

CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

NOVEMBER 17, 2016

1. Call to Order: Vice President Quayle called the meeting to order at 5:38 p.m. on Thursday, November 17, 2016.
2. Roll Call: Mr. Brooks, Mr. Quayle, Mr. Battles, and Mrs. Eckerman were present; Mr. Grady was absent. A quorum was present.
3. Approval of Minutes: Moved by Mr. Brooks, seconded by Mr. Battles, to approve the minutes of the Regular Board Meeting October 20, 2016, as presented; motion carried.
4. Citizen Participation: Pam Pitts reported that the Citizens Committee met the previous evening and discussed the Tidewater station, which was on the agenda later, and also repairs to the Cascade system, which was not. She also expressed their appreciation to the Board for setting up the committee and the communication which has been established. Interim Chief Stearns offered to attend their meetings, if they would like him to. Mr. Brooks extended his appreciation to the group for their active participation as citizens. Peter Carlich questioned whether any consideration was being given to rebuilding the Cascade system, as some \$30,000 has been budgeted to replace it. Discussion of the difficulties of repairs to the system followed. Mr. Carlich wondered if there was any cost involved in filling the units at Seal Rock or Yachats; this is part of mutual aid and there is no charge. Ms. Pitts commented that if it was possible to make a merger work with three districts, would we then have three Cascade systems, and was it worthwhile to do it now. There would be time saved filling locally. Tanks are used for fighting and training, plus having to be tested regularly, and 9 bottles just had to be filled today, leaving a shortage of personnel on hand. There is effort being made currently to get another mobile unit, which could be used. Consensus was that purchase is not required immediately, and consideration is being given to getting another rebuilt system. The group deferred any further discussions until the Tidewater station portion of the agenda. Mr. Grady arrived at 5:48.
5. Staff Report: Captain Joll is back from vacation, but will not be in to work until Monday; Interim Chief Stearns will cover most of the report later under New Business. Run volume was fairly low for October: there were five fires, two of those were prescribed fires, one was a downed wire, and two were fire alarms. EMS had 51 calls, six public service calls, and two water rescue calls. Remainder of the Staff Report will be covered under New Business items.
6. Volunteer Report: President Booth reported that the Volunteer Association has been busy. They have three new volunteers, two in Tidewater and one has relocated who is an EMT. On November 1st CPR training taught by our staff of instructors resulted in 7-9 people being certified. On November 8th it was "Bob's Surprise" training; Mr. Booth

wasn't sure what all that was but thought it did include Light Safety on the Scene with the new wands that they have. On the 15th they held High Efficiency CPR; the Oregon Health Association came in and they had 13 show up for that. Next week the Association meeting will be preparing for the Appreciation Dinner on December 11th at 6:00 at Hilltop. There are a lot of volunteers on scene at calls, and he was very happy to now have four people at Tidewater. Mr. Chin asked if the CPR class will be offered to the public; Chief Stearns said there will be a number of classes for the public. Chief Stearns commented that Mr. Booth had just recruited a new volunteer who is an EMT. Numbers are stabilizing, and there are six EMTs if everyone is here, but several are currently away at school. There are three EMRs and one paramedic.

7. Finance Report: Mr. Quick reviewed the financial report. As of 10/31/16 cash on hand was \$164,695. Ambulance revenue is just about done; \$5,477 has been received and the rest may have to be written off. Tax money is just starting to come in. Mr. Carlich questioned where the current cash balance came from; it was mostly equipment sales. Chief Stearns explained that although the fiscal year begins in July, the tax money comes in November, and has to last until the next November. Mr. Quick commented that most of the big bills come in November and December. He said there was a sizeable vehicle repair bill of \$11,673 in October. Year to date vehicle repairs have been over \$15,000, but the amount budgeted is \$9,000, and he asked if the Board wanted to move money from Contingency. Mrs. Eckerman suggested a supplemental budget resolution to document any changes, and Mr. Quick will prepare one for the next meeting. Chief Stearns commented that \$11,000 of the repairs was for the 7212, which is now in service and not leaking oil. It was moved by Mr. Grady, seconded by Mr. Brooks, to accept the financial report as presented; motion carried. It was moved by Mrs. Eckerman, seconded by Mr. Brooks, to pay the bills; motion carried.

8. Correspondence: A "thank you" letter was received from the Oregon Bank.

9. Old Business:

Tidewater Station, ServPro report: Interim Chief Stearns presented a report from ServPro, who had been contacted to do a mold inspection at the Tidewater Station. Their recommendation was pulling everything down to the wall studs, removing the carpet, removing furniture, and performing mold treatment. Their estimate for cost is about \$11,000. This is all in the meeting room area. Chief Stearns wasn't sure about responsibility for the rest of the building; there is no problem in the truck bays, but the back bay has some leaks, etc. This would be in addition to \$20,000 for the roof. Discussion of the order of repairs; Chief Stearns recommended gut first, roof later, as it would be best to take the walls down to determine what, if any, repairs and replacements were necessary before putting on the roof. The cost for the roof is not just new roofing, but will involve new trusses and changing from a flat roof. Ruth Stole questioned whether volunteers could help with the construction. There was considerable discussion concerning the necessary insurance coverage and the requirements of the Davis-Bacon Act regarding the value of the final project and

