

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

BOARD MEETING CALLED TO ORDER

TIME: 6:05 PM

LOCATION: Training Building

ROLL CALL

Ed Temple	<i>President</i>
Craig Amann	<i>Vice-President</i>
Sandy Shaffer	<i>Secretary/Treasurer</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>Brad Barnes</i>	<i>Division Chief</i>
<i>Mike Parker</i>	<i>Budget Committee</i>
<i>Brett Fillis</i>	<i>Retired Fire Chief</i>
<i>Connie Fillis</i>	<i>Brett's Spouse</i>
<i>Dan Petersen</i>	<i>Fire Chief FD3</i>
<i>Lang Johnson</i>	<i>Fire Chief Grants Pass</i>
<i>Phil Turnbil</i>	<i>Fire Chief Rural Metro</i>
<i>Heather Granish</i>	<i>Vol Admin Assistance</i>

ABSENT

Bob Ettner – resigned July 9, 2016

SPEAKERS AND GUESTS

Dan Petersen made a special presentation to Brett Fillis on behalf of the Oregon Fire Chief's Board of Directors to honor the significant contributions Brett had made throughout his tenure of service. The specific request for an award of excellence came from the AVFD Board to honor Brett's contributions for truly making this community a safer place to live. Historically, Brett showed leadership and was engaged as a Chief Officer, leaving the fire district financially sound.

Brett also reiterated how the Fire Plan made the district much more marketable to support fuel reduction efforts. He thanked the community and neighbors for a very fortunate relationship and the many fond memories.

Board recessed for a 15 minute break to socialize and enjoy the prepared food at 6:10
reconvened at 6:25

ADDITIONS TO THE AGENDA

None

REVIEW MINUTES FROM PREVIOUS MEETING

Review minutes of June 15th meeting. The minutes were reviewed and approved as written.

Sandy Shaffer moved to approve the June 15, 2016 minutes.

Craig Amann seconded the motion.

Approved unanimously.

FISCAL REPORT

The Disbursement Voucher for June 2016 was presented: Board members reviewed the expenditures and asked Staff for input on the following items; The Laptop computer purchased at Best Buy for training purposes, the Chainsaws and GPS purchases, the Water Softener for the new building, and the publication of the Budget Form LB-50. They also commented on seeing Jasmine Serabia listed as a Seasonal Firefighter, asking if she is in fact the daughter of Jerry Serabia of the BLM.

Rich Halsted moved to approve the June 2016 expenditures, in the amount of \$81,392.65

Sandy Shaffer seconded the motion.

Monthly expenditures approved unanimously.

AVRFD #9 Board Meeting Minutes for July 20, 2016

The Financial Report review: Board Members reviewed the financial report as 100% through the Fiscal Year, discussing the ending fund balances. The Sale of Apparatus, which was anticipated for this last year, will be completed in the beginning of the 2016/2017 fiscal year.

STAFF REPORT

Training, Maintenance and Alarms :

Mike presented the Staff Report for June, highlighting the Training activity and Operations. June is Wildland Prevention Month. Training included S130/190, new wildland protocols, drafting type 5 & 6 engines and using portable pumps. Other training included EMS scenarios and GPS operations.

Staff repaired some screens on the Station 5 mobile, and is still working on the issue regarding higher than normal electricity use at Station 1.

Alarms are up by 23% from this time last year. Continued support to the William Fire District will have some effect on the alarm statistics. Board members commented on liking the new format for Alarm Statistics.

General:

Operations: Six new turnouts were ordered. Also, staff continues working on the testing protocol for the Office Manager position, the language in the job description was updated to be more current.

New Permits-6

Alarms- Hay trailer fire on Hwy 238 closed the highway. Operations went well. The involved insurance company will be billed for the loss of a radio & personnel time.

Catastrophic Emergency Planning- Staff continues to work on a response policy that would address duty crew and volunteer responsibilities during a major disaster. Oregon law and emergency planning reiterates the primary focus of the fire district as EMS & initial fire response. The CERT program is being looked at again as a way to educate the community on preparedness. The basic plan should include developing a CERT Team, educating the community on preparedness and designating a lead committee made up of a Board Member, Citizen and FD personnel.

Prevention-The Fire Safety Trailer was present at the Ruch Elementary School Community event. Lessons on home safety, 911 systems and smoke alarms were presented to students and adults. Great feedback has been received from school staff and public participants. The community is also responding favorably to the latest Fireside newsletter which encouraged people to stop by for their copy of the Homeowners Guide to Wildfire Preparedness.

OLD BUSINESS

Office Manager Position- In the process of posting the position, staff found that further description of what is already in place was necessary to bring the job description policy up to current practice. Changes were shown as highlights. The assessment session has been scheduled for August 19th. Staff is working on skill sets, which will be emailed to board members.

Williams Service Agreement- At their last fire district board meeting, the Williams Fire District Board agreed with a one year term of \$500 a month reimbursement, retroactive to July 1, 2016. We are waiting for a written statement.

AVRFD #9 Board Meeting Minutes for July 20, 2016

Board Position- To ensure that enough time has been allowed for interested parties to come forward, the filling of the board vacancy has been postponed until the first order of business at the next meeting. Mike Parker expressed his interest for being on the board.

NEW BUSINESS

Election of Officers – Ed Temple explained his position on not filling the President’s term due to plans for selling his home and moving outside of the District. Members present discussed the current board positions and made the following nominations.

Rich Halsted nominated Craig Amann for President, Ed Temple seconded the motion.

Motion accepted unanimously.

Craig Amann nominated Sandy Shaffer for Vice President, Rich Halsted seconded the motion.

Motion accepted unanimously.

Sandy Shaffer nominated Rich Halsted for Secretary/Treasurer, Craig Amann seconded the motion.

Motion accepted unanimously.

2016/2017 Board Roster

Craig Amann - President

Sandy Shaffer - Vice President

Rich Halsted – Secretary/Treasurer

Ed Temple – Member

1 Vacant Member Position – to be filled at the next regular meeting.

Resolution 2016/2017-01, Authorizing Fiscal Funds- The annual formality of establishing the financial policies for the fiscal year was presented and approved as written. No changes from the previous policy. Fire Chief Mike McLaughlin serves as Budget Officer and Registered Agent, and equipment and items purchased in excess of \$1500 will be recorded as assets under Capital Outlay.

Sandy Shaffer moved to approve Resolution 2016/2017-01, Craig Amann seconded the motion.

Motion approved unanimously.

Resolution 2016/2017-02, Updating Public Contracting Rules-After reviewing the recommended changes from the district’s Attorney, the amended guidelines to how we establish public contracts was adopted by joint resolution of the Board of Directors and the Local Public Contracting Review Board.

Craig Amann move to approve Resolution 2016/2017-02 Opting out of the Attorney General’s Model Public Contracting Rules and amending the Oregon Public Contracting Rules for Applegate Valley Fire District.

Sandy Shaffer seconded the motion.

Motion approved unanimously.

ANNOUNCEMENTS / Good of the Order

A Thank you note was signed by the Board, to the Friends for their efforts in putting such a nice picnic on for our volunteers.

Lifeline Screening event, this coming Tuesday, July 26th, has 56 appointments scheduled.

Two certificates were signed by the Board in appreciation of Bob Ettner and his years of service.

Sandy, Rich & Craig would like to attend the upcoming SDAO training in Medford.

Chief announced his achievement in passing the Oregon EMT license exam.

Board members expressed their appreciation for Ed’s 20 years of service as Board President.

ADJOURNMENT

The Board meeting was adjourned at 8:30 pm.

The next Board meeting will be held Wednesday – August 17th @ the Community Building.