

CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT  
JUNE 23, 2016  
BUDGET HEARING

1. Call to Order and Roll Call: Vice President Grady called the meeting to order at 5:30 p.m. Mr. Phillips, Mr. Quayle, Mr. Grady and Mr. Brooks answered the roll. A quorum was present.
2. Approval of Minutes: The Board considered the minutes from the June 14, 2016 Budget Committee meeting. Mr. Brooks moved to approve the minutes as presented. Mr. Phillips seconded, and the motion carried unanimously.
3. Citizen Participation: None.
4. Changes and Allocations: Interim Chief Reed noted that a change in Contingency would result if the Board decided to fund the Public Information Officer position. Discussion ensued. It was pointed out that the position would be a contract position, so there would be no associated benefits. Mr. Reed mentioned that there was a retired PIO from Eugene in the community that may be interested, though others may apply as well. Mr. Brooks moved to take \$5000 from Contingency and put it into Materials and Services for a Public Information Officer. Mr. Quayle seconded and the motion carried unanimously.
5. Adoption of Budget Resolution: Mr. Grady read the amended resolution into the record. Mr. Phillips moved to adopt Resolution 2016-06. Mr. Brooks seconded. Don Chin asked if the full amount of the levy needed to be assessed every year. The response was that it would be an annual decision of the Budget Committee and the Board. The motion then carried unanimously on a voice vote.
6. Adjournment of the Budget Hearing: The hearing was adjourned at 5:48 p.m. Mr. Phillips took his leave, as he had a prior commitment.

CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT  
JUNE 23, 2016  
BOARD MEETING MINUTES

1. Call to Order and Roll Call: Vice President Grady called the regular meeting to order at 5:49 p.m. Mr. Grady, Mr. Quayle and Mr. Brooks answered the roll. A quorum was present.
2. Approval of Minutes: The Board considered the minutes from the regular Board meeting of May 26, 2016 and the minutes from the special Board meeting of June 16, 2016. Mr. Brooks moved to approve the minutes as presented. Mr. Quayle seconded and the motion carried unanimously.
3. Citizen Participation: Peter Carlich addressed the Board, thanking Mr. Woodruff for saving the cost of a recall election by tendering his resignation, effective on June 22. Mr.

Carlich asked that the Board bring back the ambulances, and if they could not go in that direction, he felt that they should resign as well. Pam Pitts asked about the approval process for minutes, it was noted that they could be included in the packet posting on the website in the future. She also noted that she appreciated the cooperation and the communication efforts put forth by the District. Don Chin wondered if volunteers could go up to the Five Rivers station to pull some weeds and do general cleanup. Melissa Steinman responded that the volunteer that normally takes care of the station is recovering from an appendectomy, and would get to it as soon as possible. Interim Chief Reed noted that volunteers are covered by insurance, but citizens may not be. He will research the issue and get back to Mr. Chin. Keith Marquand asked about the policy for volunteers serving on the Board, and also asked that the Board bring back the ambulance service.

4. Staff Presentation: None.

5. Volunteer Report: Vice-President Steinman gave the volunteer report, noting that they were continuing to accept and process volunteer applications. There are currently 22 volunteers on the roster, and they are now paying for background checks as they have used up their five free ones. There had been several high impact calls that had volunteer response, including a garage fire and several medical calls. Training is continuing, in ERS and charting, as well as rig checks and cleanup. The boat is operational and was recently used to respond to an overturned boat in the river. They are working on additional training for the boat crew. The volunteers also assisted in the Beachcomber Days event, and Ms. Steinman noted that they were keeping track of volunteer hours. Mr. Grady mentioned that this would be good information to provide to the public as well.

6. Finance Report: Mr. Quick stated that the District was in a much better position this year than the previous. He will begin doing a summary page as part of the financial report, and will obtain an aging report from Springfield for Mr. Brooks' review. Keith Marquand suggested looking into some free reporting software that is available. Mr. Brooks moved to accept the financial report. Mr. Quayle seconded and the motion carried unanimously. Mr. Brooks then moved to approve paying bills. Mr. Quayle seconded and the motion carried unanimously.

7. Correspondence: Mr. Reed noted receipt of a letter from Lincoln City regarding ethics training for public officials. Mr. Quayle submitted a letter indicating that he was taking a medical leave from the Volunteer Association. Mr. Phillips submitted a letter of resignation, with an effective date of June 24, 2016. Mr. Woodruff submitted a letter of resignation with an effective date of June 22, 2016.

8. Old Business: Vice-Chair Grady read Ordinance 2016-01, prohibiting volunteers and District employees from serving on the Board of Directors. Mr. Brooks moved to adopt Ordinance 2016-01 as read. Mr. Quayle seconded, and the motion carried unanimously. Mr. Reed noted that the effective date for the ordinance would be one year from this date.

9. New Business:

A. Adopt Board Policy Manual Amendments: Mr. Reed explained that he had reviewed the current Board Policy and had made changes to bring the document into compliance with current practices and recommended language. Mr. Brooks moved to adopt the proposed amended Board Policy Manual. Mr. Quayle seconded, and the motion carried unanimously.

B. Filling of Board Vacancies: Discussion ensued regarding the process. Mr. Quayle moved to advertise the vacancies with a closing date for submission of letters of interest/resumes of July 8, and to schedule a special Board meeting on July 14 at 5:30 p.m. to interview the applicants. Mr. Brooks seconded, and the motion carried unanimously.

C. Safety Committee Minutes: There were no questions.

10. Chief's Report: Mr. Reed noted that he was going to be out on vacation as previously arranged, and would return on July 18. He has the chain of command in place and is working on policies and procedures as well as reviewing the intergovernmental agreements with the neighboring districts. The contract with Mr. Quick is also nearing completion. Other items of interest included an upcoming training on "Safe Haven/Safe Surrender", and Mr. Reed noted that the signage is backordered but should be here in July.

11. Good of the Order: Nothing further.

12. Adjournment: At 6:46 p.m., there being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Reda Q Eckerman, Recording Secretary

Approved:

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Board Chair