

# CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 15, 2016

1. Call to Order: President Grady called the meeting to order at 5:37 p.m. Thursday, September 15, 2016.
2. Roll Call: Mr. Grady, Mr. Battles, Mrs. Eckerman, Mr. Brooks were present; Mr. Quayle was excused.
3. Approval of Minutes: Moved by Mr. Brooks, seconded by Mr. Battles, to approve the minutes of Regular Board Meeting August 18, 2016, as presented; motion carried.
4. Citizen Participation: No citizens were present, but Mr. Grady reported on the meeting held the previous evening in order to go over the finances with four of the citizens who had been questioning the decision to discontinue the ambulance service. They met for two hours, and went over the numbers exhaustively, and he felt they succeeded in convincing the group that the right decision had been made, and that those citizens would be helping with future funding proposals, which could include South County consolidation. The consensus of the group was that there was no point in asking for the ASA now. The Board discussed the potential for future bidding on the ASA with a possible consolidation of districts, and the need for citizen participation advocating such a merger. The citizens group will be pulling numbers from the county on the taxing revenue from each district and put it all together with the total tax base to try to determine what a new over-all tax rate would look like, and how it would affect the taxpayers in each district. With regard to mergers, Mr. Battles asked about the possibility of sharing a Chief with Seal Rock; this had been discussed in the past, and could be considered in the future. The Board then talked about some of their requirements for the new permanent chief, which Interim Chief Stearns will be working on compiling.
5. Staff Report: In Captain Joll's absence, Chief Stearns reported there was a structure fire in Seal Rock the past Tuesday which pulled resources from Yachats, Central Coast, Seal Rock, and Newport. It was a fully-involved structure on arrival; he was tasked with command of the fire and everybody worked well within the ICS. They were involved in a water rescue, and 17 medicals since the last meeting. The initial instructor for the Apparatus Operator course was unable to complete it, so Dustin will be completing that when he can coordinate schedules. The first CPR training for the group which was authorized by the Board will be this Sunday. On the 20<sup>th</sup> they will be at the high school for the Community Wellness Day and in addition to bringing equipment, they will be doing a mass citizen CPR program. The ambulance has been delivered; there wasn't room for it yet, so it has been outside. The FEMA funding has not yet been received; the District share of the total of \$165,231 will be \$9,040. During the past month there were three drills, a volunteers meeting, a business meeting, and Chief

Stearns also attended a Chamber meeting. September 3<sup>rd</sup> was a clean-up day at the Tidewater station. Don Chin joined Robert Harrison, Bob Caskadon, Greg Dunn, Casey and Cheryl Wittmier, and Chief Stearns in cleaning up the place, moving the trucks out and in, and Greg Dunn sprayed outside and inside for bug control. Following the Board's previous request for estimates for the Tidewater station upgrade, Chief Stearns said it would be about \$20,000 for roof and interior repairs, which would not include bathrooms or anything major for that site. On the Five Rivers station, he had no estimate yet on the generator repair, but he has been told that it would be \$8-10,000 to bring electricity over. He has been working on a timeline for personnel being added; he expects firefighters to be employed by January 1 and the new chief by February 1. Volunteers continue to increase; there are now 24, with several more expected in the next several weeks. He gave the Board a draft timeline for the process of hiring the Chief for their consideration and said he would welcome their input.

6. Volunteer Report: President Booth said there are four personnel attending Fire Fighter 1 training in Toledo on Tuesdays and Wednesdays; September 6<sup>th</sup> was a Spine Stabilization/Backboard Transport Drill; and the Volunteer Association meeting is scheduled for September 26<sup>th</sup>. He has been very pleased with the volunteer response to incidents. A fire prevention program at the library was cut short due to being called to duty; library staff was understanding, and the kids were thrilled. President Booth commented that all the drills held don't equal the experience of one fire. He was glad to report there were no chaplain calls since the last meeting. Some of the new volunteers that are coming in or returning include EMT's and paramedics, which is good.

