

**APPLEGATE VALLEY RFPD #9  
BOARD OF DIRECTORS MEETING  
December 21, 2016**

**BOARD MEETING CALLED TO ORDER**

TIME: 6:00 PM

LOCATION: Training Building

**ROLL CALL**

Craig Amann	<i>President</i>
Sandy Shaffer	<i>Vice-President</i>
Rich Halsted	<i>Secretary/Treasurer</i>
Michael Parker	<i>Board Member</i>
Lori Cooper	<i>Board Member</i>

**OTHERS PRESENT**

<i>Mike McLaughlin</i>	<i>Fire Chief</i>
<i>Chris Wolfard</i>	<i>OPs Chief</i>
<i>Brad Barnes</i>	<i>Division Chief</i>
<i>Tallie Jackson</i>	<i>Office Manager</i>
<i>Cody Goodnough</i>	<i>Battalion Chief</i>

**ABSENT**

None

**ADDITIONS TO THE AGENDA**

**Old –**

CERT

Levy

**New-**

Ambulance for CERT  
Operations Policy for District Credit Card Usage  
Chief Evaluation  
Negotiations

**REVIEW MINUTES FROM PREVIOUS MEETING**

Review minutes of November 16<sup>th</sup> meeting. The minutes were reviewed and corrections were made to the Staff Report under Operations to clarify volunteers would need background checks to participate in the Smart Reading program. In the discussion for portion of the Resolution 2016/2017-03, MVC Cost Recovery, District needs to be capitalized and residence should read residents.

**Michael Parker moved to approve the November 15, 2016 minutes as corrected.**

**Sandy Shaffer seconded the motion.**

**Approved unanimously.**

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### FISCAL REPORT

The Disbursement Voucher for November 2016 was presented: The following expenditures were discussed and clarified;

Reimbursement to Chief – Carey’s retirement party  
Oregon Government Ethics Commission – Annual dues  
MES Northwest – Credit for returned sweatshirts  
Vickers Consulting Services Inc. – Grant writer for AFG grant  
Special Districts Insurance – Annual general liability payment  
Speer, Hoyt, Jones, Poppe & Wolfe – Legal consulting for public contracting  
Sandy congratulated Brad for his length of service with the District.

**Rich Halsted moved to approve the November 2016 expenditures, in the amount of \$92,848.97**

**Sandy Shaffer seconded the motion.**

**Monthly expenditures approved unanimously.**

The Financial Report review: Board Members reviewed the financial report as 42% through the Fiscal Year, discussing Personnel Services is a little high due to Carey’s retirement was not budgeted causing an overage in the line item of Office Manager. It is anticipated that overtime will slow down after the first of the year. Reimbursable Overtime will go up in the month of December due to Chris Wolfard’s assignment to North Carolina. This line item should go static for the rest of the fiscal year.

### STAFF REPORT

Chief presented the Staff Report for November, highlighting Chris Wolfard’s assignment to North Carolina to assist in the dispatch area. Chris was able to utilize his time to be certified in additional task books.

General:

Operations

Michael Parker inquired about the Mercy Flights program for frequent 911 callers. Chris and Mike Kuntz have met with Mercy Flights and 2 individuals within our District have met the requirements for the Mercy Flights program. The program addresses options other than 911 for non-emergency calls. Mercy Flights is seeing great success. AMR currently doesn’t have a program in place, but is looking into starting one in the future.

Rich would like to see how Williams Fire/Rescue is moving forward now that their levy has passed. Chief will ask Chief Kuntz if he is available to present at the next BOD meeting.

New Permits – 9

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Alarms – MVC on Hwy 238 shut the roadway down for 3 hours.

Special Information – Tallie attended the co-op meeting in Phoenix and worked on the annual Christmas party.

### **OLD BUSINESS**

#### Resolution 2016/2017-03, MVC Cost Recovery

District currently has a policy in place to bill out of District residents for MVC's. The resolution is to engage in a contract with Systems Design to bill and manage paperwork. Lori has expressed concern if this will be something insurance companies will even pay out. Sandy has asked to make corrections to the resolution in regards to capitalization. Tallie will make corrections and present at the next meeting.

#### Review of Chapter 9

The Board would like to hold a working session a half hour prior to next BOD meeting. Areas that need to be addressed are; 9.2.4 to be more in line with ORS statues, possibilities of splitting the duties of Secretary / Treasurer, 9.3.2 orientation of new members, 9.5.3J availability for the hearing impaired.

