

**Sublimity Fire District
Board of Directors Meeting Minutes
Wednesday, April 13, 2005**

Meeting called to order: 7:05 pm by Rick Kauffman

Members present: Rick Kauffman, Ralph Fisher, Gary Rychard

Staff present: Fire Chief Alan McMahan, Amy Manning

Others present: Gene Ditter, Steve Garelli

Additions/Deletions to Agenda: Chief wanted to add the adoption of Mission, Vision, and Values under “Old Business” and wanted to show an example of a deployment plan under “New Business.”

Citizen Comments: None

Volunteer Association Input: None

Reading of Minutes: Motion by Rychard, second by Fisher to approve minutes for February 28, 2005, March 9, 2005, and March 21, 2005. Motion carried. Unanimous.

Communications: None

Payment of Bills: Chief McMahan stated that there should be \$20,000 cash carryover into next year. The Board inquired about 4M Consulting and whether the full amount was incorporated into this year’s budget (it was). Rychard expressed concern about prepaying for a service that was not yet completed successfully. Motion made by Rychard to approve payment of bills for March. Motion seconded by Fisher. Motion carried. Unanimous.

Chief’s Report: Chief McMahan reviewed alarm totals. March 2005 is the lowest month since 1997. There have still been many medical calls. Rychard wondered if it actually makes a difference to have our rescue on-scene, or if things would go just as smoothly with only the ambulance on-scene. Ditter explained that sometimes, when there are interns and volunteers pulling shifts available to immediately respond, it does make a difference. Kauffman asked if it would be worthwhile to meet with Maurice (from Marian Estates) as a Board regarding proper training for his staff. Chief explained that there’s not really much the District can do in that aspect, especially with the high turnover rate for employees there. Chief McMahan informed the Board that there have been a few new recruits, mostly out-of-towners who will be pulling shifts at the station. He also cautioned the Board that with out-of-town volunteers, they should expect to see some turnover. Kauffman commended the Chief and the District for the increase in volunteers.

Old Business: Michael Sherman from 4M Consulting e-mailed an update of the Executive Search. He has mailed out over 45 packets so far. Chief McMahan added that there was a lot of interest expressed in the position at the Chief’s Conference.

Chief McMahan informed the Board that his anticipated retirement date has been moved to September 30, 2005 due to a PERS counting error. Rychard reminded the Board that the Chief

has not yet submitted his official notice of retirement and that the Board has already begun for a new Chief. Chief McMahan explained that he did not want to submit his full written notice until he received confirmation from PERS. Kauffman expressed his concern at the situation and insisted that if a similar situation arises in the future, everything must be done by the book. He explained that, in his opinion, when resources are expended, the opportunity to retract lessens.

Rychard made a motion to adopt the new Mission, Vision, and Values. Motion was seconded by Fisher. Motion carried. Unanimous.

Chief McMahan showed the Board an example of a Deployment Plan (from Columbia River Fire & Rescue). The Board reviewed the example, while Chief McMahan explained the importance of self-assessment. Rychard mentioned that the bad side of record keeping was that the District can be held to those standards for liability. Chief McMahan noted that the State of Oregon allows fire departments to set their own recognized standards. Rychard also suggested that the insurance company could work with the District on self-assessment. He inquired as to whether there were any lawsuits brought as a result of deployment? Chief replied that there had not been any, as it is something relatively new. There was general discussion on a CAD system and dispatch.

New Business: The PERS contribution rate is slated to go up in July. The District has the option of increasing the rate (currently 8.33%) to 9.61 in July of 2005, followed by an increase to 10.89 in July of 2007 (the default rate) –OR– they can increase to 10.73 in July of 2005, and have it remain at that level in 2007. Fisher made a motion to stick with the default rate and pay 9.61% in July of 2005, followed by 10.89% in 2007. Motion seconded by Fisher. Motion carried. Unanimous.

There was some discussion about the Employee Assistance Program with Magellan and the contract renewal. Fisher made a motion to approve the contract sent by Magellan. Motion seconded by Rychard. Motion carried. Unanimous. Kauffman expressed a desire to see the summary use report.

Chief McMahan distributed a handout with the actual cost of living increases compared to the amount approved. Rychard made a motion to plug in a 2.6% C.O.L.A. for budgeting purposes. Motion not seconded. Fisher made a motion to plug in a 2.6% C.O.L.A. for Chief McMahan and Captain Williams, with a 3.5% C.O.L.A. for the Administrative Clerk. Motion seconded by Rychard. Motion carried. Unanimous.

There is a possibility that the District will need to seek a new Administrative Clerk. Chief McMahan expressed the desire to be able to take care of the hiring of a new clerk immediately, rather than involving the Board, and extending the process. The Board agreed that the Chief was authorized to go ahead and hire someone. Rychard requested that the Chief keep the Board updated on the process.

Good of the Order: Kauffman wanted to send a welcome to the neighborhood for Jeff Gries.

Adjourn: Motion made by Rychard to adjourn, seconded by Fisher. Meeting adjourned at 7:55pm.