

# CENTRAL OREGON COAST FIRE AND RESCUE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 20, 2016

1. Call to Order: President Grady called the meeting to order at 5:33 p.m. Thursday, October 20, 2016.
2. Roll Call: Mr. Grady, Mr. Battles, Mrs. Eckerman, Mr. Brooks, and Mr. Quayle were all present.
3. Approval of Minutes: Moved by Mr. Brooks, seconded by Mrs. Eckerman, to approve the minutes of Regular Board Meeting September 15, 2016, as presented; motion carried. Mr. Quayle abstained as he was not present at that meeting.
4. Citizen Participation: Don Chin requested a postponement of citizen participation pending the arrival of Peter Carlich; granted.
5. Staff Report: In Captain Joll's absence, Interim Chief Stearns reported that in the past month they responded to 21 medical calls, 4 general public service calls, 3 fire alarms (all false alarms), 3 burning complaints, 3 water rescue calls (2 were boats hung up on sand, one was power loss), 2 mva's, and a power line arcing. Training included training on chimney fires, personal protective equipment, and ongoing compliance training, which is HIPA, ICS, and blood-borne pathogens. A new program has been established with a Duty Officer in place. Three of the volunteers have been selected to serve as Duty Officers: Rick Booth, Bob Carskadon, and Melissa Steinman. Chief Stearns expressed his confidence in the good judgment of all three and between them, Dustin, and himself the department will have a Duty Officer on call 24/7. Three people are at the half-way mark on their Fire Fighter I and are attending the Academy at Toledo twice a week until the first week of December.
6. Volunteer Report: Volunteer Association President Rick Booth said that his report was most of what the Chief had reported; the Duty Officer contingency was organized with himself as Administration, Melissa Steinman as Marine/Operations, and Bob Carskadon as Operations. Other duties assigned for each officer are Bob as Safety Officer, Rick as Chaplain, and Melissa several other tasks as assigned. The Volunteers are working on a support group, and trying to decide on a shirt color for the supporters that is not red or blue, and will probably end up a grey. This helps to remind the Chief who's who at a scene. These supporters would be non-combat people, and they have been going through some basic rig training. Regular Volunteer training was done on uniforms and PPE requirements when responding to a scene. Sunday, December 11, will be Volunteer Appreciation Day, and they are talking about doing the same as last year with a place where community members can come and "buy a dinner for a fireman". It is being planned for 6:00 p.m. at Hilltop. There are currently 27 volunteers; one new member is the wife of a member who was just cleared. She wants to be an

EMT, and he has a CDL, which will help with driving. There may be a couple of volunteers cut as they have not been showing up.

4. Citizen Participation: At this time the Board returned to Citizen Participation. Peter Carlich thanked the Board for appointing the four of them to the Advisory Committee, and said they would continue to serve in that capacity. He felt that with the new levy bringing in \$800,000, and being out of the running for the ASA, and if 90% of the activity is health care, that should be the emphasis for spending. He noted that 13% of the budget is earmarked for moving the station out of the tsunami zone, an amount of \$100,000 a year, which he felt was ridiculous and frivolous spending. Don Chin asked the Board how many new personnel would be hired. Mr. Grady said a chief and two firefighters. Mr. Chin felt that the figures they came up with were valid, and that paramedics don't go for \$100,000; many would go for much less. He doesn't know the Chief's salary, but said the money shows the ambulance could support itself, even with paramedic firefighters, and he feels the Board should bring it back. He also felt a new firehouse is ridiculous. There was considerable discussion on the length of time needed to fund a new firehouse, the necessity for doing so, the potential location, the possibility of obtaining grants, and anticipated improvements to the Industrial Park should it be the final choice. Mr. Chin raised the question of what would happen if PacWest leaves. They can't drop just one ASA; they have the franchise and it will renew in January for five years, so nothing can be done until then. However, the Board will keep the return of ambulance service under consideration for the future. Ruth Stole questioned the process for hiring and the wage offerings; these were on the agenda and would be discussed then. She also wondered about any input from the Advisory Committee during the meetings; while such input is always welcomed it was recommended that an acknowledgement from the Chair should be provided first.

