

CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT

JULY 21, 2016

SPECIAL MEETING MINUTES

1. Call to Order: Interim Board Chair Grady called the meeting to order at 5:35 p.m. This Special Meeting was called for the express purpose of interviewing candidates and appointing new members to the two current vacancies on the Board, and no other business would be considered at this time.
2. Roll Call: Interim Board Chair Grady and Board Members Quayle and Brooks answered the roll. A quorum was present.
3. Citizen Participation: None
4. Candidate Interviews for Board Vacancies: Don Chin, Reda Eckerman, Kevin Battles, Joe Vandehey, Lawrence Calkins. In the absence of Mr. Calkins, Mr. Grady read his letter of interest into the record.
5. Position 5 term ends June 2019, Position 2 ends June 2017; both will have to run for reelection next year. Position 5 will run for a 2 year term, Position 2 will run for a 4 year term in May 2017. Mr. Brooks moved to appoint Reda Eckerman to Position No. 5, seconded by Mr. Quayle, approved unanimously. At this time Mrs. Eckerman stated that as she was not sure if she would be appointed she had made provision for an interim recording secretary, and proposed Jan Hansen for the position as someone she knew would be qualified. She did not see a conflict of interest with the fact Ms. Hansen is her mother. With the consensus of the Board, Mrs. Eckerman moved to the Board table and Ms. Hansen assumed the duty of Recording Secretary. It was then moved by Mr. Quayle to appoint Kevin Battles to Position 2, seconded by Mr. Brooks, approved unanimously. At this time Joe Vandehey left, stating for the record that he would still be willing to be a member of the Budget Committee.
6. Oath of Office: New members Mrs. Eckerman and Mr. Battles were sworn into office by Fire Chief Reed.
7. Adjournment of the Special Meeting: The Special Meeting was adjourned at 5:47 p.m.

CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT

JULY 21, 2016

BOARD MEETING MINUTES

1. Call to Order and Roll Call: Interim Board Chair Grady called the meeting to order at 5:48 p.m.

2. Roll Call: Mr. Grady, Mr. Quayle, Mr. Brooks, Mrs. Eckerman, and Mr. Battles were all present.

3. Election of Officers: Moved by Mr. Brooks, seconded by Mr. Battles, that Tim Grady be elected President; motion carried unanimously. Moved by Mr. Brooks, seconded by Mr. Battles, that Jiah Quayle be Vice President; motion carried. Moved by Mr. Quayle, seconded by Mr. Brooks, that the position of Secretary be filled by Reda Eckerman; motion carried. Moved by Mr. Grady, seconded by Mr. Battles, that Dave Brooks be elected Treasurer; motion carried.

4. Approval of Minutes: The Board considered the minutes from both the budget hearing and the regular Board meeting of June 23, 2016. Moved by Mr. Brooks, seconded by Mr. Quayle, to approve the minutes as presented; motion carried, with Mrs. Eckerman abstaining as she had prepared the minutes.

5. Citizen Participation: Don Chin asked what will be done with the second ambulance that we got a grant for. Discussion. The first ambulance is backup for now and then will be sold to PacWest when the new ambulance for which the 2014 grant was obtained arrives. This procedure has been approved by FEMA, as the situation has changed since the original grant request was written. Mr. Chin was under the impression that there had been a second grant request for a second ambulance; there is no new grant. Peter Carlich congratulated the new Board members and requested the return of ambulance service. Pam Pitts felt that on the ambulance front, there should be more detailed information on the actual cost of operation for the ambulances, as in line items for income and expense, i.e. staff costs, insurance, billings, non-payment on billings. This would help those who want the ambulances back decide if the costs are worth the investment. She would like to see the fire and ambulance costs separated, and possibly pursuing other means of funding. President Grady said the information would be available for the next Board meeting. Don Chin expressed concern over the lack of maintenance at the other two fire stations at Five Rivers and Tidewater and offered his and Pete' services to do it. Fire Chief Reed stated that because of liability issues this needs to be done by official volunteers and is in the works for future attention. Over the next year a number of things will have to be prioritized. He also spoke of the finance history of the last three years, and the need to look at the whole picture in the total context of the budget. Also at the end of December the ASA comes due and there is some question as to if the District can qualify based on current resources, people, and capability to actually serve this area 24/7; his answer is no. This decision is made by the County Commissioners. One thing that can be done is to try to convince them to let COC keep the ASA but let PacWest cover it for an interim period, that could let us come back in a couple of years if we're able to come up with the necessary people, etc. to maintain ambulance service. The County Commissioners will determine what happens.

