

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING
May 18, 2016**

BOARD MEETING CALLED TO ORDER

TIME: 6:01PM

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>Mike Parker</i>	<i>Budget Comm.</i>

ABSENT

None

SPEAKERS AND GUESTS

None

BUDGET HEARING; Resolution 2015/20160-03, adopting the FY 2016/2017 Budget, as presented by the Budget Committee.

Craig Amann move to approve Resolution 2015/2016-03, Adopting the FY 2016/2017 Budget.
Sandy Shaffer seconded the motion.
Resolution Approved Unanimously

ADDITIONS TO THE AGENDA

Old; Fire Team Assignments, cont'd discussion

New; Resolution 2015/2016 -04, Allocation of Unanticipated Funds
Resolution 2015/2016-05, Adopting FY 2016/2017 Budget

REVIEW MINUTES FROM PREVIOUS MEETING

Review minutes of April 20th meeting. The minutes were reviewed and approved as written.

Sandy Shaffer moved to approve the April 20, 2016 minutes.
Bob Ettner seconded the motion.
Approved unanimously.

FISCAL REPORT

The Disbursement Voucher for April 2016 was presented: The board reviewed and discussed the following expenditures; Vickers Consulting for resubmitting the AFV Grant request, Mohart Detail for cleaning 8551, and Legal Notices to publish the LB-1 in both the Courier and Mail Tribune. The Board President asked Staff to highlight any out of the ordinary expenditures. Staff explained the disbursements to Brett upon his separation agreement, the Vol. Length of Service award, SCBA repairs through Cascade Fire Equipment, a credit for food provided to a regional training meeting, an adjustment for Taillese's Overtime rate. Members further discussed a reimbursement to Chris for radio repairs, and the volunteer mileage calculations.

Sandy Shaffer moved to approve the April 2016 expenditures, in the amount of \$139,502.12
Rich Halsted seconded the motion.
Monthly expenditures approved unanimously.

The Financial Report review: Board Members reviewed the financial report as 83% through the Fiscal Year, discussing the higher than normal electrical costs for power at Station 1.

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STAFF REPORT

Training, Maintenance and Alarms :

Mike presented the Staff Report for April, highlighting the Training activity and Operations of the district. Training topics covered Pre-Hospital Care Reporting on the new reporting system, Annual testing, SCBAs, Pumping Operations, Rope rescue, Forcible Entry and drafting.. The EMS training covered Pregnancy Trauma. Chiefs Wolfard and McLaughlin attended an OFCA conference on SDAO Governing Laws.

A list of completed maintenance for apparatus and facilities was included. Chief highlighted the change in the dispatch system to show 8506 now as a reserve engine – 8505R, which can be used at any station. Station 7 and the mobile at Station 5 have been rented to district personnel, with a \$50 increase per month. Staff is waiting for the bid on the filter system that will be installed in the Community Building.

General:

Operations; Chris highlighted the success in grant requests for Wildland Equipment and a Health and Wellness Program. The Board expressed appreciation for Chris's success in grant procurements over the years.

New Permits – 6 new requests

Alarms – nothing remarkable, though there is a 20% increase in Alarms year to date.

Academy – District personnel are doing well

Catastrophic Emergency Planning. Staff continues to work on a better bid for back- up power. It was suggested to consider grants for this request.

Training Bldg – The new building passed the final building inspection and is registered with the county for occupancy. Landscape was approved earlier.

Prevention- Fireside Newsletter is coming together. Chief expressed the desire to regenerate this districtwide communication, and asked for Board input. Rich Halsted agreed to submit for the Board. Smokey Team Teaching was presented to K-1 grades at both schools in collaboration with ODF and the USFS. TaiLese delivered a Fire Safety Lesson to 2-3 grades at Applegate School. Mike Kuntz presented the idea of a reading program to the Principal of Ruch School.

OLD BUSINESS

Facility Use Agreement, Parking Lot – Trees Inc. has decided to look at other options. The template agreement will be kept for later use.

Strategic Planning Retreat- Members decided to delay workshop until a later date, to be announced.

Fire Team Assignment-Chief presented the new cooperative agreement between the Fire District and the USFS for joint participation in incident management teams. Chief further explained the history of supporting the Incident Management Team (IMT) in the past. He then addressed the Board's concerns over liability issues and billing administration. The Chief directed members to the policy for Temporary Employees, suggesting that these fire team members would be sponsored by the District, and fall under the District's workers compensation policy. A discussion ensued over the potential liability exposures. They also discussed the responsibilities of the district to provide uniforms, training and support vehicles for line personnel.

Chief asked the Board for direction to address their concerns over the legality of the contract. The Board directed Chief McLaughlin to contact SDAO for a legal opinion on the liability exposure and employment issue. Ed also wanted clarification on the ability to discuss board issues through email between monthly meetings. The overall consensus is to develop a policy for this type of agreement for next year, while honoring this written and signed agreement. Chief will respond to their concerns individually, before the next regular meeting

NEW BUSINESS

Policy Update – Public Contracting Rules,

Staff was alerted that it was time to update the policy on Public Contracting Rules. This discussion will be tabled until we receive the updates from the Speer, Hoyt & Jones Attorney office.

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Job Description – Office Manager, Copies of the Office Manager Job description were distributed for Board review and to be discussed at the next regular meeting. Board members further discussed personnel living outside the district boundaries. It was suggested to revise that section of the personnel policy to better meet the current needs of the District.

Finalizing Training Building, Discussed earlier under staff report.

Resolution 2015/2016-04, Allocating Unanticipated Funds, Board members deemed it necessary to allocate unanticipated funds received from Grant requests in the sum of \$86,214 for the 2016/2017 budget.

Rich Halsted moved to approve the Resolution 2015/2016-04, Authorizing the allocation of unanticipated funds.

Bob Ettner seconded the motion.

Motion approved unanimously.

Resolution 2015/2016 – 05, Adopting Budget, Board members discussed and found it necessary to adopt a new budget that reflected the unanticipated funds previously approved, for a sum total of \$2,681,481.

Bob Ettner moved to approve Resolution 2015/2016-05, Adopting the 2016/2017 Budget

Sandy Shaffer seconded the motion.

ANNOUNCEMENTS / Good of the Order

- SDAO Best Practice Presentation – RR 5:30 – Reserved for 3
- The unexpected passing of Rob Smith was explained as a tremendous loss to the Williams Fire District and to the Applegate. The strategy for assisting with staff coverage was discussed

ADJOURNMENT

The Board meeting was adjourned at 8:50 pm.

The next Board meeting will be held Wednesday – June 15th @ **6:00 pm in the Community Building**