

**Sublimity Fire District
Board of Directors Meeting Minutes
Wednesday, April 22, 2009**

Meeting called to order: by Ralph Fisher at 7:00 p.m.

Members present: Gary Rychard, Ralph Fisher, Rick Kauffman

Staff present: Chief Brandon Hamilton, Amy Doran

Others present: None

Additions/Deletions to Agenda: Add chief contract to old business

Citizen Comments: None

Firefighters Association Input: None

Reading of Minutes:

MOTION: Gary Rychard moved to approve the minutes for March 11, 2009, as presented. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Communications: Our Town Monthly and The Stayton Mail printed press releases about the district's grants received and the annual awards.

Payment of Bills: The board reviewed bills and payments for the month of April. There was discussion regarding whether any budget transfers would have to be made before the end of the fiscal year. It didn't appear there would be a need for a transfer.

MOTION: Gary Rychard moved to pay the bills for March as presented. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Chief's Report:

Alarms: Chief Hamilton reviewed alarms for the board.

Old Business:

Standard of cover: This document has been reviewed by Wilson-Heirgood. Jeff Griffin loved it and would like to use it on the best practices section of the state web site. Gary Rychard confirmed that it contains everything the chief wanted. There was general discussion regarding the document, its purpose and effects. Chief Hamilton described it as the "Deployment Standard." Rick Kauffman wanted to see the adopted date on each of the pages.

MOTION: Rick Kauffman moved to approve the Standard of Cover document with the addition of adopted dates. Gary Rychard seconded. Motion passed; a voice vote was unanimous.

Command vehicle/Budget: The district went out to bid for a new vehicle. The board chose that avenue because there was such a small difference in price between new and used. Rick Kauffman appreciated the consideration of purchasing a used vehicle. He wanted to know if the board/chief has ever prioritized the district needs, in terms of equipment. He just wanted to be sure that this vehicle is really where money should be spent.

The chief has gone through the entire budget. After completion of the budget, there was \$108,000 remaining that was put to equipment reserve (\$96,000) and the seasonal firefighter position (\$12,000). He also determined that it would be appropriate to purchase and equip a new command vehicle outright, without the aid of a FlexLease. There was discussion regarding the large sum put into reserve and whether it would be available later on if something bad were to happen. There was then discussion regarding the vehicle specifications. The board reviewed the bids submitted for the rig.

MOTION: Gary Rychard moved to approve the purchase of a new command vehicle and award the bid to Chuck Colvin Auto Center in the amount of \$26,200 and place the order by May 1, 2009. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Chief Contract: The chief checked with Wage & Hour. They said flex time is not standard practice for exempt positions. Gary Rychard feels the chief should use his time as he feels is appropriate. He's a manager.

New Business:

Office Administrator salary: The chief presented his proposed increase for the administrator salary. There was discussion regarding the increase in duties since the position was originally created. Gary Rychard recommended a greater increase than proposed. There was discussion regarding updating the job description. The board also requested a five-step scale to work with for the position.

MOTION: Gary Rychard moved to approve the office administrator's salary to what will be considered the top step of a five-step scale, \$43,000. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

-Gary Rychard noted that he is extremely pleased with the direction in which the department is going. He congratulated both staff members on the dept's success.

Seasonal FF proposal: The chief noted this position could be easily absorbed in the budget. He presented the board with a detailed list of projects that this person could complete. He also commented that it would be an extra person around during the busy summer months when other people are gone on vacation, etc. This position would not be eligible for PERS. The board reviewed the list of projects and asked that constructing an outbuilding be removed. Gary Rychard noted that he would like to see blue markers on the streets for hydrant locations.

MOTION: Gary Rychard moved to approve the seasonal firefighter position from June 1 through September 30, with an option to extend. The expense of the position is not to exceed \$12,000. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Training Officer proposal: The chief proposed a \$6,000/year training officer stipend. He noted that Chief Patrick, the current person in this position, spends approximately eight hours per week doing training tasks. This is in excess of the normal expectation of a volunteer. He has turned down opportunities for overtime at his paying job to do things for the fire district. The chief feels that paying him a \$500/month stipend is the right thing to do. Chief Patrick takes time away from his family and other obligations to put in time here. The board was concerned about extra costs and paying PERS on the position, so they elected to add the training officer stipend to point pay. The board also

requested a monthly activity report from the training officer to the chief, who will then pass it on to the board. The board wanted to be sure the person in the position is spending consistent time working on training activities.

MOTION: Gary Rychard moved to allocate \$6,000 into the point pay fund to be used toward training officer duties as assigned by the fire chief, and requiring a monthly activity report to the board, which should include hours worked and activities completed. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

EAP: There had been some concern that the volunteers weren't benefitting from this service, so district funds might be better used elsewhere. Since the topic was brought up, however, two people have shown interest in the service. The board had no interest in taking away a service that was being utilized by volunteers.

MOTION: Rick Kauffman moved to approve the new Magellan contract. Gary Rychard seconded. Motion passed; a voice vote was unanimous.

**The board chose to move the discussion regarding position #1 from Good of the Order to New Business.*

Board Position #1: The board received a letter of resignation from Jim Heater.

MOTION: Gary Rychard moved to accept Jim Heater's letter of resignation and declare position #1 vacant. The board chair will send a letter to Jim, on behalf of the board, thanking him for his service. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

The board received a letter of interest in the vacant position from Tom Etzel. Gary Rychard felt that if someone else had an interest in serving on the board, that person could have run in the last election. He is ok with appointing someone else to the board tonight. He also likes the idea of promoting from within. Tom is active in the community. This will fill the position until the next election; he will then have to run.

MOTION: Rick Kauffman moved to appoint Tom Etzel to board position #1. Gary Rychard seconded. Motion passed; a voice vote was unanimous.

This will leave an opening on the budget committee. Chuck Sherman and Jeff Gries have both expressed interest in serving on the committee. The board felt it was imperative to appoint someone to the committee tonight because it's the last meeting before the budget meeting.

MOTION: Rick Kauffman moved to appoint Chuck Sherman to the budget committee if he is interested. If not, Jeff Gries, if he is interested. Gary Rychard seconded. Motion passed; a voice vote was unanimous.

Good of the Order:

There was discussion regarding the upcoming 3rd Annual Safety Fair. Chief Hamilton updated the board on the many new members. Rick Kauffman felt there would be some value in welcoming the new members in the newspaper. He also noted that the banquet was very good. There was discussion regarding next year's location.

Adjourn:

MOTION: Rick Kauffman moved to adjourn the meeting. Gary Rychard seconded. Motion passed; unanimous. Meeting adjourned at 8:35 p.m.

Respectfully Submitted by Amy Doran

Approved by Ralph Fisher