6. Staff Presentation: Captain Joll presented the EMS response data. Thus far in July they responded to 40 medicals, 3 water rescue, 3 MVA, and 2 mutual aid requests; one

request was a Newport structure fire, and the other was a Yachats chip truck high angle rescue/MVA/heavy extrication. He commended Bob in the Newport incident, and Melissa for Yachats. In training, they are doing a 32-hour Apparatus Operation class that teaches people how to use the equipment to move water; there are 5 personnel in the class and they are 3/4 done. With partner agencies, on July 6<sup>th</sup> WVCC sent over 10 of their dispatchers and call takers to run through a QA/QI session and to familiarize them with some of the issues involved with a water rescue. Karen Hattig, General Manager for PWA, provided their response data for the second quarter. Their average response time in Waldport proper was 5:48 minutes; there were three calls that were out of the 12-minute response time, which was on par with historical data with regard to the geography of this community and does leave room to work on improvement. They have a 94.3% compliance rate. A mutual agreement between PacWest and Yachats does not currently exist; that has been identified as an avenue by which to improve response time. Captain Joll also wanted to share that in 2015, when they took 1200+ calls, they averaged 2.61 people on scene per dispatch, generally just a driver and an EMT. With PacWest, they are putting 3.7 people on scene: a driver, EMT, and paramedic, which means an additional person available to facilitate the care or deal with the emergency. That is a tangible improvement. Discussion of necessary number of qualified personnel available for dispatch and certifications required; the state has certain minimum standards to be met and must include at least an EMT and paramedic.

7. Volunteer Report: President Booth reported there are now 23 volunteers on the roster, 10 new since May have completed background checks; 2 have been issued red probation shirts, and 3 have been issued blue shirts as they crossed over from probation. Several high impact calls were covered by the volunteers, including the Yachats chip truck incident, which involved 7 volunteers for 5 ½ hours. They have assisted on a number of medical calls, and continue to do the routine maintenance, office work, etc. Burning closed on July 11 and has generated numerous phone calls, most of which are being fielded by the volunteers. The station has been modified with a new turnout/wet suit locker area and a bench is being installed. The boat is operational, and there have been several call outs; water training continues whenever possible. Several volunteer training sessions were held; July 26<sup>th</sup> will be the Volunteer Association meeting. July 3<sup>rd</sup> was an open house and barbeque with hot dogs and had a lot of people stop by, and then they prepped for the fireworks. Seven volunteers installed the fireworks; 2200 fireworks provided a 25-minute extravaganza, followed by a thorough area cleanup. He also wanted to mention that while there are 23-24 volunteers, there are 7 core volunteers who can be counted on. At the meeting they will be discussing support in operations; they are seeing 10-14 people at drills, and are continuing training.

8. Finance Report: Mr. Quick reviewed the financial report of June 2016; ambulance money is still to be collected, but finances look good. Moved by Mr. Brooks to accept

the financial report, seconded by Mrs. Eckerman; motion carried. Moved by Mr. Brooks to approve payment of bills, seconded by Mr. Quayle; motion carried.

9. Correspondence: Chief Reed stated that there was two months of correspondence, which included his letter to the Board regarding his resignation as of the end of the month. He noted that Chief Stearns was present and would speak to the Board later. The letter from the State of Oregon Fire Marshal regarding a policy change in fireworks was just for the information; basically they don't want to buy back seized illegal fireworks as they constitute hazardous materials and are costly to dispose of. The letter from Grimstad & Associates concerning the 2016 audit was to indicate the information still in the process of being gathered for the audit. The letter from the Lincoln County Elections Office was the certification of the LOL election. He included the correspondence from the Special Districts Information Services regarding the Best Practices program and encouraged participation in the education and training for District members. He had just received the letter from Sheriff Landers concerning the passage of Senate Bill 1513, which provided a tax exemption for the surviving spouses of anyone killed in the line of duty, i.e., fire and police officers. Chief Reed had questioned Sheriff Landers if this applied to volunteers, but had not yet had a response. President Grady said his understanding of the gist of the bill was that volunteers were not included, but that aspect was being worked on. Mrs. Eckerman questioned whether there would be notification of other entities involved in any tax exemptions; that will have to be researched.

