

# CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 15, 2016

1. Call to Order: President Grady called the meeting to order at 5:42 p.m. on Thursday, December 15, 2016.
2. Roll Call: Mr. Grady, Mr. Brooks, and Mrs. Eckerman were present; Mr. Battles and Mr. Quayle were excused. A quorum was present.
3. Approval of Minutes: Moved by Mrs. Eckerman, seconded by Mr. Brooks, to approve the minutes of the Regular Board Meeting November 17, 2016, as presented; motion carried.
4. Citizen Participation: Peter Carlich was present but had nothing to report on at this time. Jim Krause was present as a new volunteer from Tidewater.
5. Staff Report: In the absence of Captain Joll, Interim Chief Stearns reported a total of 52 calls: 3 fire calls, a chimney, smoke scare, and false alarm; 39 medical; 5 vehicle accidents; 3 other assists; and 2 public assists, one for a slide across a roadway and one for a tree in the roadway. Weather conditions have meant some extra activity. The recognition dinner was held Sunday night, and Chief Stearns thanked the Board members who had been there. The dinner was very well attended, and it had been fun getting to recognize our excellent volunteers.
6. Volunteer Report: President Booth was not in attendance, so the report was postponed in case he did come.
7. Finance Report: Mr. Quick reviewed the financial report. Cash on hand as of November 30, 2016 was \$733,035, which included receipt during the month of current taxes of \$615,117. In ambulance revenue we received \$627, and the amount outstanding is \$4,273, so we're getting close to the end on that. The largest expenditures for the month were \$11,697 for 7 turnout coats and pants, and \$3,548 to Salem for the quarter for dispatch services. Moved by Mrs. Eckerman, seconded by Mr. Brooks, to accept the financial report as presented; motion carried. There was discussion of the logistics of moving the funds from Umpqua Bank to the Oregon Coast Bank; when finalized transfers should be able to be done digitally. Motion by Mrs. Eckerman to approve paying the bills, seconded by Mr. Brooks; motion carried.
8. Correspondence: Chief Stearns included in the packet an announcement from SDAO for the 2017 Annual Conference in Portland February 10-12, and an application for one complimentary registration. Mr. Grady indicated that he would like to attend; Chief Stearns will complete the registration for him.

9. Old Business:

Fire Chief hiring timeline and process update. An Executive Session has been scheduled for Friday, December 16, 2016, at 5:30 p.m. to review the 13 resumes which were received through SDAO and try to arrive at a consensus on the five best candidates. Chief Stearns will then contact the top five to ascertain their viability, and send letters to the other candidates. Interviews for the finalists are still being scheduled for January 13-14, 2017.

Fire District awards and recognition dinner. Chief Stearns had already covered the dinner in the Staff Report.

10. New Business: Interim Chief Stearns

a. Declare 1995 E350/Lifeline ambulance surplus. The 1995 Ford E350 ambulance, which was an out-of service vehicle for us, has been in service as the Rope Rescue vehicle as COCFRD's contribution to the area's Rope Rescue Team. The Team has now decided they would rather use a trailer, not a vehicle. At the time of the grant application for the new ambulance, it was contingent on getting rid of this old vehicle. With the end of the year approaching, Chief Stearns felt this vehicle should be declared surplus and gotten off the books. Since the Team doesn't want it, he presented a resolution to declare the ambulance surplus, check with other agencies to see if they want it, and if not, put it out for a bid process. Mr. Grady then read Resolution #2016-08, RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS TO THE DISTRICT'S NEEDS. Moved by Mrs. Eckerman, seconded by Mr. Brooks, to approve Resolution #2016-08; motion carried.

b. SDAO Conference, February 10-12. Already discussed.

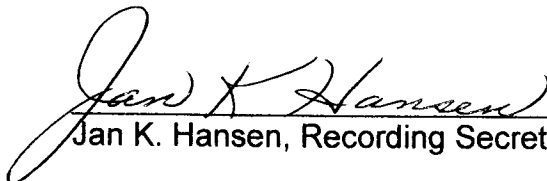
c. Policy Review. The original policy submitted by Chief Stearns for review was the Director Code of Ethics, but since it was just reviewed in July 2016, he substituted the policy on Strategic and Long-Term Planning. This had also been reviewed, but as he wanted to propose a Three Year Strategic Plan he thought this would be a good policy to look at as well. Chief Stearns had drafted a plan for the next three years to try to ensure that everyone was together in the same goals and objectives as the District moves forward. He felt that as there would be a number of changes coming up in four years or more, such as bond levies, ambulance service, etc., it was important to try to achieve these goals in the next three years in order to be in a good position to handle future challenges. He then presented his proposed three-year plan via overhead projector. He made special note of the new motto, "Paid or Volunteer we are professionals who put service above self", and wanted to emphasize that as the mindset everyone should have. With the consensus of Board approval of Chief Stearn's

proposal following the presentation he will move forward with it. Discussion followed about the need for home health care procedures.

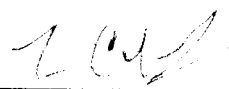
11. Good of the Order. Mr. Brooks reported on the SDAO meeting in Florence; they were very impressed with their firehouse, and the meeting was very informative. Chief Stearns commented that the Board Member training will be coming to Newport in the near future and he would notify everyone of the date.

12. Adjournment: There being no further business to come before the Board, the meeting was adjourned at 6:23 p.m.

Respectfully submitted,

  
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Jan K. Hansen, Recording Secretary

Approved:

  
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Board Chair