

BORING FIRE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

May 11, 2010

The meeting of the Board of Directors for the Boring Fire District, held this date at the Boring Fire Station annex building, was called to order by Chairman Otto at 7:00 pm with the following members present: Les Otto, Dean Hansell, Carl Tuma, Mike Strickland and John Hartsock. Also present were Chief Doug Branch, Ops Chief George Eisert, Capt. Andy Welk, Volunteer President Kourosh Modjtabai, Shop Steward Mike Stockman, Lt. Rod Hunt and Secretary Bookkeeper Lynne Branch.

Motion by Carl Tuma/John Hartsock to approve the consent agenda as mailed. Approved unanimously.

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

Reporting on Goals/Objectives

10.4- Develop and implement a guideline for incident debriefings, to include "tailboard" sessions: DC Eisert looked at the current Post Incident Analysis (PIA) SOG, which covers the operational guidelines of conducting a formal PIA. He added an informal PIA guideline and, with the approval of the officers, has included it in the operations/communications section of the SOGs. This objective is now complete and the PIA guideline was used after the pedestrian/ vehicle call last week.

3.4- Create member reward program for immediate recognition of good deeds: Capt. Welk gave an update on this objective and distributed a sample of the poker chips that will be used as tokens of appreciation instead of the original idea of helmet stickers. While the chip value is still being determined, members will be able to use them internally or externally. A person receiving a chip will need to see a Chief Officer to redeem it and to be recognized at Volunteer Association meetings, drills, in the Working Fire, etc.

Chief Branch distributed an objectives timeline for both the current and upcoming fiscal years. He is still working with Chief McQueen and Fire Marshal Don Patty on objective 4.1, Create a succession plan for the Fire Prevention Division, and will have a proposal for the Board and Civil Service Commission in July. Regarding objective 4.4, Revisit and update the Standards of Coverage (Deployment Standard) document, this is still in progress and will be used for the upcoming ISO grading in November. Projected completion date is Oct. 1. Objective 6.1, Project long term financial needs and possible revenue sources, has taken a backseat to higher priority items.

Chairman Otto asked about objective 8.3, Develop strategies to implement selected regional recommendations identified by the ECC fire districts. Chief said there has been little movement due to a lack of motivation by the East Clackamas County Fire Districts. Likewise, revisiting the 2004 feasibility study has not gained momentum either. Objective 7.2, Research expansion of residential smoke alarm program to include but not limited to CO monitors has been tabled waiting for finalization of the Residential Building Code rules. Model rules have just been completed.

Regarding objectives for FY10/11, Chief told the Board that DC Eisert and Capt. Welk will review the timelines with their staff for further fine tuning.

Chief Branch reminded the Board of the upcoming Budget Committee meeting to be held on Thursday, May 20th at 7pm in the classroom. If necessary, a second meeting will be held on May 27th. Mike Strickland said he would be unable to attend the May 20th meeting.

Chief presented an organizational chart with the entire Boring Fire District staff, both career and volunteer, included. This will be updated quarterly and after job duty reassignments taking place in July. John Hartsock expressed concern over the number of people reporting to DC Eisert. Chief said he would like to explore having a Captain relieve some of that duty in the future. In reviewing the Areas of Responsibilities flow chart, Chief said it has been proposed to place new hires Sandor Pongracz in the Apparatus Maintenance department and have Steve Deters take over as Volunteer Coordinator from Lt. Hunt, who would then have more time for technology and communications.

Chief then gave a brief heads-up on a fundraiser to be held this Sunday at Pub 212 for a ten-year old girl involved in a pedestrian/vehicle crash last week. Every dollar raised will go to her and her family.

Division Chief Eisert gave the monthly operational report.

- Number of alarms to date (498) is down 5% over the same time last year.
- Response times remain within District performance goals.
- Terry Ballard's retirement party was well attended on April 30th.
- More detail provided on the pedestrian/vehicle call responded to on May 3rd.

DC Eisert also reviewed the ***SOGs and Policies, Section 2*** binder that he has updated. Policies are coded white, yellow and red depending on importance. After receiving input from staff, they will go back to the Chiefs and then be added to the District website.

Lt. Welk recapped the monthly training report.