10. Old Business: There was no old business.

11. New Business:

A. Safety Committee Minutes: Chief Reed did not have the minutes; Dustin verbally reported that the Safety Committee did meet in July and the monthly checks that needed to be done were done, including flow testing of the SCBAs which is an annual requirement.

B. Captain Joll – CPR/AED Instructor Training Budget Request: Captain Joll started with the bottom line, which is a cost of \$1,632. He proposed that COCFRD affiliate with Cascade Training Center (CTC) and put 3 personnel through their course to become CPR instructors through the American Heart Association. COC has used CTC before for training in ACLS, PALS, and PHTLS and they have provided excellent service. Having a group of 3 instructors would provide two benefits: (1) being able to provide in-house training to our staff (AHA CPR for Professional Rescuer, required by all personnel) for free, thus avoiding the \$50-\$75 fee typically associated with these classes, and (2) be able to train the public in Heartsaver CPR, with an initial goal of having all 2087 Waldport residents trained in CPR. He provided a breakdown of the costs involved in the course to train 3 people, for the total of \$1,632. Savings would start at the point of having trained 33 people, but it would mean future savings in

training costs as well as make the community safer. Chief Joll requested that \$1,632 be allocated to bring 3 personnel up to AHA CPR Instructor standards. He then spoke to the benefits of having training for as many individuals as possible, and that anyone with COCFRD insignia should know CPR and run an AED. Mr. Battles questioned whether this could be a source of revenue in terms of providing the instruction required annually by many organizations, such as teachers. Chief Joll felt that would be a possibility, but pointed out additional costs involved in materials, etc., as well as would the instructors be compensated. That wasn't in the original plans, but could be pursued. Moved by Mrs. Eckerman, seconded by Mr. Battles, to approve the allocation for training; motion carried.

12. Chief's Report:

A. WVCC Meetings. No WVCC meetings were scheduled in July and August. Chief Reed discussed National Night Out on August 3<sup>rd</sup> as a unique opportunity for COCFRD, Public Works, other government entities, to participate in block parties as a means of engaging with the public. Since the timing is short, it is something that could be looked at for next year. Ladders and hose were tested; of the tens of thousands of feet tested, 2 sections failed.

B. Chief Reed introduced Chief Stearns, and emphasized the experience Chief Stearns has had with fire departments with ambulances, and dealing with volunteers. Chief Stearns spoke to the Board about his history of almost 40 years in fire service in Oregon, beginning in Hermiston in 1977. When he retired in 2008 after 20 years as their Fire Chief, they had 22 paid staff and about 50 volunteers. Retirement didn't work, and after 40 months as an Emergency Manager in Umatilla, he became an Interim Fire Chief for several cities. He has had experience with funding ambulances, with volunteers, and with mergers. The Board welcomed Chief Stearns to COCFRD. Mr. Brooks expressed appreciation to Chief Reed for everything he has accomplished in his time of service, which will end on July 31.

13. Presidents Report: President Grady wanted to thank all the volunteers for the great job they did on the fireworks display. It was one of the best shows ever, a perfect night, and everything went off without a hitch. A great job done by everyone involved.

**Executive Session:** At 6:55 P.M. President Grady called an Executive Session of the Board, pursuant to ORS 192.660(2)(d) conduct deliberations with persons you have designated to carry on labor negotiations. The topic of discussion was legal services. At 7:06 the Executive Session ended, no decisions having been made, and the Board moved back into open session.

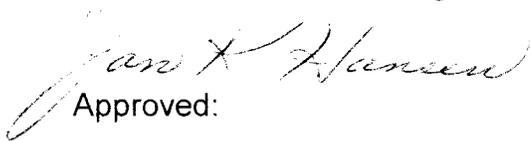
Actions, if any, from the Executive Session: It was moved by Mr. Brooks to accept the services of Bullard Law to represent the District with regard to labor and employment matters; seconded by Mr. Quayle, motion carried.

14. Good of the Order: Chief Reed informed the Board that Sheriff Landers had responded regarding the specific definition of what constituted professional fire personnel; it did not include Forest Service fire personnel. He also wanted to thank the Board, and the great volunteers, hoped the good work would continue, and really appreciated the opportunity. The Board thanked him for his service and the great job he has done. Starting date for Chief Stearns will be August 15<sup>th</sup>. Following Board discussion of the position, it was moved by Mr. Battles; seconded by Mr. Brooks, to have Jan Hansen do the Board Minutes; motion carried, with Mrs. Eckerman abstaining.

15. Adjournment: At 7:11 p.m., there being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

  
Approved:



---

Board Chair