

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

Meeting called to order: by Ralph Fisher at 7:00 p.m.

Members present: Rick Kauffman, Gary Rychar, Ralph Fisher, Jeff Kropf (*late*)

Staff present: Chief Brandon Hamilton, Amy Doran

Others present: None

Additions/Deletions to Agenda: Add to New Business—MCAHIMT participation

Citizen Comments: None

Firefighters Association Input: None

Reading of Minutes:

MOTION: Gary Rychar moved to approve the minutes for October 8, 2008. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Communications: SCTC patronage credits usage; *Rick Kauffman declared a potential conflict of interest because his wife works for SCTC.* SCTC installed a new phone system in the main station.

MOTION: Gary Rychar moved to approve the use of SCTC patronage credits in the amount of \$6,634.41. Ralph Fisher seconded. Motion passed; a voice vote was unanimous.

Payment of Bills: The board reviewed bills and payments for the month of October.

MOTION: Rick Kauffman moved to pay the bills for October as presented. Gary Rychar seconded. Motion passed; a voice vote was unanimous.

Chief's Report:

Alarms: Chief Hamilton reviewed alarms for the board. Alarm totals have dropped since this time in 2007. The district responded to seven fires in October. One of them was in our district.

Old Business: None

New Business:

Audit discussion: Chief Hamilton and Amy Doran briefly discussed the audit and the topics covered by the auditor, including suggestions made, etc.

MCAHIMT: The county is trying to put together an overhead management team for all hazards (Marion County All Hazards Incident Management Team). Chief Hamilton has been selected to serve on the steering committee. He asked the board for permission to proceed. The board wanted more information on the amount of time commitment, etc. The chief said he would report back to the board when he had more information. *Jeff Kropf arrived at this time.*

Good of the Order:

71st Annual Turkey Shoot: The Harvest Festival Committee will help with this event again.

Gift of Christmas Dinner Baskets: We are hoping to sponsor 40 families again this year.

SSCOC Forum Lunch: The district will again be hosting the forum lunch at the fire hall on Monday, December 1st at noon.

Christmas Potluck: The district potluck will be held on Thursday, December 6th at 6:30 p.m.

Christmas Tree Lighting: The Sublimity Tree Lighting will be at 7:30 in the gravel parking lot with cookies and drinks in the bays.

Joint Conference: Ralph Fisher attended the conference and said that it was good. There was great information and networking opportunities. He felt that everyone should make an effort to attend. Topics covered that he felt relevant were conflicts of interest, fraud and not using e-mail as a discussion tool. In the area of fraud, the district needs a policy for addressing the issue ("fraud response plan"). There was discussion regarding the use of a fraud hotline or suggestion box. When discussing responsible fraud practices, part of that is conducting adequate criminal background checks. They should be conducted on elected officials and staff members. Gary said that he uses OJIN to conduct background checks with the school district. It is a free service and is more extensive than a typical OSP check.

-Something else covered was the issue of wrongful death lawsuits. They are becoming more prevalent. We need to be sure members are following the laws when responding on calls.

-The board also felt it was important to have a board member attend a nearby district's board meeting. Silverton was used as the example.

-Ralph Fisher mentioned that he wanted to increase the banquet to something more meaningful and move it out of town.

-Jeff Kropf preferred to keep it local—somewhere not too far out of district.

-Chief Hamilton looked into the Oregon Garden Resort. The cost for use of their facilities, as well as to have them cater, was approximately \$2,000.

-There was discussion regarding using local career firefighters as backup responders.

-Chief Hamilton brought up the topic of the distinction between board duties and chief's responsibilities. There was discussion regarding the board's role in decision making. There was also discussion regarding board member training and mentoring. The board requested that board member succession planning be added to the February agenda.

Adjourn:

MOTION: Gary Rychard moved to adjourn the meeting. Jeff Kropf seconded. Motion passed; unanimous. Meeting adjourned at 8:05 p.m.

Respectfully Submitted by Amy Doran

Approved by Ralph Fisher