7. Finance Report: Mr. Quick reviewed the financial report. As of 9/30/16 there was \$141,468 in the bank; last year's cash balance was \$6,554. \$2,352 was received in payment for prior ambulance services, and about half the balance of \$10,347 in accounts receivable is Veterans'. About \$8,000 of the expenses was to SDAO. No real expenses in the month of September, but one large expense in October is for repair of one of the rigs that we just got back, which amounted to \$11,043. Taxes will be coming in during November, a little before the 15<sup>th</sup> and the larger amount at the end of the month. Moved by Mr. Brooks, seconded by Mr. Quayle, to accept the Treasurer's Report as presented; motion carried. Moved by Mrs. Eckerman, seconded by Mr. Brooks, to pay the bills; motion carried.

8. Correspondence: Interim Chief Stearns mentioned the OFDDA Conference in Bend, which was not included in the packet, which he and Mrs. Eckerman would be attending from October 26-29. There were a couple of things from SDAO on training opportunities: Board Duties and Responsibilities workshop on November 29<sup>th</sup> in Florence, dinner provided, with a savings of 2% on insurance if at least one person attends; Mr. Battles will try to do so. There will be an Accident Investigation & Safety

Committee Training session in Florence on November 3; Bob Carskadon has expressed an interest in attending. Mr. Brooks and Mr. Quayle also want to attend the meeting on the 29<sup>th</sup>; Chief Stearns will be sending in registrations. Up to 10% in insurance credits can be earned from SDAO; the conference in Bend doesn't qualify, but Chief Stearns does get 2% as a member of OFCA.

9. Old Business:

Tidewater and Five Rivers stations: Chief Stearns had a company to go in to the Tidewater station for a mold inspection; they needed permission from the owner, who was hunting, but has returned and the necessary releases have been obtained for the inspection to go ahead.

Board computers: These had been proposed at the last meeting, but the ones mentioned were fairly expensive. Following discussion of the use of Chromebooks for Board use, it was moved by Mr. Battles, seconded by Mrs. Eckerman, that Chromebooks at an estimated \$200 each be purchased; motion carried. Separate email accounts for each Board member will be set up for Fire Department use.

Fire Chief hiring timeline: Chief Stearns reviewed the timeline, which was just a cleaned-up version from the previous meeting. Advertisement for the position would begin on October 27<sup>th</sup>; January 6<sup>th</sup> would be an opportunity for the Board, the community, and most importantly the volunteers to "meet and greet" the candidates. He set January 7<sup>th</sup> as the selection process day, and estimated there would be five candidates, winnowed down from a possible 20 by means of a matrix system involving recommendations from each Board member. He would like Board permission to put up the five candidates for two nights at a local motel. Chief Stearns proposed two interviews in the morning for each of the candidates, meeting in one room with an "expert" panel of local fire chiefs and a second room with a committee of local citizens. At a lunch meeting the two committees will get together to reach a consensus of the top three candidates, with two Board members attending this meeting. Later in the day the final three will come before the Board for an interview, probably starting at about 4 p.m. and lasting until about 7. He emphasized that if the right candidate is not there, the whole process will start over. In looking over the proposed schedule, Mrs. Eckerman, citing past experience in the hiring process, strongly recommended conducting the background checks before making any tentative offers. Mr. Grady stated that he would be unavailable on January 7<sup>th</sup> because of a prior commitment; Chief Stearns agreed to change the dates to the following weekend, with January 14<sup>th</sup> as the selection process day, as no one else indicated a schedule conflict. This may make the proposed start date of February 1 for the new Fire Chief not possible, but that will depend on a number of circumstances. Mr. Carlich questioned how candidates are determined and Chief Stearns explained that all applications will go to SDAO, which will establish those who meet the necessary qualifications before being sent on to the Board. The times for the interviews have not yet been set, but typically would be from 8:00 a.m. to 8:00 p.m.

