

# Sublimity Fire District Board of Directors Meeting Minutes Wednesday, September 9, 2009

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**Meeting called to order:** by Rick Kauffman at 7:00 p.m.

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

**Staff present:** Chief Brandon Hamilton, Amy Doran

**Others present:** Mike Patrick, Tim Heater, Nick Lane (arrived at 8 p.m.)

**Additions/Deletions to Agenda:** Discussion regarding joint conference and slip-in unit were added to good of the order

**Citizen Comments:** None

**Firefighters Association Input:** The volunteers helped out at the Harvest Fest again this year. Upcoming events are the Turkey Shoot, Halloween Open House and other Winter Holiday events. The association donated \$250 to Salem Professional Firefighters Pipes & Drums.

**Reading of Minutes:**

**MOTION:** Ralph Fisher moved to approve the minutes for August 12, 2009. Tom Etzel seconded. Motion passed; a voice vote was unanimous.

**Communications:** There was an article published in the Stayton Mail about the purchase of new rigs. Evelyn Hoxsey (cookie lady) sent a thank you for the cookies and visit.

**Payment of Bills:** The board reviewed bills and payments for the month of August. Ralph Fisher asked about the status of the 5" hose. Chief Hamilton said he would order it next week; he was just waiting on an additional bid to come in.

**MOTION:** Gary Rychard moved to pay the bills for August as presented. Ralph Fisher seconded. Motion passed; a voice vote was unanimous.

**Chief's Report:**

Alarms: Chief Hamilton reviewed alarms for the board. Call volume for the month was comparable to last year, while total alarms for the year is still down 13 from last year. August had lots of fires. Many people liked the field training fire. There was discussion regarding field fire training.

Training Report: Mike Patrick asked the directors for a clearer idea of what they wanted out of his training report. There was lengthy discussion about formats, including data-based versus narrative. Mike explained that his goal is to get a stream-line training system in place and to work closely with Stayton and Silverton. He explained that every firefighter will now be given a Recruit Taskbook, so there will be no question about what needs to be done and it will be up to the individual recruit to make sure his/her tasks are completed. All firefighters are up to Firefighter II; FireHouse software is up and running with YTD training info entered; Mike has been meeting weekly with Jay Alley from Stayton FD-they are planning on putting together a Leadership Seminar to address the issue of new officers and their ability to manage people-the goal is to turn officers into people who foster others up through the ranks. There was discussion regarding the duty officer program.

There was discussion regarding OSHA training requirements (60 hrs of training or competency) and how to apply this standard. There were also questions about how liability issues would tie in. Gary Rychard wanted to know legal counsel's opinion. The chief will discuss it with legal counsel and return next month with a recommendation. There was discussion regarding checks and balances within the training program and whether competencies would be subjective or objective. There was lengthy discussion regarding competencies.

The board commended Mike and district officers on all of their good work.

### **Old Business:**

Fueling policy: Rick opened the floor to Mike Patrick and Tim Heater. Tim would like to see the board approve the fueling policy allowing firefighters to fuel rigs at Silver Mountain Enterprises. He noted that currently, firefighters from Station 52 have to drive extra miles to Stayton, burning extra gas on the way back. Also, there is a cost savings because the district would receive the fuel at Silver Mountain's bulk rate, with no profit to Silver Mountain.

Mike Patrick said he understands the board's hesitancy to approve the policy, but noted that members from Station 52 don't always come to Station 51 for drill. Volunteers from that station already have to travel more for drills, they have to leave their businesses and when having to fuel up in Stayton, they will have to leave their businesses for even more time.

There was discussion about how often volunteers would have to fuel up (approximately 100 gallons/quarter, depending on call volume). Gary Rychard expressed frustration with past billing practices. He said he would only consider approving an agreement if the billing cycle was monthly. There was discussion regarding monthly versus quarterly billing. Ralph Fisher felt the board should give it a try for a year and see how the quarters shape up for budgeting purposes. Rick Kauffman expressed some concerns with controls. Jeff Kropf felt the policy made common sense for district personnel and saved money. Gary reiterated his concerns regarding quarterly billing and length of time with past invoicing. The board made a few amendments to the proposed agreement.

**MOTION:** Gary Rychard moved to approve the agreement and MOU between Sublimity Fire District and Silver Mountain Enterprises with amendments and to submit those documents to Silver Mountain for approval. Ralph Fisher seconded. Motion passed; a voice vote was unanimous.

### **New Business:**

WHA Insurance: Paulette Oliver from Wilson-Heirgood Insurance came to discuss the annual insurance renewal. She began by reviewing vehicle coverage. Paulette suggested raising the district's crime coverage. She reviewed property, systems, inland marine, SDAO crime, general liability and auto liability. She reminded the board to complete the best practices credits. She encouraged the board to attend training and SDAO workshops. There was discussion regarding auto and mutual aid responses and liability. The chief is currently reviewing those agreements with neighboring agencies. There was discussion regarding other agencies and their coverage amounts and keeping the district in line with neighboring agencies. There was discussion about OR-OSHA and self-insured. Paulette reviewed safety committee information and required trainings. She then explained the OR-OSHA SHARP designation.

**Good of the Order:**

Staff reminded the board about upcoming district events for the rest of the year and about the Joint Conference November 5-7.

Turner Fire District donated a slip-in unit that has been placed in the back of the old command pickup. It will be nice to have a smaller rig for response.

**Adjourn:**

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

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**Respectfully Submitted by Amy Doran**

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**Approved by Rick Kauffman**