

BORING FIRE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

May 9, 2011

1. The meeting of the Board of Directors for the Boring Fire District, held this date in the Boring Fire Station classroom, was called to order by Chairman Otto at 7:00 pm with the following members present: Les Otto, Carl Tuma, Mike Strickland, John Hartsock and Chris Olson. Also present were Chief Doug Branch, Division Chief George Eisert, Capt. Andy Welk, Volunteer President Rick Searls, Shop Steward Mike Stockman, Volunteer Coordinator Steve Deters, Lt. Jason Franklin, Retired Lt. Rick Larson, Volunteer Derich Hofmann, Secretary Bookkeeper Lynne Branch and Ad Hoc Committee members from Clackamas Fire District (CFD) Josh Santos, Jerry Kearney, Ryan Walters, Heather Goodrich, Deputy Chief Jim Syring, David Lei, Will Weatherly and Steve Montez.

2. Motion by John Hartsock/Mike Strickland to approve the consent agenda as presented. Approved unanimously.

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

4A. Chief Branch explained that due to several other priorities, he was unable to report on two objectives at the meeting. He will have a report for the Board on June 14th.

4B. Chief Branch reminded the Board of the upcoming Budget Committee meeting to be held on Tuesday, May 17th at 7pm in the classroom. If necessary, a second meeting will be held on May 26th. Mike Strickland said he would be unable to attend the May 17th meeting.

4C. Chief reviewed a memo outlining two options for health care benefits next fiscal year that could lower premiums and maintain similar benefits. The first option is a self-funded program similar to a plan that CFD went to over a year ago. However, the insurance carrier is unable to provide a quote at this time. The second option is a fully insured plan where we would become part of a larger experience-rated firefighter pool within the state. This option has been priced out by ODS and would reduce premiums by about 12%; however, the obstacle is that the Insurance Board wants the pool to be sponsored by an association. Chairman Otto asked why Boring Fire can't join a group with CFD. Chief explained that we would need 1,000 participants to do that per Insurance Commission rules. Representatives from Special Districts Association and Wilson-Heirgood will attend the OFCA Board meeting this Friday to discuss the matter further.

5A. Division Chief Eisert gave the monthly operational report.

- The Apparatus Operator assessment process was explained, with four candidates participating. Ted Pentecost has been promoted and will be moving to Sta149 in June.
- Clackamas County Fire Defense Board has created a list of vendors providing board-up services, and an operational bulletin outlining activation procedures similar to the one used for ordering vehicle tows.
- Chief Branch was sworn in as incoming OFCA president to take effect July 1.
- Chief Eisert reviewed several letters of commendation.
- New this month was charts for each station providing call volume and turn out times. John Hartsock asked that C-Com's stats be included as well. Chairman Otto asked for a comparison of call response before and after the cooperative effort with Station 7 took place.
- Chief Eisert spoke about the "Welcome Luau" being sponsored by CFD on May 14th.
- Chief Branch added that the Meritorious Awards Banquet this weekend will present a Unit Citation award to Boring Fire's Extrication Team. He also thanked George for all his work on the new reports.

5A. Capt. Welk recapped the monthly training report.

- The number of EMTs who have not re-upped their certifications was noted.
- An exterior burn-to-learn was held on April 16th for the 2011 recruit class.
- Two members attended the EMS Conference at Timberline.

5B. With 14 members of the Ad Hoc Committee in attendance, DC Eisert began a Power Point presentation of the Committee's final report.

- George reviewed a Purpose Statement and a chart showing support for the joint Volunteer Program. The next step after anticipated Board approval would be creation of an Intergovernmental Agreement.
- Capt. Welk followed with a review of hours needed for certifications. Also, proposals are for drills to take place four to ten times per week, and for a compromise between the duration of the two agencies recruit academies to five months.
- Steve Deters then explained the different volunteer categories and talked about preference points that will be available to all volunteers after one year when either agency creates a hiring list. The Civil Service Commission is supportive of the proposed 5 and 10% preference point recommendation.
- Rick Searls reported that combining the two sets of bylaws is in progress. There will be only one Volunteer Association under the new plan, with CFD's Association voting to disband. Also, Boring Fire career personnel would not be members of the Volunteer Association as is the case presently.
- DC Eisert outlined the Accountable Plan, presently used by CFD to reimburse their volunteers for mileage expense on a monthly basis. Boring Fire would switch to this plan and 1099s would not be issued in the future.

Point values would be figured into the LOSAP, thereby increasing those contributions. The current point system would become a thing of the past.