7. Financial Report: Mr. Quick reviewed the financial report; as of 8/31/16 there was \$166,831.13 in the bank, which was \$119,988.67 more than last year at this time. Accounts Receivable for the ambulance is \$10,856.51; most of this is due from the VA in Springfield, and Mr. Quick will call them. Most of the \$9,433 Accounts Payable have already been paid. Finances look good heading into tax receipt season. At this time there was discussion of fire truck 72-12, which came back into service two weeks ago after having water in the engine; two days ago it started acting up again. Today it went into Newport Diesel where they're going to put dye in the system to see where the water is going. Repairs could be expensive; a replacement engine would be \$18,000 and that particular model may not be reliable either. It is still drivable, just has to be kept cool. Decisions will have to wait until there is more information on the condition of the vehicle. Following further discussion, it was moved by Mrs. Eckerman, seconded by Mr. Battles, to accept the financial report as presented; motion carried. It was then moved by Mr. Battles, seconded by Mrs. Eckerman, to pay the bills; motion carried.

8. Correspondence: None.

9. Old Business: None.

10. New Business:

a. Interim Chief Stearns felt he had already covered everything that would be in the staff report.

b./c. Safety Committee and Staff Meeting that had been scheduled was cut short by a structure fire, so there was no report on those.

d. Chief Stearns had set time aside time for a policy review, once everyone has a copy of them. The idea is to take a few minutes at each meeting to go over a chapter of the policies. Since not everyone had a copy of the policies, he thought it would be a good time to review the Oregon Ethics Law Best Practices Checklist. By doing this it's an opportunity to make any changes that are needed, and there is a small discount on the insurance if the checklist is filled out and sent in to SDAO. Chief Stearns said he had the master, and after he and the Board had reviewed the checklist he would complete it and send it out. During the discussion of the checklist, it was pointed out that the Board has an ethics law policy, but it needs to also refer to state ethics law. New board members can get ethics training online through SDAO; the class at the college had been held in early spring. Following further discussion regarding potential conflict of interest or ethics violations, Chief Stearns will ensure the board members all have copies of the Guide for Public Officials and was ready to submit the checklist.

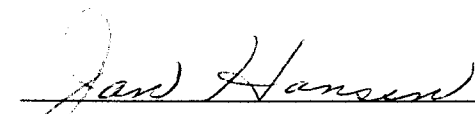
11. Good of the Order: Mr. Grady expressed concern about members of the public wanting to get information on communications between board members, and the fact that he has used his business computer for all his email. He had noted that Chief Stearns former district, Seaside, had purchased personal computers for its board members and they used that exclusively for their communication of board business. That had been a result of business owners not wanting public access to their own computers in the event of a legal dispute. Chief Stearns said that they had budgeted \$5,000 for computers, but ended up getting tablets for the Seaside board, for the exclusive use of board business. As far as emails, Mrs. Eckerman pointed out that all of the City Council members have separate city email addresses, and suggested that the COCFRD Board members each have email accounts set up to use for board business. This would still involve the use of personal computers, and Mr. Grady suggested looking into something like the Microsoft Surface for exclusive district use; Mrs. Eckerman commented that these could also be used to store Board policies, etc, electronically so the information would be readily available. Chief Stearns will look into the cost for the next meeting.

The decision to change banks was brought up; Mr. Quick had not had an opportunity to prepare a resolution to do so. The old account needs to be kept open until the FEMA money comes in, and the new one needs to be set up before the taxes come in; the paperwork is done. There was concern over the number of uncashed checks for volunteers still outstanding; they need to be encouraged to cash those, and in the event that hasn't been done by the time the account is closed it was suggested gift cards could be sent to replace the checks. Mr. Quick wants to have all the details in place

before he does the resolution, i.e., what accounts, who signs, etc. The old account also will be kept open until the accounts receivable amount has been resolved; Mr. Quick will contact Springfield.

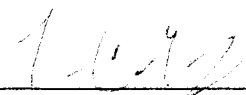
12. Adjournment: There being no further business to come before the Board, the meeting was adjourned at 6:34 p.m.

Respectfully submitted:

  
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Jan Hansen, Recording Secretary

Approved:

  
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Board Chair