

**Sublimity Fire District
Board of Directors Meeting Minutes
Wednesday, March 8, 2006**

Meeting called to order: by Kyle Amsberry at 7:04 p.m.

Members present: Kyle Amsberry, Ralph Fisher, Jeff Kropf, Gary Rychard

Staff present: Chief Tim Frost, Office Administrator Amy Manning

Others present: Lieutenant Gene Ditter

Additions/Deletions to Agenda: None

Citizen Comments: None

Volunteer Association Input: Lt. Ditter noted that everything was fairly quiet at this point. He commented that the banquet was a very nice event. When asked about the upcoming burn-to-learn on Main Street, he said that the out buildings would be burned down one at a time as training on Thursdays, while the house would be a multi-agency burn on a Saturday in April.

Reading of Minutes:

MOTION: Gary Rychard moved to approve the minutes for February 8, 2006. Jeff Kropf seconded. Motion passed; a voice vote was unanimous.

Communications:

J. Smith Restitution Payments: Amy Manning explained that the district had been receiving one court-issued \$25 check per month for the last two months. These appear to be the first of the restitution payments for Josh Smith. At the current rate, the debt stands to be paid off in about 30 months.

PERS ACH Confirmation: Amy explained that PERS had processed the ACH paperwork back in January, but would not be implementing the system until April.

WHA Board Member/Officer Training: Chief Frost noted that there would be a training for board members and officers tomorrow in Colton. He also mentioned that a new safety committee had been formed.

SUMCO Refund: Amy explained that, as a result of SUMCO being issued a sizable tax refund, the district would be losing \$2,132.08 in tax revenue. Jeff Kropf and Gary Rychard discussed the matter in detail.

Payment of Bills: Chief Frost and Amy Manning reviewed expenditures for the board. Chief Frost noted that if the budget stayed on course with the current trend, the district will have a higher carryover at the end of the fiscal year than originally predicted. He noted savings in personal services and capitol outlay.

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

Chief's Report:

Alarms: Chief Frost and Amy reviewed alarm totals and showed the board examples of the different types of reports that can be run using the state OAIRS program.

-Jeff Kropf asked if any of the district's personnel had responded to the murder/suicide call at Marian Estates.

-Chief Frost affirmed, and said that the two interns who had responded were doing fine.

Progress Report: Gary Rychard asked for a report on his progress so far at Sublimity.

-Chief Frost felt that there were some strong personalities at the sub-station. He has let these people know what change will be happening. He is still encountering some resistance, but is confident that he can take care of it. As far as equipment/apparatus, the district appears to be in great shape. People are excited about the new turnouts. He explained that he and Amy would like to put together a grant proposal for the Assistance to Firefighters Grant (AFG) offered by the Department of Homeland Security. Included in this grant request would be a new station generator and high-pressure airpicks. As far as manpower issues are concerned, he doesn't feel that an active campaign will generate much interest. With a bedroom community like Sublimity, numbers will always be a battle. Chief Frost feels that the training responsibilities, even though they are currently in the hands of the captains, will get handed back to him. For the budget, he would like to have the district carry over more money. He noted that the district will need to continue its good relationship with Stayton Fire and vice-versa. He also brought up the idea of a possible levy in 2008 for operating costs.

-Gary noted his appreciation for the amount of work Chief Frost has done in such a short amount of time. The board members agreed that Chief Frost has exceeded their expectations. They have all heard good comments from the community and volunteers regarding his performance.

-Kyle Amsberry asked to add manpower concerns to next month's agenda.

-Chief Frost felt that the best way to gain members is for the volunteers to recruit.

-Lt. Ditter noted that some past members were considering returning.

-Ralph Fisher was concerned about what would happen if a major catastrophe struck.

-There was discussion regarding paid firefighters with other districts being volunteers at Sublimity.

Old Business:

None

New Business:

Budget Issues: The board reviewed a tentative budget calendar. Chief Frost presented the board with a spreadsheet listing the revenue, expenditures and carryover for the last several years. In reviewing this spreadsheet, Chief Frost emphasized the need to look at a possible operating levy.

-The board discussed compensation packages.

-Gary Rychard asked where the board was in terms of having a good evaluation system for paid staff.

-Chief Frost said staff has been unable to find a good system, but can develop a system to suit the board's needs.

-Gary felt there needed to be some sort of documentation as a basis for merit pay.

-Chief Frost said staff could develop it for next year.

-The group felt that goals and benchmarks for accomplishments should be developed.

-Jeff Kropf felt it was important to achieve things that were beneficial to the community.

-Kyle Amsberry felt the evaluation should evolve each year based on the department's goals.

MOTION: Gary Rychard moved to grant a 2.5% cost of living adjustment (COLA) and a 1% merit raise for the fire chief and the office administrator. Ralph Fisher seconded. Motion passed; a voice vote was unanimous.

-Gary based his motion on the success that both individuals have had in these positions so far this year.

-Chief Frost talked to the board briefly about dispatch costs.

Good of the Order: None

Adjourn:

MOTION: Jeff Kropf moved to adjourn the meeting. Gary Rychard seconded. Motion passed; a voice vote was unanimous. Meeting adjourned at 8:15 p.m.

Respectfully Submitted by Amy Manning

Approved by Kyle Amsberry