

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

June 9, 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 5:01 pm with the following members present: Les Otto, Dean Hansell, Carl Tuma, and Mike Strickland. Also present were Chief Doug Branch, Deputy Chief Rob Dahl, Volunteer President Kourosh Modjtabai, Capt. George Eisert, and Secretary Bookkeeper Lynne Branch.

Chairman Otto announced the opening of a public hearing to receive comments on Resolution 08-01 to adopt the 2008/09 budget, impose and categorize taxes and appropriate funds. After receiving no public comments, he left the hearing open while the Board continued the regular meeting.

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

Chief Branch reviewed the 2007/08 Strategic Plan Timeline. Both the 2007 and 2008 timelines were included in the Board packets and are displayed on poster board in the annex and classroom. Fifteen objectives have been completed, and seven are due for completion by the end of June 2008. Another seven objectives are being carried forward to the 2008 plan. Four objectives are overdue, with three being addressed in the trust initiatives. Completion of objective 10.3, Develop Crew Resource Management Model, is dependent on other sources, which DC Dahl and Paul LeSage have been dealing with.

Chief updated the 2008/09 Strategic Plan Timeline, noting items included in the trust initiatives and adjusting several dates.

Deputy Chief Dahl gave the monthly operational report.

- Number of alarms to date (666) is up 14% over the same time last year.
- Response time is at seven minutes, a seven second decrease. Also, a 30 second decrease in turn out time. The Board extended kudos to members for taking the initiative on their own to improve that number.
- DC Dahl also reviewed the Heritage Fund Grant, Extrication Team, and Fire Act Grant.

Dean Hansell arrived at 5:12pm.

Requests for Proposal for the Live Fire Training Module are due on June 10<sup>th</sup> by 1pm. Board consensus is to meet as the Contract Review Board on Thursday, June 12<sup>th</sup>, at 4pm to award the bid. DC Dahl will compose a staff report with his recommendation prior to that time and email to the Board.

## AGENDA ITEM 2A

Chief Branch then reviewed a memo on the water damage found in the annex building. Estimates to repair the damage range between \$27,000 and \$30,000. The building was built about twenty years ago with volunteer labor. Recommendation is to replace the windows, and then pull off the siding to determine the extent of the damage. A recommendation will be made to the Board for repair in the 2008/09 budget year. Mike Strickland suggested checking with the District's insurance company in case they might cover some of the expense.

Volunteer President Kourosch Modjtabai gave the Volunteer Association report.

- Twenty-five members attended the February business meeting.
- Annual picnic scheduled for Sept. 14.
- Night golf tournament will be on Aug. 2.
- Damascus Day in the Park is July 26.
- Installation of smoke alarms at Big Valley Mobile Home Park is on June 21. These were purchased with a \$250 grant.
- Sandy Mt. Festival is on July 10<sup>th</sup>.
- The EMS breakfast was a success with about 65 people attending.

Chairman Otto asked for public comment on the 2008/09 budget. With no comments made, Chairman Otto officially closed the public hearing and presented Resolution 08-01 to adopt the 2008/09 budget as approved by the Budget Committee. Motion by Dean Hansell, seconded by Carl Tuma to adopt the proposed 2008/09 budget, levy property taxes and appropriate funds in the amount of \$4,398,637 for the General Fund, \$349,064 for the Apparatus & Equipment Reserve Fund and \$811,330 for the Land & Facilities Reserve Fund and levy the permanent tax rate of 2.3771. Motion carried unanimously.

Chief Branch presented Patrick Carney's audit contract. Motion by Dean Hansell, seconded by Mike Strickland to sign Patrick Carney's contract. Motion carried unanimously. His fee will be \$5,310 for the June 2008 audit, which is an increase due to additional state requirements.

The Board Code of Conduct was presented for discussion. Chairman Otto suggested an amendment to guideline #18 as follows:

**Board members should refrain from attending operational meetings with District staff unless requested by staff or when acting as an assigned Board representative.**

Even if the board member does not say anything, the board member's presence implies support, or may show partiality, intimidate staff, and hamper staff's ability to do their job objectively. This is not intended to prevent directors from attending drill, events, or from participating in social opportunities with District personnel.

The Board agreed to make the change.

Chairman Otto asked if any of the quarterly customer service questionnaires have gone out yet. DC Dahl said the details are being worked out and the first set will go out at the end of this quarter (June).

## AGENDA ITEM 2A

At 5:35 pm, Chairman Otto polled the Board with a unanimous decision for an Executive Session pursuant to ORS192.660(2)(i) for Chief Branch's performance evaluation with Les Otto, Dean Hansell, Mike Strickland and Carl Tuma present. Also present was Chief Doug Branch.

Chairman Otto reconvened regular session at 5:53 pm with no action being taken during Executive Session.

An update on Dee Wescott's health and the Emergency Management class attended by Carl Tuma were discussed.

With no other business before the Board, Chairman Otto adjourned the meeting at 6:01 pm.

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Les Otto, Chairman

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Carl Tuma, Secretary/Treasurer

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Doug Branch, Fire Chief