

BORING FIRE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

May 13, 2008

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 5:00 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, Division Chief Don Arbuckle, Budget Committee member Zel Gernhart, Capt. George Eisert, Volunteer President Kourosh Modjtabai, Secretary Bookkeeper Lynne Branch, and consultant Jim Mooney.

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

Chairman Otto asked for public comment. Hearing none, he proceeded with the agenda. Chairman Otto noted that agenda item 7B, Board Code of Conduct, will be tabled until the June 9 Board meeting.

Chief Branch reminded the Board of the upcoming Budget Committee meeting to be held on Thursday, May 22 at 7pm in the classroom. If necessary, a second meeting will be held on May 29th.

An updated Organizational Chart was presented to the Board for informational purposes. Division Chief Arbuckle will conduct evaluations of the administrative staff after he receives training on May 27. Discussion ensued regarding supervisors' time with subordinates.

Chief informed the Board that the job descriptions for career Captain and Asst. Training Officer enclosed in their packets will be presented before the Civil Service Commission in July. Chiefs Dahl and Arbuckle have worked on both, and changes have been made to the career Captain's job description since Scott Ballard held left. The Shop Steward has also reviewed both job descriptions.

Deputy Chief Dahl gave the monthly operational report.

- Number of alarms to date (521) is up 10% over the same time last year.
- Reviewed notable items regarding the Heritage Fund Grant, Extrication Team, Fire Act Grant, Recruit Academy and Captain's Promotion.

Two volunteer firefighters are planned to be hired again this summer to help out with additional projects. The announcement has been posted and applications will be accepted until May 30. The plan is for one to start on June 15, the other on July 1, with one position stationed in Eagle Creek. These positions do not count toward minimum staffing criteria.

The Strategic Plan Accountability Timeline for FY2008/09 was adopted at last month's meeting, and 'Start' and 'Finish' dates have now been assigned. If tasks are not completed on schedule, an explanation will be made to the Board by the 'Responsible Person'.

Deputy Chief Dahl reviewed the new Directive 245 on Customer Service Surveys. Lt. Liepold and Kathie Cicerich have worked on this Directive, which will provide for random sampling of 20 customers each quarter. No surveys have been mailed as yet.

Chief Branch noted that the Fire Break newsletter was mailed last week and included the District's annual report.

Volunteer President Kourosch Modjtabei gave the Volunteer Association report.

- Softball and paintball tournaments are planned for upcoming events.
- The Volunteers opted to donate \$200 to the Medford Firefighters Association on behalf of two firefighters killed in a tragic ATV accident.
- Also, moved to donate \$500 to Recruit Troy Turner's family, who lost their home in a Texas hurricane.
- A date for the annual picnic at Camp Kuratli has not been set yet, but Volunteers are working on ways to increase attendance this year.

Deputy Chief Dahl then spoke on the Request for Proposal for a Mobile Live Fire Training Unit, to be funded by the Assistance to Firefighters Grant. After describing the unit, he asked for the Board to authorize the Fire Chief to request proposals for the design and purchase of a mobile live fire training unit, and to declare an emergency and therefore shorten the standard 30-day advertising period to 20 days, and also shorten the time from bid opening to contract award from seven to six days. This is necessary because of the six to nine month turn around time to complete the project. Motion by Carl Tuma, seconded by Dean Hansell to take action as requested. Motion approved unanimously.

Captain Eisert addressed changes to the Apparatus Plan. The Apparatus Committee met in February and made a few changes to the plan. Staff and utility vehicles were better defined to allow the District to keep utility vehicles for a longer period. The Apparatus and Equipment Funding Plan shows a \$16,000 expenditure in 2008/09 for a brush rig, which is a grant match amount that might be used to build a rig similar to what we already have if the District is not awarded the grant funding. Contributions to the Apparatus and Equipment Reserve Fund will be substantially reduced in 2011/12 and beyond, since the District will need bond approval to purchase larger equipment such as a pumper. Motion by Les Otto, seconded by Mike Strickland to adopt the revised Fleet Replacement Plan as presented. Motion passed unanimously.

Jim Mooney arrived at 5:40pm.

Chief Branch distributed the 2008/09 budget document.

At 5:50 pm, Chairman Otto polled the Board with a unanimous decision for an Executive Session pursuant to ORS192.660(2)(d) for the purpose of discussing the Chief and Deputy Chief contracts, pursuant to ORS192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer, and pursuant to ORS192.660(2)(b), to consider dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing with Les Otto, Dee Wescott, Carl Tuma, Dean Hansell and Mike Strickland present. Also present was Chief Doug Branch, Deputy Chief Rob Dahl, Division Chief Don Arbuckle, District legal counsel John Watts, and consultant Jim Mooney. Consultant Caryn Tilton arrived at 6:05pm. A break was taken and Jim Mooney left at 6:35pm. Session reconvened at 6:43.

Chairman Otto reconvened regular session at 9:55 pm with no action being taken during Executive Session.

With no other business before the Board, Chairman Otto adjourned the meeting at 9:55 pm.

Les Otto, Chairman

Carl Tuma, Secretary/Treasurer

Doug Branch, Fire Chief