

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING
November 16, 2016**

BOARD MEETING CALLED TO ORDER

TIME: 6:01PM

LOCATION: Training Building

ROLL CALL

Craig Amann	<i>President</i>
Sandy Shaffer	<i>Vice-President</i>
Lori Cooper	<i>Board Member</i>
Mike Parker	<i>Board Member</i>

OTHERS PRESENT

<i>Mike McLaughlin</i>	<i>Fire Chief</i>
<i>Brad Barnes</i>	<i>Division Chief</i>
<i>Tallie Jackson</i>	<i>Office Manager</i>
<i>Steve Weaver</i>	<i>Budget Committee</i>

ABSENT

Rich Halsted

SPEAKERS AND GUESTS

Jeff Griffin, WHA Insurance – Jeff Griffin presented a mid-term update on Oregon’s Special Districts Insurance Program. He handed out a booklet that included our current coverage for vehicles, property and equipment. Overall he found that the District is doing a good job and came in under budget this year on our worker’s comp policy. Jeff announced that we will be saving 6% up to 10% based on our best practices and will qualify for a longevity credit. Chief is currently reviewing the liability renewal sent by WHA Insurance. Chief indicated that currently 4 of our stations appear to be under insured and personal property is not covered in the training building. Chief is waiting on a price quote from Steve Silvia and will bring the figures to the next meeting. Jeff indicated that increasing values on the above items will not add to much cost to the District. Jeff informed us that our buildings will be reappraised this year. The last time the buildings were appraised was in 2007.

ADDITIONS TO THE AGENDA

New- Whistleblower Policy

REVIEW MINUTES FROM PREVIOUS MEETING

Review minutes of October 26th meeting. The minutes were reviewed and corrected to add the wording “corrected and amended” to the motion of approving the minutes. Structure was not to be capitalized. Under the surplus donation add “Chris presented” and we would like to donate 8501 to RITA. Clarify the acronym RITA (Rogue Interagency Training Association). Strike the word “with” from the sentence under best practices. It was asked to expand on the information in the exception to financial policy and the letter of appreciation.

Sandy moved to approve the October 26, 2016 minutes as corrected and expanded.
Lori seconded the motion.
Approved unanimously.

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FISCAL REPORT

The Disbursement Voucher for October 2016 was presented: The expenditures for Fitness Outlet and LOSAP was discussed and clarified.

Sandy moved to approve the October 2016 expenditures, in the amount of 115,061.76

Michael Parker seconded the motion.

Monthly expenditures approved unanimously.

The Financial Report review: Board Members reviewed the financial report as 33% through the Fiscal Year, clarifying that reimbursable overtime was the amount paid to the fire team. Coverage overtime is continuing to be monitored. Chief researched that in years past coverage overtime has a pattern of being up in the summer time and usually decreases in the winter. It is anticipated that it will go up in December due to vacation requests. Length of service cost was for Carey's 15 years with the District. Administrative cost are getting high, this line item may need to be increased in the future budget. Chief mentioned that there were unanticipated expenses that caused this line item to be higher than normal and agreed to increasing next fiscal year.

STAFF REPORT

Training, Maintenance and Alarms:

Chief presented the Staff Report for September, highlighting Training activity and Operations. Year to date there has been 576 calls, a 23% increase from last year. Fire season ended with 10 acres burning in the Applegate on private land.

General:

Operations - Captain Kuntz has been working on establishing a reading program with Ruch and Applegate schools. Applegate School is requiring volunteers to complete background checks if going through the Smart Reading program.

New Permits – 4

Alarms – There was a 4 acre fire on Thompson Creek and several MVC's.

Prevention – Second graders from Ruch School visited the station and had lunch as a reward for completing their fire escape plans.

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OLD BUSINESS

Resolution 2016/2017-03, MVC Cost Recovery

Chief presented a revised resolution that would not bill in District residents. The purpose of the resolution is to use Systems Design as a third party for billing. District has a policy that allows the billing of out of District residents. Chief highlighted that an average MVC could bring \$500 dollars to the District. There is concern if this will take too much time for the firefighters to complete the reports and if the insurance companies will pay the claim. Board would like more time to review and research. Resolution will be discussed further at next meeting.

NEW BUSINESS

Chapter 7.5 Whistleblower Policy – 1st Reading

Chief presented a whistleblower policy to be adopted in Chapter 7 of the District Policy. SDAO is requiring the whistleblower policy to be implanted by January 1st. Correction was made to the policy to add the word “is” to the 6th paragraph, last sentence, before “alleged”.

Review of Policy Chapter 9

Rich and Sandy will work together in reviewing of Chapter 9.

Levy Committee

Chief would like us to start thinking about getting a levy committee together. The voting of the levy will occur on the November 2017 ballot. He suggested it may be useful to hold a town meeting to inform the public of why we need the levy. Sandy will approach Matt Epstein to head the levy committee.

ANNOUNCEMENTS / Good of the Order

Christmas Party will be on December 3rd.

ADJOURNMENT

The Board meeting was adjourned at 8:16 pm.

The next Board meeting will be held Wednesday – Dec. 21, 6 pm @ **Training Bldg**