- Ventilation was the topic for Wednesday drills in April, with three drills held on that subject.
- EMS drill was based on the annual recert for bloodborne and airborne pathogens.

- Eighteen remaining recruits are doing well.
- Lts. Bigelow and Hunt attended the Cascade Program for Emerging Leaders and both felt it was well worthwhile.
- Extrication Challenge at Clackamas Town Center will be held again this year on August 7th and 8th.

Chief then distributed the 2010/11 budgets to the Board and had them refer to the Apparatus and Equipment Replacement Schedule included inside. The Apparatus Committee has proposed the following changes to the schedule:

- Delaying purchase of water tender to replace WT 141 until FY 2012/13. Because it traveled less than 100 miles in 2009 and is being used as a shuttle tender, the Committee felt delaying its replacement was prudent.
- Fund purchase of VHF radios to meet January 2013 narrow banding requirements.
- Fund purchase of two more mobile data computers (MDCs) in FY 2010/11
- Fund the grant match for 800 MHz radios and VHF pagers.
- Delay the replacement of C-140 by one year
- Replace Van-140 in FY 2012/13
- Replace FM-140 in FY 2014/15
- Delay the replacement of C-142 by one year
- Replace B-148 in FY 2015/16

The Apparatus Plan will be brought to the Board for adoption at the June Board meeting.

DC Eisert presented and reviewed the blueprint for the new rescue unit. Final inspection of the vehicle will be around August 9th. Also noted, Sta148 is currently using the former Deputy Chief's Suburban as a rescue on a trial basis. The plan is to purchase a crew cab pick-up for Eagle Creek in the upcoming budget year. Our goal is to build the volunteer support group and give them a vehicle to fulfill support functions at alarms. We will be refurbishing R149, which should extend its life another five years.

Regarding questions asked by the Board at the April meeting regarding the Public Information Officer (PIO), Chief said that Tammy Owen will be Alice Lasher's "eyes and ears" on weekend and evening calls since Alice lives in Portland and it's more difficult for her to respond. He also noted that Alice can self-dispatch to certain incidents. Most of Boring Fire's calls do not need a PIO, but the Incident Commander (IC) can request she respond. Chief has encouraged Alice not to call the IC for about the first thirty minutes of a call until the scene has settled down.

Volunteer President Kourosh Modjtabai gave the Volunteer Association report.

- Twenty-five members attended the last business meeting. Kourosh gave our Chiefs special thanks for attending the meetings, something not done at all departments.
- Kourosh attended the recent Oregon Fire Chiefs' Association (OFCA) Conference in Eagle Crest.

- Also noted was how proactive Boring Fire members are with Chief Branch acting on the OFCA Board, DC Eisert serving as president of the Oregon Fire Apparatus & Equipment Mechanics Association, and President Modjtabai filling a board position on the Oregon Volunteer Firefighters' Association board.
- President Modjtabai and Chief Branch will be attending the Meritorious Awards Banquet in Salem this month.
- Annual picnic will be held at Sta140 again this year.
- Volunteers are committed to Steve Deters success in taking over as Volunteer Coordinator.

Having previously distributed the 2010/11 budgets, Chief asked the Board to call him prior to the Budget Committee meeting next week if they have any questions.

Chief Branch reported on the proposed Joint Vehicle Program. Estacada Fire is not interested in participating at present, so the plan will need to be revisited to see if it would be financially viable with two agencies. To further this goal, retired Chief George Dunkel and/or Paul LeSage will be asked for their guidance before proceeding further. Clackamas Fire District #1 is looking at other options as well.

Finally, Chairman Otto mentioned the Boring CPO survey that is being distributed to residents via email. There is one question asking respondents if they are satisfied with service from Boring Fire, to which the majority have answered positively.

At 8:12 pm, Chairman Otto polled the Board with a unanimous decision for an Executive Session pursuant to ORS192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer with Les Otto, Dean Hansell, Carl Tuma, Mike Strickland and John Hartsock present. Chief Branch joined the session at 8:27 pm.

Chairman Otto reconvened regular session at 9:26 pm with no action being taken during Executive Session.

With no other business before the Board, Chairman Otto adjourned the meeting at 9:27 pm.

Respectfully submitted,

Lynne Branch
Secretary/Bookkeeper