potential necessity for paying prevailing wages to volunteers. Also, once mold shows up it must be considered black mold and removal must be done by licensed contractors. There is a possibility that once the building is cleared of mold and water damage, volunteer labor might, under certain circumstances, be used for interior work. There was further discussion concerning the need for licensed contractors, Workmen's Comp, supervision, and the \$50,000 limit for volunteer labor. Chief Stearns said that the estimated \$30,000 was just to get the building down to the bare walls and put a roof on; this did not include heating, insulation, windows, or other interior work. There is no room for a septic tank, and the owner is not interested in getting a septic easement. Mrs. Eckerman suggested the possibility of composting toilets. The suggestion was made to take the building down and put up a pole building, like Five Rivers. It cost \$26,000 for Five Rivers, and there is no power or water. Mr. Grady said the lease should be checked; it was a community hall and fire station, and there is an obligation to still fix it up even if the station moved to a different site. If a new building was put up on the current site it would belong to the property owner. The consensus was that there are several other mold remediators in the area, and Chief Stearns will get more bids on mold and roofs.

Board Computers: Chief Stearns reported that the computers had arrived and were ready to go after the meeting. There were five, but one had to be sent back. Mrs. Eckerman will get hers when the replacement arrives.

Fire Chief hiring timeline and process update: The original timeline was modified last month to accommodate conflicts that had arisen. The advertisement has been out, with a deadline of November 30th. As of yesterday, SDAO had received 5 applications so far, and Chief Stearns expects the majority will come in the end of the month. He planned to discuss an executive session later. Mr. Grady mentioned that he had received a letter of recommendation for one of the applicants and wasn't sure of the process for handling it; Chief Stearns will hold on to it and attach it to the application should the individual make the cut.

Copier: Lease for the new copier had been approved and it is now installed, and works great.

10. New Business: Interim Chief Stearns.

a. 7212 status: This was discussed earlier, and is back in service and working well at this time.

b. National Firefighter testing: The cost estimate Chief Stearns gave last month was high; it's actually \$500 a year, plus an additional fee if we have them do the agility testing as well.

c. Bay door: Bay door #3 apparently had a broken spring, and we kept using it. The second spring on the door broke, and the door got torn up. The springs have been replaced, and new panels ordered, but it is not being used much right now. The boat has been moved in there. Cost was approximately \$800 for repairs.

d. AirMed Membership: Included in the packet was an application for AirMed membership. The representative had requested Chief Stearns talk to the Board about it. Chief Stearns wouldn't advocate it for this year, but the Board may want to budget it for next year. The \$1595 fee would cover 29 participants, if they wanted to include everybody, for air ambulance service. It writes off expenses not covered by an individual's insurance. Following discussion, Mr. Grady suggested it be put in for next year's budget consideration.

e. Annexation request: Chief Stearns reported that the individuals making this request are now being covered by Yachats, so this request is no longer necessary.

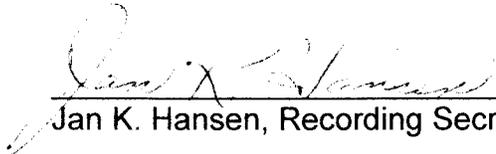
f. Policy Review (EMS Response and Transport): The Board had determined to try to review a policy a month, and Chief Stearns felt this would be a good time to look at this particular policy. If things go as planned, the new ambulance will be involved in this and we need to make sure the policy is what it should be. Consensus of the Board was approval of the policy as presented; Interim Chief Stearns will record the policy as having been reviewed. ASA is also reviewing it for approval by the County. Chief Stearns also commented on the old ambulance which PacWest had vinyl wrapped as a tribute to veterans. The new ambulance is almost ready, just waiting for the ASA approval. PacWest is providing the necessary medicines, etc., so expired supplies will no longer be a problem.

g. Executive Session, December 9, consensus on Fire Chief Semi-Finalists: Chief Stearns recommended that the Board meet at 5:30 p.m. on December 9 to review the applications. He plans to pick them up from SDAO and give each Board member a packet of applications for consideration prior to the meeting. After discussion, the date for the Executive Session was changed to 5:30 p.m. on December 8th.

11. Good of the Order: Mrs. Eckerman advised the Board that the Council Chambers had been booked by the County for a public hearing on December 15th, the next regularly scheduled meeting, and it was decided that the COCFRD Board will meet in the fire hall that night. Chief Stearns and Mrs. Eckerman also reported on the OFDDA Conference in Bend that they attended. Among the topics covered were mutual aid, hash oil, and establishing a fire authority. Discussion of problems involved in a merger; there already is mutual training and mutual aid with other departments. Chief Stearns also reported receiving the printout from the tax assessor today and congratulated Mr. Quick and the budget committee for their estimates, which were really close to actual.

There being no further business to come before the Board, the meeting was adjourned at 7:02 p.m.

Respectfully submitted,



Jan K. Hansen, Recording Secretary

Approved:



Board Chair