

**Sublimity Fire District
Board of Directors Meeting Minutes
Wednesday, March 12, 2008**

Meeting called to order: by Ralph Fisher at 7:02 p.m.

Members present: Rick Kauffman, Gary Rychard, Ralph Fisher, Jim Heater, Jeff Kropf (arrived 8:45 p.m.)

Staff present: Chief Tim Frost, Amy Doran

Others present: Gene Ditter, Brandon Hamilton, Jason McKinnon, Kent Silbernagel, Eric Leonard, Hayley Jubie, Jonathan Cartney, Van Schoenborn, Noah Davis, Justin King, Jerry Heater, Tim Heater

Additions/Deletions to Agenda:

New Business: resolution to establish equipment reserve fund; appoint budget officer; Amy's evaluation and wage

Citizen Comments: None

Firefighters Association Input: Gene Ditter said the annual awards banquet had gone well, with good attendance, good food and good fun. No decision has been made yet about volunteer point pay. The association will be voting on it tomorrow.

Reading of Minutes:

MOTION: Gary Rychard moved to approve the minutes for February 13, 2008. Jim Heater seconded. Motion passed; a voice vote was unanimous.

Communications: Thank yous received from Phil Hitchcock, Stayton Christian School and the Pickell family.

Payment of Bills:

MOTION: Rick Kauffman moved to pay the bills for February. Gary Rychard seconded. Motion passed; a voice vote was unanimous.

Chief's Report: Chief Frost reviewed alarm totals for the board. There was only one call last month that would be considered out of the ordinary. Sublimity responded mutual aid on a fatal fire in Stayton. At that same call, one of our firefighters had an issue with a power line that resulted in damage to a ladder, but no injuries. Gary Rychard asked about the CAD system. The startup date is March 20th.

Old Business:

Ordinance relating to volunteers serving on the board:
(The board chose to wait until Jeff's arrival to vote on this issue)

New Business:

Audit-go out for bid: Amy Doran explained that the current audit contract automatically renews 90 days before July 1st if neither party decides to make changes. The board commented last year that they would like to go out for bid on audit services this year. If they decide to do that, it must be done before April 1st before the current contract automatically renews.

MOTION: Jim Heater moved to put the audit contract out for bid. Rick Kauffman seconded. Motion passed; unanimous.

Equipment Reserve Fund: Chief Frost suggested establishing an equipment reserve fund to accumulate money for equipment replacement. He suggested accumulating approximately \$25,000 per year.

-Ralph Fisher asked about the status of the new vehicle.

-It should be finished today or tomorrow.

MOTION: Gary Rychard moved to approve Resolution 08-01 establishing an equipment reserve fund. Rick Kauffman seconded. Motion passed; unanimous.

Amy's wage: Chief Frost explained that, because of increases in benefit costs, he would recommend keeping the current benefit package, foregoing a merit increase and increasing vacation accumulation. He would also recommend a 3.4% COLA.

MOTION: Gary Rychard moved to approve the chief's recommendation on wage and benefits for Amy Doran for the 2008-09 budget. Rick Kauffman seconded. Motion passed; unanimous.

Executive Session: *The board went into executive session pursuant to ORS 192.660(2)(a) at 7:25 p.m. The board re-convened in regular session at 8:38 p.m.*

New Business (cont'd):

MOTION: Gary Rychard moved to go through an in-house process as a beginning stage for the hiring process for the next position of fire chief. Jim Heater seconded. Motion passed; unanimous.

Ralph Fisher opened the floor for public comment on the hiring a new fire chief.

-Kent Silbernagel spoke in favor of Brandon Hamilton. He said that he has also spoken with the Stayton fire chief and assistant chief—both support Brandon for the position. Brandon knows the community and surrounding districts. Hiring him would make for a smooth transition.

-Letters from Angela Hargin and Mike Patrick were entered into the records. Both were in support of Brandon Hamilton for the chief's position.

-*At this time, Jeff Kropf arrived.*

MOTION: Rick Kauffman moved to direct the chief to select an interim chief during the process of filling the chief's position. Gary Rychard seconded. Motion passed; unanimous.

MOTION: Rick Kauffman moved to appoint Tim Frost as budget officer for the 2008-09 budget. Jeff Kropf seconded. Motion passed; unanimous.

Old Business (cont'd):

Jeff Kropf read Ordinance 08-01 in its entirety (second reading).

MOTION: Gary Rychard moved to approve Ordinance 08-01 as presented. Rick Kauffman seconded. Motion passed; unanimous.

Good of the Order:

MOTION: Ralph Fisher moved to thank Tim Frost for over two years of a job well done. Gary Rychard seconded. Motion passed; unanimous.

The board wished Chief Frost well on his future endeavors.

Adjourn:

MOTION: Gary Rychard moved to adjourn the meeting. Ralph Fisher seconded. Motion passed; unanimous. Meeting adjourned at 8:55 p.m.

Respectfully Submitted by Amy Doran

Approved by Jeff Kropf