

**BORING FIRE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

December 11, 2007

The meeting of the Board of Directors for the Boring Fire District, held this date at the Boring Fire Station Annex, was called to order by Chairman Otto at 5:10 pm with the following members present: Les Otto, Dee Wescott, Dean Hansell, Carl Tuma, and Mike Strickland. Also present were Chief Doug Branch, Deputy Chief Rob Dahl, Volunteer President Kourosh Modjtabai, Lt. George Eisert, Damascus City Council President Jim Wright, consultant Caryn Tilton and Secretary Bookkeeper Lynne Branch.

Motion by Carl Tuma, seconded by Mike Strickland to approve the consent agenda as mailed. Motion carried unanimously.

Chairman Otto asked for public comment. Hearing none, he proceeded with the agenda.

Caryn Tilton arrived at 5:12pm. Dee Wescott and Dean Hansell arrived at 5:13 pm.

Chairman Otto distributed a Chiefs' Evaluation "Interview List" outlining two proposals of Boring Fire personnel to be interviewed, one list with 18 people and one with 14. After some discussion, the Board elected to use the 14-person list, since the interviews will take quite a bit of time anyway. The 14 people will consist of Station Captains and Lieutenants (Berg, Anderson, McCamman, Carey, Kent, Wescott), Volunteer President and Vice-President (Modjtabai, Van Norden), Shop Steward Eisert, Volunteer Coordinator Hunt, EMS Coordinator Liepold, Asst. Training Officer Welk, Top Responder Sottile and longest Length of Service volunteers Naas. The interviews will be conducted in the evening by Les Otto, Dean Hansell, and consultant Ken Hill. If the electronic interviews could be completed prior, it would provide some helpful feedback to use in the face-to-face interviews.

Jim Wright arrived at 5:22pm.

Chief Branch then distributed a draft charter for the Recruitment, Retention and Recognition Committee. They will be meeting on the fourth Monday of the month and will report periodically at Board meetings. The Committee has met three times regarding the LOSAP, and does not recommend any changes to vesting at this time. All volunteers who have left in the past 15 years will be reviewed as to reason for leaving and effect on service levels.

Chief informed the Board that he has been appointed to the Oregon Fire Chiefs Association Board of Directors due to the resignation of one of its members.

AGENDA ITEM 2A

Deputy Chief Dahl arrived at 5:30pm.

Volunteer President Kourosh Modjtabai gave the Volunteer Association report.

- The Christmas Basket Program is in full swing with gift wrapping taking place this Thursday at 7pm.
- The Membership Committee selected 19 people for the January 2008 recruit class.
- Boring Fire hosted the Oregon Volunteer Firefighters Association (OVFA) board meeting here on Nov. 17th from 9am until 3pm! Kourosh was voted into a vacant OVFA Board position.
- The annual Awards Banquet will take place at the Monarch Hotel on Feb. 23.

Deputy Chief Dahl gave the monthly operational report.

- Number of alarms for November is up over October, but to date (1398) is down 2.5% over the same time last year.
- With the new Fire House software, response times will be easier to determine. The average response time for a random 25 calls from 2007 turned out to be 6 min. 12 seconds. Our standard is 8 minutes. Response times have improved in 2007 over 2006. We will have six months of data to look at on January 1, 2008.

Lt. George Eisert arrived at 5:45pm.

The following new policies were presented for Board action:

- 129 Board Job Description Policy
- 132 Fire Chief Accountability Policy
- 133 Staff Treatment Policy
- 134 Monitoring District Performance Policy
- 135 Annual Performance Plan Policy

with revision of two existing policies:

- 233 Performance Appraisals
- 234 Volunteer Reviews

Motion by Dean Hansell, seconded by Mike Strickland to adopt the seven policies as presented. Motion passed unanimously. Chief added that, along with the Chief's evaluation in January, the Board will need to create a Board Code of Conduct by July 1, 2008.

Chief Branch informed the Board that the Budget Committee positions held by Tim Giorgi and Gordon Watkins are up for reappointment in January. Chief has not heard from Tim yet, but Gordon would like to serve another term. The appointments will be made at the January meeting. Chairman Otto raised the question of a Budget Committee member participating in the wage negotiations. Board consensus was that wage negotiations are not part of the Budget Committee members' duties.

AGENDA ITEM 2A

Discussion ensued on the following policies:

130 Board Code of Conduct Policy

131 Delegation to the Fire Chief Policy

Draft Anti-Harassment and Discrimination Policy

Draft Drug/Alcohol Free Workplace Policy

Caryn Tilton said that the draft Anti-Harassment and Discrimination Policy is not a revision of Boring Fire's current policy, but a new, more concise draft. Caryn then reviewed the content of the four policies. These policies will be included under action items at the January Board meeting.

With no other business before the Board, Chairman Otto adjourned the meeting at 6:27 pm.

Les Otto, Chairman

Carl Tuma, Secretary/Treasurer

Doug Branch, Fire Chief