CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

MAY 18, 2017

1. Call to Order: The Central Oregon Coast Fire and Rescue District Board of Directors regular meeting was called to order by President Tim Grady at 7:08 p.m. on May 18, 2017.

2. Pledge of Allegiance: President Grady led those present in the Pledge of Allegiance.

3. Roll Call: Board members present were Reda Eckerman, Tim Grady, Dave Brooks, and Kevin Battles. A quorum was present.

4. Approval of Minutes: Moved by Mr. Brooks, seconded by Mrs. Eckerman, to approve the minutes of the regular Board meeting on April 20, 2017, as presented; motion carried.

5. Citizen Participation: Peter Carlich congratulated the Board on the election, but said that would not mean they would stop coming to the meetings and giving their input. Mr. Grady responded that he, and he felt the Board, was glad to hear that because they appreciated having the citizen participation after so many years of not having anyone attend.

6. Staff Presentation: Chief Woodson did not have the run report as his time had been spent working on the budget. He will email the monthly report to the Board.

7. Volunteer Report: Volunteer President Melissa Steinman reported that the Committee did complete the yard sale for the Jiah Quayle Memorial Scholarship Fund, along with the sale of shirts which goes to the Volunteer Association, and raised a total of about $1,300. The Committee will be working on finalizing the application for the scholarship honoring Jiah, and she congratulated Cheryl Wittmeir for her work on getting the whole project going. President Steinman then introduced Cassie Peterson, one of the cadets, who will be representing Oregon in the National SkillsUSA Firefighting Competition in Kentucky. Cassie came in second in the state SkillsUSA competition, but the gentleman who came in first is unable to go to Kentucky, so as runner-up she will be the state representative. The Board congratulated her on her achievement. In addition to all her other school involvements, Cassie has attended the classes and is one of the nine awarded an EMR Certificate. President Steinman asked the Board for their support to help send Cassie and her father to Kentucky for the competition, on June 19th, which will cost approximately $2,000. The Boosters have kicked off with a contribution of $200, and they will be asking the whole community to help. Following discussion, it was moved by Mr. Battles, seconded by Mr. Brooks, that after a deadline of June 1 for fund raising efforts the District will make up the difference needed to send Cassie Peterson from the COCFRD to the National SkillsUSA

Firefighting Competition in Kentucky; motion carried. On the Jiah Quayle Memorial Scholarship Fund 501(c)3 status, they have started a folder with documentation. They are a 501(c)4 with a specific exemption for volunteer organizations associated with a fire department, and can give a tax deduction to donors. New by-laws were approved at the last meeting, and Cheryl talked to a CPA and the fund will have a separate account.

8. Finance Report: Mr. Quick reviewed the financial report for April 30, 2017. There should be about $35,000 coming in from May's property tax assessments, which should bring the budget up to what was anticipated. Ambulance payments are still coming in, slowly. Vehicle repairs were up, and he will have a resolution ready for the June meeting to transfer funds from Operating Contingency to cover the additional costs. Moved by Mr. Brooks, seconded by Mr. Battles, to accept the financial report as presented; motion carried. Moved by Mrs. Eckerman, seconded by Mr. Brooks, to pay the bills; motion carried.

9. Correspondence: Chief Woodson distributed copies of the monthly magazine from SDAO. He had also received a "Happy Firefighters Appreciation Day" card, signed by all their operators, from WVCC to the COCRFD.

10. Old Business: None.

11. New Business:

a. Computer Services. There have been ongoing issues with the office computers, and Chief Woodson contacted an IT person, Brian Eckerman, who reviewed the situation. Mr. Eckerman gave Chief Woodson a proposal for services, but as Mr. Eckerman is the husband of Board Member Mrs. Eckerman, to ensure no suggestion of impropriety Chief Woodson would like to write up a proposal for IT services and webmaster, and put it out for bids. It was moved by Mr. Brooks, seconded by Mr. Battles, to request bids for the services; motion carried, with Mrs. Eckerman abstaining. Mr. Grady asked that the bids be requested back by the first of June, as there is some urgency.

12. Chief's Report: Keyless locks had been discussed in the past and Chief Woodson contacted Ten Mile Lock & Safe. Programmable locks have been ordered; each of the personnel will have a unique number to ensure accountability. There will be an additional charge for the lock on the side door into the meeting room, as it needs new panic hardware. He will have more information on that next week. On the search for new staff, he's been having a problem writing the ad because he feels that there is more need for a paramedic than for a captain. Discussion ensued regarding qualifications needed for the two positions currently open and the consensus was to try for firefighter/ paramedic, offer a fair salary, and see what kind of response there is. Chief Woodson will draft an advertisement and email it to the Board before putting it in the Daily Dispatch. Chief Woodson then presented information on used apparatus available from

the Chiloquin Fire Department. They have a 1996 Pierce Pump Engine and a 1987 100-ft. Seagraves Aerial Ladder truck for sale for $25,000, which is their match for a grant for new equipment. The nearest aerial ladder truck currently available is in Newport. Discussion of housing the equipment and the possible sale of one of the older trucks, two of which are from the early 1980's, to pay for the two newer ones followed. Chief Woodson knows the mechanic who worked on the two trucks and has been assured that all testing has been done. Funds could be allocated from the compressor fund, which hasn't been used. There will be additional costs for hoses, electronics, etc. Moved by Mr. Brooks, seconded by Mrs. Eckerman, to purchase the two trucks, pending the Chief's inspection; motion carried. Chief Woodson wanted to commend the Association on their garage sale. The fire trucks will be standing by and on display at the Fishing Derby on Saturday.

At this time, Mr. Battles brought up the question of preparedness for "Doomsday", otherwise known as the eclipse on August 21. Chief Woodson has been attending the Fire Defense Board meetings and County Emergency Management, and the City has been involved as well. The biggest concern is having access and egress for emergency vehicles. Mrs. Eckerman advised that the City has 10 Port-a-Potties on reserve, and has been talking to Dahl's about extra dumpsters in strategic places around town. There is a limit to how much planning can take place ahead of time. Chief Woodson said that the Fire Chiefs and Emergency Planning agencies are setting up "rescue zones" for emergency response. He plans to have all personnel – volunteers, career staff, etc. – on hand and available to respond in different areas if needed. Mrs. Eckerman suggested the need to ensure an open field for landing an emergency helicopter; there are several possibilities. Eclipse glasses are on order jointly with the Chamber of Commerce.

13. President's Report: None.

14. Good of the Order: None. There being no further business to come before the Board, the meeting was adjourned at 8:16 p.m.

Respectfully submitted:

Jan Hansen

Jan Hansen, Recording Secretary

Approved:

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Board Chair