#### Second Reading of Chapter 7.5

Corrections need to be made to the first paragraph of the Whistleblower Policy; delete the parenthesis around ORS. Within the first paragraph of 7.5.3 change the word participate to practice.

**Rich moved to adopt 7.5 Whistleblower Policy as corrected.**

**Sandy seconded the motion.**

**Approved unanimously**

#### CERT

Michael Parker, Chief, Tallie and Michelle Brown-Riding had a meeting for submitting an article in the newsletter for CERT. In the article we are reaching out to see how many in the Applegate Valley would be interested in starting a CERT program. When sponsoring a CERT program it would be upon the District to carry workers comp insurance on volunteers. Chief is planning to meet with Jacksonville Fire and see if the first year of reviving our program if we could work together with Jacksonville CERT. Sandy suggested creating a map of interested participants for an article in the Spring Applegate to try and reach areas where we do not see interest.

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### Levy

Sandy met with Matt Epstein to see if he would be interested in heading the levy. Matt would like to be involved and suggested we start early. Matt feels that with most residents are using cell phones instead of landlines phones, we shouldn't bother doing the phone bank at Ramsey Realty this time around. Great tools for supporting levy would be through groups, schools and newsletters.

### WHA Insurance

The general liability insurance increased \$1000 from last year. The price increase reflects insuring the personal property in the training building and increasing insurance on 5 stations.

## **NEW BUSINESS**

### SDAO Conference

The Annual SDAO conference will be held February 10-12, 2017 in Portland. The District is responsible to pay transportation, hotel, and cost of the conference. Rich and Craig showed interested in attending.

### WUI Conference

Wildland Urban Interface Conference will be held March 21-23 in Reno, NV. This conference has not been covered by the District in the past. Sandy plans on attending and suggested it may be a great learning experience for Tallie.

### Donation Policy

The Board would like to see a donation policy created in regards to how the District accepts donations and how the money is to be tracked and spent. Chief contacted SDAO in regards to other districts that may have a donation policy. SDAO had no direction and cautioned not to put a dollar amount to donations. Craig distributed a policy from Wilsonville that we may be able to modify to fit to the District.

### Contracting Policy and / or Procedures

The Board would like to create a policy to clarify at what point the Chief needs Board approval for signing of a contract. The District's attorney sent changes of the Public Contracting Rules to Chief and he hasn't located any terminology that defines when Chief can engage in a contract.

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Team Building Workshop

Craig asked Chief when a good time would be for a team building workshop. Chief felt this would be best to take place after April 2017. It was suggested that we have someone like Chief Peterson to teach the workshop. It was asked by Craig to bring suggestions to the next meeting of team building ideas.

Ambulance for CERT

Mercy Flights announced at the Chiefs Christmas Luncheon that they have three ambulances available for donation. Chief presented a contract from Mercy Flights to receive one of the vehicles to be used for the upcoming CERT program. Stipulations to the contract are that we remove the Mercy Flights stickers, maintain for 2 years and not to be used as an ambulance. Brad has inspected the vehicle and this would be a great asset to the District. If the CERT program doesn't evolve the vehicle could still be used for bringing additional resources to a call.

**Michael Parker moved to receive an ambulance from Mercy Flights for the CERT program.**

**Sandy Shaffer seconded the motion.**

**Approved unanimously.**

District Credit Card Policy

Chief presented a District Credit Card Policy to be adopted into the Operations Manual 4.1.2G. The policy will allow Shift Officers to use the District credit card for fuel and food when on assignments. Rich suggested adding verbiage that the District credit card is to be the primary card used on assignments.

Chief Evaluation

Board Members would like evaluation forms emailed to them to prepare for Chief's one year anniversary evaluation.

Negotiations

Executive Session will be held at next meeting to discuss labor contract negotiations.

**ANNOUNCEMENTS / Good of the Order**

Craig worked with Carey and Tallie to nominate Sandy for SDAO Board Member of the Year, even though she wasn't selected Sandy's great work was recognized. Craig presented a certificate from SDAO to Sandy with a letter of appreciation for the great work with the Fire District and within the community.

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**ADJOURNMENT**


The Board meeting was adjourned at 8:11 pm.

The next Board meeting will be held Wednesday – January 18th, 6 pm @ **Training Bldg.**

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Minutes Submitted by Tallie Jackson  
Office Manager

Approved By:

  
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Board President, Craig Amann

01/24/2017  
\_\_\_\_\_  
Date