

**Sublimity Fire District
Board of Directors Meeting Minutes
Wednesday, May 14, 2008**

Meeting called to order: by Jeff Kropf at 7:15 p.m.

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

Staff present: Chief Gene Ditter, Amy Doran

Others present: Brandon, Haley & Myles Hamilton, Alex Kelly

Additions/Deletions to Agenda: None

Citizen Comments: None

Firefighters Association Input: None

Reading of Minutes:

MOTION: Gary Rychard moved to approve the minutes for April 9, 2008, and May 3, 2008. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Communications: Thank you received from dispatch

Payment of Bills: There was discussion about the proper procedure for making a transfer in the budget to personal services to cover the increase in PERS costs. The board reviewed bills and payments for the month of April.

MOTION: Ralph Fisher moved to pay the bills for April as presented. Jim Heater seconded. Motion passed; a voice vote was unanimous.

Chief's Report:

Alarms: Chief Ditter reviewed alarms for the board. Jeff Kropf asked if the chief anticipates an additional reduction in MRE calls. Chief Ditter felt that that would probably be the case, as we are still completing phases of CAD implementation. He noted that Noah Davis and Eric Leonard had just achieved their EMT-Basic certifications.

Contract Review Board: The district is supposed to have its own contract review board. The Attorney General's office has made some rules changes. SpeerHoyt PC offers a package with sample contracts, helpful information, etc., for approx \$500. The board felt that it would make sense to take advantage of this opportunity.

MOTION: Gary Rychard moved to purchase the contract review board package from SpeerHoyt PC. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Old Business:

Audit: The district elected to go out for bid for audit services. Amy Doran submitted RFPs to five municipal auditing firms in Oregon. Only Boldt, Carlisle and Smith submitted a proposal. Grove, Mueller & Swank sent a letter stating they did not have enough staff to complete the project. Another company made contact, but never submitted a proposal. Boldt, Carlisle & Smith's proposal was a bit of an increase over last year's costs (approx 9%), but was still a reasonable price.

MOTION: Ralph Fisher moved to accept the bid from Boldt, Carlisle and Smith for audit services. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

New Business:

Fire Chief contract: The board reviewed legal counsel's suggestions to the contract. Brandon Hamilton suggested a cap of 700 hours of sick leave. In termination without cause, he would have the ability to cash out half. In the case of termination with cause, he would forfeit the hours. The board made a few changes to the contract.

-Jeff Kropf wanted the board and employees to know that he felt the district's pick up of the PERS Employee Paid 6% was wrong. He then explained the history behind agencies picking up the 6%. He is against it on principle because he feels the current employees never had to sacrifice anything to get it.

MOTION: Ralph Fisher moved to accept amendments to the employment contract with Brandon Hamilton. Gary Rychard seconded. Motion passed; unanimous.

*Jeff Kropf swore in Brandon Hamilton as the fire chief of the Sublimity Fire District.

MOTION: Gary Rychard moved to thank Gene Ditter for his services as interim chief. He did a great job. Jim Heater seconded. Motion passed; a voice vote was unanimous.

Board Training: The board reviewed some of the topics covered in last week's board training. Items noted: program description for the fire district, contract review, guidelines for officials, looking at training records, Top 10 Safety Committee issues, further board training, nepotism policies/ethics, OR-OSHA issues, annual evaluations of volunteers, required annual training (sexual harassment, bloodborne pathogens, etc.). There was discussion regarding Code 3 emergencies and lawsuits. Chief Ditter distributed an article relating to what constitutes a "true" emergency. Paulette Oliver offered to come back to Sublimity and give training just to our board if we want it. Rick Kauffman felt that now would be a good time to update policies.

-Gene Ditter asked how long the board would like him to continue working. The board felt it would be best if Gene and Brandon worked together to make that determination.

-Rick Kauffman wanted a monthly report on the status of Sandy Fire District and its audit.

Good of the Order: Amy Doran explained that KitchenAid will be featuring the district and one of its residents in a commercial. Filming will be Thursday, May 22nd.

Adjourn:

MOTION: Ralph Fisher moved to adjourn the meeting. Gary Rychard seconded. Motion passed; unanimous. Meeting adjourned at 8:45 p.m.

Respectfully Submitted by Amy Doran

Approved by Jeff Kropf