

**APPLEGATE VALLEY RFPD #9  
BOARD OF DIRECTORS MEETING  
April 20, 2016**

**BOARD MEETING CALLED TO ORDER**

TIME: 6:00 PM

LOCATION: Training Building

**ROLL CALL**

Ed Temple	<i>President</i>
Craig Amann	<i>Vice-President</i>
Sandy Shaffer	<i>Secretary/Treasurer</i>
Bob Ettner	<i>Board Member</i>
Rich Halsted	<i>Board Member</i>

**OTHERS PRESENT**

<i>Mike McLaughlin</i>	<i>Fire Chief</i>
<i>Carey Chaput</i>	<i>Office Manager</i>
<i>Chris Wolfard</i>	<i>Ops Chief</i>
<i>Brad Barnes</i>	<i>Division Chief</i>
<i>Ted Shaffer</i>	<i>Budget Committee</i>
<i>Steve Weaver</i>	<i>Budget Committee</i>
<i>Matt Epstein</i>	<i>Budget Committee</i>

**ABSENT - None**

**SPEAKERS AND GUESTS - None**

**RECESS BOARD MEETING AT 6:02 for Budget Committee Meeting**

**RECONVENE BOARD MEETING AT 7:38**

**ADDITIONS TO THE AGENDA**

**New; Medical Plan  
Water System**

**REVIEW MINUTES FROM PREVIOUS MEETING**

Review minutes of March 16th meeting. The minutes were reviewed and approved as written.

**Rich Halsted moved to approve the March 16, 2016 minutes.**

**Sandy Shaffer seconded the motion.**

**Approved unanimously.**

**FISCAL REPORT**

The Disbursement Voucher for March 2016 was presented: It was requested to show further detail on expenditures in subaccounts. Staff will include the main account number to clarify expenditures. The Fuel Reduction disbursement through Community Justice was discussed. The Medical Reimbursements through Valley Immediate Care was explained as part of the initial medical review process when bringing on new personnel. Electricity at Station 1 seemed higher than normal for this time of year. Staff will use the test meter to help determine any issues or problems.

**Sandy Shaffer moved to approve the March 2016 expenditures, in the amount of \$96,677.34**

**Bob Ettner seconded the motion.**

**Monthly expenditures approved unanimously.**

The Financial Report review: Board Members reviewed the financial report as 75% through the Fiscal Year, discussing the overage in Administrative Expenses. Again, this is explained as a result of Fire Reimbursements and the isolated expenses incurred for the new reporting system. In the approved budget, Fire Team related expenses will be separated and usual expenditures should be within allocated amounts. Planned expenditures to Fire Equipment and SCBA maintenance will bring these line items within the allotted amounts for FY 2015/2016.

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### STAFF REPORT

#### Training, Maintenance and Alarms :

Mike presented the Staff Report for March, in a similar format as in the past, highlighting the Training activity and Operations for March. He gave a detailed review of the Maintenance work on various Apparatus & Facilities. Alarms are ahead of last year, at this time, by 17. Mike reviewed the new incident report format.

#### General:

Operations: The ongoing radio issue of being able to reach full coverage throughout the district was explained as a long term project. Chris further described the situation in a graphic, showing the current coverage with the weakness being the diminishing links between radios and Tallowbox Tower. Currently we are assessing coverage from 3 mountain tops by mapping the area to determine the best approach to solve this issue.

Chris was thanked by Chief McLaughlin for his outstanding work on this project.

#### New Permits- 4

Alarms: A small burn pile was the cause of an escaped vegetation fire on Little Applegate Rd.

Academy; 4 out of the 7 applicants have started the Fire Academy on March 31<sup>st</sup>.

Catastrophic Emergency Planning; Priority is being given to ensuring backup power for HQ, and Sta 1 and the associated fuel pumps.

Training Building; Jackson County approval is final for tentative land use. We have scheduled with the Building Department on Monday for a final walk through.

Prevention; Staff is working on a Reading Program with the schools. Carey is working on updating the Smoke Detector program through the State Fire Marshal's Office. The Fireside newsletter is scheduled to come out in the next two months. New Wildland Fire information brochures were available for public distribution, with thanks to Sandy and the regional Outreach & Education group.

### OLD BUSINESS - None

### NEW BUSINESS

Medical Plan; Chief reviewed the process of renewing the current MODA medical plan, having met the due diligence with Union requirements. The Board appreciated being aware of the options and agreed that the best choice is to stay with the current plan. The Board also advised staff to continue to monitor the SDIS Plan options for future reference.

Water System; Chris presented the results of an analyses report on the water system for the Training Building, which showed higher than EPA limits for Coliform Bacteria, and exceeding limits of Calcium. It is recommended that a water softener be installed for intake to the building. Staff is researching costs, as consideration will first need to be made for HQ, Station 5, Station 7 and Station 1, assuming that the problem exists there also.

Facility Use Agreement, Parking Lot; A draft to address the permitted use of the parking lot at the Training Building was sent out to Board members for consideration. Mike explained the initial request coming from Trees Inc. to allow parking of their vehicles on the grounds for an extended period of time. They have decided to look elsewhere, at this time.

Surplus 8507; The Chief asked for authorization to surplus the 1976 Superior engine, 8507. With 8516 now in service, 8506 is a more suitable reserve engine. Staff was asked to update the Apparatus list.

**Craig Amann moved to allow Chief to sell the 1976 Superior engine for no less than \$1200, or donate to a neighboring agency.**

**Rich Halsted seconded the motion.**

**Approved unanimously.**

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Strategic Planning – Retreat; Chief suggested setting up a Work Session with the Board to determine the future goals of the District. He would like to map out 5 – 10 year goals. The Board asked that he bring Staff input for goals and objectives to the next meeting. It was agreed to meet 1 ½ hours before the next regular board meeting for a workshop. Collectively they will make a template that addresses their concerns.

### **ANNOUNCEMENTS / Good of the Order**

Ed read the Thank you note from Brett to the Board

### **ADJOURNMENT**

The Board meeting was adjourned at 9: 08 pm.

The next Board meeting will be held Wednesday – May 18th @ **6:00 pm in the Training Building, following the Work session that will begin at 4:30**