- Heather Goodrich from CFD spoke about their Wellness and Physicals Plan. Boring Fire would continue to use Adventist Medical Center to administer annual physicals, but all other tests, i.e. blood draws, spirometry, hearing tests, would be performed in-house at CFD for a cost savings of about \$16,000.
- Regarding budget issues, DC Eisert explained that the Volunteer Coordinator position for the joint Association would be filled by a line personnel member, whose salary rate would be temporarily increased to a lieutenant's wage at the correct step level. Boring Fire could see savings of about \$20,000 during the first year of combining the volunteer departments, with additional savings in succeeding years.

Director Tuma asked what back-up plan would be in place in case the venture was not successful. DC Eisert said an exit plan would be part of the IGA. Motion by John Hartsock/Carl Tuma directing the Ad Hoc Committee to draw up an IGA and present to the Board at the June meeting. Motion passed.

A three-minute break was taken at 9:25 pm, at which time Steve Deters, Derich Hofmann and all the CFD members left.

Chief Branch then reviewed the Public Protection Summary Report from the Insurance Services Office detailing the protection class we received. No credit was received for "Monitoring for Integrity of Circuit" or "Dispatch Recording Facilities at Communication Center", which Chief will follow up on with C-Com. The earned credit for Company Training is something that could be improved upon with the CFD volunteer merger. Also, the low credit received for Pre-Fire Planning Inspections will be discussed with the field representative when he returns this spring.

- 6.** Volunteer President Rick Searls gave the Volunteer Association report.
 - \$250 was donated to Mike Kellogg, a Troutdale police officer with cancer.
 - \$320 was spent on two barbecues for Damascus and Eagle Creek stations.
 - Feedback on the Ad Hoc Committee's proposal has been positive. There has been some discussion regarding the future status of Boring Fire's volunteer officers with a merger.

- 7.** Shop Steward Mike Stockman read a letter signed by career staff encouraging the Board to give their support to the partnership with CFD. He also congratulated Ted on his promotion to Apparatus Operator and announced that Brent Hergert will be starting the clinical portion of his EMT-P certification this week.

- 8.** The 2011/12 Goals and Objectives were presented to the Board for adoption. When John Hartsock asked if there was an objective applicable to the volunteer merger, Chief replied that 4.1, Identify and implement cooperative services

where feasible, would apply. Also, Chairman Otto suggested that instead of monthly reports on the objectives, an annual report be made on all of them. Motion by Carl Tuma/John Hartsock to adopt the Goals and Objectives for FY 2011/12.

9A. Chief presented the 2011/12 budget document to the Board. Before addressing the budget, however, he commented on a few line item overages in this year's budget. The State Unemployment line is at 241.5% because of unemployment benefits paid to two past employees of Boring Fire. The Fire Prevention Program line exceeded expectations because of a higher than anticipated amount paid to Sandy Fire to reconcile expenses for 2009/10. Also, the \$18,000 overage in Capital Outlay will be made up by cutting back on other projects in that section to make sure it doesn't exceed the amount budgeted.

Regarding the FY2011/12 budget document, Chief said that Grant Income and the corresponding Grant Expense lines were bumped by \$100,000 each because with pending grants totaling about \$369,000, this will provide an amount for any future grants. The percentage increase used for annual growth was 2.75% and uncollectibles were figured at 8%. In Personal Services, the District's State Unemployment rate increase prompted the corresponding budget increase in that line and LOSAP was increased to move it closer in line with CFD's allocation for that program. Also, Fire Prevention funds were increased because we will still need to reconcile the FY10/11 year with Sandy Fire before disbandment.

Chief then reviewed four options regarding filling the fire marshal position upon Don Patty's retirement, which include 1) an external process, 2) internal process, 3) sharing a Fire Prevention Division with another agency, or 4) eliminating the Division altogether. In discussing these options with the Fire Marshal and Management Team, it was felt that Option 1 was preferable in choosing a fire marshal, and Option 2 would be the best choice for hiring a Fire Prevention/PIO. Chairman Otto asked Chief Branch for his opinion on Lt. Bigelow filling the fire marshal position. Chief said technically Pat is very capable of filling the position. The PIO would need to be hired first, since Don Patty won't be leaving until December. Chief said he will come back with a process and timeline for both positions at the July meeting.

Due to the lateness of the meeting, Chief Branch's performance evaluation will be postponed until after the Budget Committee meeting on May 17th.

With no other business before the Board, Chairman Otto adjourned the meeting at 10:29 pm.

Respectfully submitted,
Lynne Branch, Secretary/Bookkeeper