit card with a \$1000 cap. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Chief's Report:

Solution to tailboard riding issue: Chief Frost explained that the solution to the tailboard riding issue was to move Engine 51 to Station 52. He noted that other issues are also being examined, such as eliminating the cage on Brush 52 due to liability issues.

- Jeff Kropf asked how many rigs the district had with movable nozzles.
- Chief Frost said there were currently none, but it's an idea being looked at.
- Jeff felt that that was the most effective method of fighting field fires.
- Rick Kauffman asked the chief how the tailboard solution was reached.
- Chief Frost said that the solution came from the Station 52 members.

Old Business: Amy Manning noted that the \$1200 check from the City of Lincoln, Maine, for the purchase of Josh Williams' turnouts, had been received.

New Business:

Proposed MOU: Oregon Deputy State Fire Marshal Randy Simpson commended the board on selecting Tim Frost for the position of fire chief. He apologized for not bringing the memorandum of agreement (MOU) to discuss with the board. He explained that the employee in charge of preparing the agreement had had a death in the family. He then explained the dire need to update the communications system for the state. He noted that Alan McMahan is very knowledgeable about the subject and has been selected as the candidate to help with the changeover because of his good reputation. The state would like to make sure the change is done right for the future. The MOU would include Alan's hourly wage, administrative costs, benefit costs, etc. The district would not be out any money at all. The district would be responsible for paying Alan. The district would then bill the state for that amount. Randy assured the board that this agreement would be at no cost to the district.

- Gary Rychard asked for a timeline for this project.
- Randy said that the state would like the project finished by the end of the biennium.
- Gary asked what sorts of hours Alan would be working.
- Randy said that Alan's job will mainly be to get the project up and running.
- Gary confirmed that Alan's hours would not interfere with his retirement cap.
- Chief Frost noted that some of the district concerns had been workers' compensation issues, but that Alan would be covered under a clerical classification with a much lower rate than a firefighter.
- Gary asked why the agreement came through the fire district.
- Randy explained that bringing the agreement through the district cleared up any payroll issues that would adversely affect the timeframe. He added that language could be added to the MOU to cover any extraordinary costs.

MOTION: Ralph Fisher moved to enter into an MOU with the Oregon State Fire Marshal's Office, with the understanding that the MOU passes all legal reviews, and to authorize the board president to sign the document. Jeff Kropf seconded. Motion passed; a voice vote was unanimous.

Cell Phones: Chief Frost explained that he has the ability to have an alternate line put into his business cell phone that would be billed separately and directly to his home address. He indicated his hesitation because of the possibility that the district paid for the phone. Randy Simpson noted that the Bend Fire Department had switched to that format for its cell phones.

MOTION: Rick Kauffman moved to allow the fire chief to add a personal second line to his business cell phone for which he will be personally responsible. Ralph Fisher seconded. Motion passed; a voice vote was unanimous.

MLK, Jr. Day: Chief Frost explained that some federal grants won't allow applicants that don't recognize Martin Luther King, Jr., Day as a holiday.

- Gary Rychard asked what fiscal impact adding this holiday would have.
- Chief Frost said that since the employees are both salaried, there would be none.

MOTION: Ralph Fisher moved to recognize Martin Luther King, Jr., Day as a federal holiday. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Alan McMahan's Health Insurance: Amy Manning explained that because the district started a new health insurance plan in January, and that normally the premium is billed in the month prior to the covered month, Alan McMahan would now owe two monthly premiums at once. This is a significant cost. Alan has requested that the board grant him an extension on payment of these costs.

- Gary Rychard asked Amy to create an agreement to extend Alan's January health insurance premium payment due date an additional two months.

Review of 2005 Incident Response: Gene Ditter said that there were 522 calls for service in 2005. He closely examined calls within the Sublimity city limits, with and without Marian Estates. Two hundred sixty-five calls were to the Marian Estates, accounting for 50% of the district's call volume. Emergency medical calls accounted for 68% of the total, while motor vehicle crashes accounted for 10%. Station 51 received 490 calls, while Station 52 received 32. Gene noted that 2005 totals were similar to 2004 totals.

- Gary Rychard asked about changes in the volunteer pool throughout the year.

- Gene noted that the volunteer pool had gone down. There was discussion regarding the recruitment and retention of volunteers, a critical issue.

- Chief Frost pointed out the importance of mutual aid partnerships in districts with low personnel numbers.

- The board commended Gene on his presentation.

Good of the Order: Chief Frost explained the need for shift calendars. He then presented each of the board members with a colored shift calendar created by the district at a very low cost.

- Chief Frost asked the board if there would be any interest in placing a smaller tree on the fire district lot. There was discussion regarding this issue. Gene Ditter noted that the height of the current tree created a safety issue.

- Gary Rychard asked what size tree was envisioned.

- Gene said probably initially around 30 feet.

- Gary requested the chief/Gene go forth and put a plan together.

Chief Frost noted that this year's banquet would be alcohol free.

Adjourn:

MOTION: Ralph Fisher moved to adjourn the meeting. Rick Kauffman seconded. Motion passed; a voice vote was unanimous. Meeting adjourned at 8:15 p.m.

Respectfully Submitted by Amy Manning

Approved by Kyle Amsberry