**New Business:**

a. Chief Stearns announced that 7212 is back, as mentioned earlier in the meeting. The total bill is \$11,043.08, basically for head gaskets and extra studs. We may need to look at replacing the chassis in the future, which will cost about \$50,000. A new truck would be \$175,000. It's from 2005 and is used the most. Salt air and short trips are the hardest things on a motor.

b. National Firefighter testing. National Testing Network is gaining popularity nationwide, and basically they would handle the written and physical fitness testing. Candidates can do it anywhere, as there are a number of locations. They can go in, pay their fee, take the tests, and have the results sent to the COCFRD, Newport Fire District, Phoenix Fire District, or wherever. The District cost is \$2500; it would be nice to partner with someone to share the cost, but no one else in the area is at this point. The advantage is that NTN assumes the liability in the event of any legal challenges, and will provide a larger pool of candidates. The District could do it, but would have to get the software to set up a written test, and use the existing physical agility testing, but it would require candidates to come here and would not have the legal protection. Chief Stearns will have to verify the details, but he understands the \$2500 is the cost for one year, and renewals would be less, but this could be used more than once should the District decide to add additional personnel. NTN would winnow out the passing candidates and send the top ten based on written test scores and physical agility. They will also do the background checks, drug tests, etc. Interviews would be done here with fire department personnel. Drug testing would also be done locally, as is currently done on all volunteers. It was moved by Mrs. Eckerman to move forward with both the Chief and the Firefighter hiring processes, change the dates on the timeline for the Chief, and authorize the expenditure to National Testing Network; seconded by Mr. Quayle; motion carried.

c. Policy Review (Fire Chief position description). Chief Stearns noted that this was the same description previously reviewed by the Board in their policy packet. As there are no changes, this description will be used in the announcement and on the website.

d. Fire Chief position announcement. Chief Stearns put in a wage of \$75,000-85,000; he did not know if a salary had been established, but felt this would attract candidates to this area. He also inserted a line before Minimum Qualifications which said "Experienced candidates who may be looking to work less than full-time are encouraged to apply." This had not been discussed, and could easily be removed. His reasoning is that this may attract what he called a 1039 Chief, which is someone who can work under PERS guidelines a total of 1,039 hours a year, or 20 hours a week. This would mean the benefit package could be much lower without PERS, and there may be enough left over for another firefighter. Following discussion of some of the advantages of a part-time or a full-time Chief, it was decided to leave that option in the

announcement. Resumes and letters of application are to be sent to SDAO, where they will be reviewed and those that qualify forwarded to the Board.

e. Copier. Mr. Quick presented a proposal for a new Konica copier to be leased through Pacific Office Automation at a cost of \$137/month for 5 years, with a buyout at the end of \$1. It is a networking printer and supplies and maintenance are included, but not paper. The District currently pays the City \$135 a month for copy machine use; this would just replace one payment with another and provide the networking capability to tie all of the department copying needs together. It was moved by Mr. Battles, seconded by Mr. Brooks, to enter into the lease arrangement with Pacific Office Automation for the printer/copier/fax/scanner; motion carried.

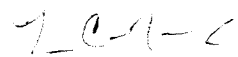
Good of the Order. Mr. Quick presented Resolution #2016-05, which had been previously submitted but not adopted as it was incomplete at that time. He revised the Resolution but kept the same number in order to ensure continuity in the records. Mr. Grady then read Resolution #2016-05, A RESOLUTION AUTHORIZING THE CLOSING OF BANK ACCOUNTS. It was moved by Mr. Brooks, seconded by Mr. Quayle, to approve Resolution #2016-05; motion carried. Mr. Grady read Resolution #2016-07, A RESOLUTION AUTHORIZING THE OPENING OF BANK ACCOUNTS. It was moved by Mr. Brooks, seconded by Mr. Battles, to approve Resolution #2016-07; motion carried.

There being no further business to come before the Board, the meeting was adjourned at 7:04 p.m.

Respectfully submitted:

  
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Jan Hansen, Recording Secretary

Approved:

  
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Board Chair