

Sublimity Fire District

Board of Directors Meeting Minutes

Wednesday, September 10, 2008

Meeting called to order: by Ralph Fisher at 7:05 p.m.

Members present: Rick Kauffman, Gary Rychard, Ralph Fisher, Jim Heater

Staff present: Chief Brandon Hamilton, Amy Doran

Others present: None

Additions/Deletions to Agenda: Add to Chief's Report: grant notification, E-52 repair

Citizen Comments: None

Firefighters Association Input: None

Reading of Minutes:

MOTION: Gary Rychard moved to approve the minutes for August 13, 2008. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

Communications: Two Stayton Mail segments featured the district; there was a letter from Sherrie Sprenger regarding the interchange and her efforts to make sure the project is completed in a timely manner; the board received a letter from Chaplain Bill Roberts commending Chief Hamilton for his excellent work on the Victor Point fire. Gary Rychard felt that everyone should be commended on the district's level of response and professionalism. He also singled out Tim Heater and Troy Tallman for saving the house.

Payment of Bills: The board reviewed bills and payments for the month of August. There was discussion regarding the cost of pest control at Station 52.

MOTION: Rick Kauffman moved to pay the bills for August as presented. Jim Heater seconded. Motion passed; a voice vote was unanimous.

Chief's Report:

Alarms: Chief Hamilton reviewed alarms for the board. The call volume is identical to this time last year. There was discussion relating to the fire on Victor Point Rd. The chief noted that everyone physically available from the department showed up.

Arson update: There was an arson fire at Boulders Mobile Home Park in Stayton. The suspect was caught on video starting the fire. The police department is trying to link the same person to the Sublimity fires.

Grant notification: The district has been notified that it will likely receive a 2007 AFG grant. We'll know more soon.

E-52 repairs: E-52 has had extended fuel system problems. D & W replaced the injectors, then had to tear back into the fuel system and replace some lines. It appears to be fixed now.

Old Business:

Public hearing-public contracting rules: Ralph Fisher opened the public hearing at 7:35 p.m. The board reviewed the packet of information from Speer Hoyt PC relating to public contracting rules. Chief Hamilton explained that it's pretty much boilerplate

language. It designates the board to be the legal contract review board; it allows the board to not necessarily use the lowest bidder; and it allows the board to prequalify contractors, etc.

MOTION: Gary Rychard moved to close the public comment period. Jim Heater seconded. Motion passed; a voice vote was unanimous. Comment period closed at 8:45 p.m.

Ralph Fisher read Resolution 08-02 in its entirety.

MOTION: Rick Kauffman moved to approve Resolution 08-02. Jim Heater seconded. Motion passed; a voice vote was unanimous.

Intern policy handbook: At the last meeting, the board indicated interest in examining the intern handbook. Rick asked if the handbook had been reviewed by someone. There was discussion relating to a sign-off sheet on policies.

R-52 status: Chief Williams refused the board's offer to sell the rig for \$70,000. Chief Hamilton noted that, if R-52 is sold for \$70,000 and then the district uses that money and \$20,000 from the equipment reserve fund, it would wipe us out. Gary Rychard asked about getting a slip-on unit similar to the configuration of R-51 and putting it on the R-52 chassis. There was discussion that R-52 is a good rig and most of its problems have been related to the electrical box. The board decided to wait for more info before making a decision.

Organizational statement: Chief Hamilton compiled an organizational statement using examples provided by Wilson-Heirgood Insurance. Paulette Oliver has reviewed and approved the statement.

MOTION: Gary Rychard moved to approve the Organizational Statement as presented contingent upon OR-OSHA approval. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

New Business:

Chief goals: Chief Hamilton is working toward his degree. He met with Bill Klein to figure out what requirements he needs to meet. Also, he has spoken with Jack and Jay from Stayton, both of whom have gotten their degrees while working. They both said that only about one class per term was manageable. The chief is trying to get into an EMT-Basic class to fulfill that requirement, but all classes are currently full. He's on a waiting list. Rick Kauffman felt that, while EMT should be a priority, as long as the chief is working toward getting his EMT and education, those are good things. Gary Rychard felt that picking one or two attainable goals would be the most productive and realistic approach to goal setting. The chief and the board agreed that updating policies would be a priority. Gary felt that boning up on budget/fiscal information and taking care of policies/procedures would be great goals.

Policy review: The chief used Stayton's policy manual for guidance in creating a new policy book for Sublimity. He would like the board to review one to three policies per month. This month, Chapter 1 (District Policies), Chapter 2 (Board of Directors) and Chapter 3 (Duties of Board Officers) are up for review.

MOTION: Gary Rychard moved to approve Chapter 1 of the policy and procedure manual as presented. Jim Heater seconded. Motion passed; a voice vote was unanimous.

MOTION: Jim Heater moved to approve Chapter 2 of the policy and procedure manual as presented. Rick Kauffman seconded. Motion passed; a voice vote was unanimous.

MOTION: Rick Kauffman moved to approve Chapter 3 of the policy and procedure manual as presented. Jim Heater seconded. Motion passed; a voice vote was unanimous.

SDAO Longevity Credit: The district received a longevity credit from SDAO. The agreement states that the district must continue with SDAO for the next three years or the credit will be forfeited.

MOTION: Rick Kauffman moved to approve the Special Districts Insurance Services Longevity Credit and Rate Lock Agreement. Jim Heater seconded. Motion passed; unanimous.

Good of the Order: Chief Hamilton reminded the board about the joint conference in November.

-Gary Rychard noted that the Harvest Breakfast, held at Station 51 by the SMH Auxiliary during Sunday of Harvest Fest weekend, served 500-550 people and raised approximately \$2500.

Adjourn:

MOTION: Gary Rychard moved to adjourn the meeting. Jim Heater seconded. Motion passed; unanimous. Meeting adjourned at 8:20 p.m.

Respectfully Submitted by Amy Doran

Approved by Ralph Fisher