

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

October 11, 2011

**1.** 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, Carl Tuma (arrived at 7:10pm), Mike Strickland, John Hartsock and Chris Olson. Also present were Chief Doug Branch, Division Chief George Eisert, Capt. Andy Welk, Volunteer President Rick Searls, Volunteer Coordinator Steve Deters, Asst. Shop Steward Brent Hergert, EISS Tammy Owen, Volunteers Greg Engelgau, Josh English, Michael Smith and Secretary Bookkeeper Lynne Branch.

**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 & 4B.** Chief Branch reviewed the Strategic Plan Accountability Timeline for fiscal year 2011/12 and notations showing which objectives have been started and projected completion dates. There will be poster boards placed at each station with this information also. Chief said he would be interested in assembling a varied group within the District to discuss future goals and objectives. He also addressed objectives 2.3, Create a policy to address employee, member and board communications, and 6.2, Research optional revenue sources, from fiscal year 2010/11, which are still in progress, but should be completed by calendar year end. Chairman Otto asked about the 20-year revenue plan, which Chief said would be included in objective 6.2. Possible bond measure information would also be included in that plan.

**4C.** A memo with a Fire Break newsletter timeline and article assignments in priority order was recapped by Chief. He asked the Board for their feedback. Plans are to mail the public newsletter by Thanksgiving. John Hartsock questioned the number of proposed articles and if there would be too many for the public to read. Chief said that some of the topics will only have a picture and short caption in the newsletter.

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

- Twelve new VHF radios are scheduled to be in service within the next six weeks. This will begin to address the January 1, 2013 narrow banding mandate. Also, three Tough Book MDCs will be installed in the most active apparatus as part of the replacement plan.
- Engine 141's transmission has been rebuilt and replaced.
- The joint firefighter hiring process with CCFD has been completed. 250 applications were received, with 180 taking the written exam, and 125 going to

the physical agility and interview portion. The top 70% made the hiring list with preference points added after. The list will be made public on Oct. 19<sup>th</sup> after Civil Service Commission approval.

- DC Eisert reviewed the station alarm activity recaps. Discussion ensued regarding turnout time vs. response time. DC Eisert said he would do some further research to make the times more accurate.

Chairman Otto asked about the updating of the Standards of Coverage. Chief Branch said that most of the document was updated during the ISO project, with the exception of the occupancy tables.

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

- Physician advisor, Dr. Warden, attended case reviews during EMS drills.
- The EMT Basic class for recruits started in September.

**5B.** Chief Branch reviewed the CCFD Strategic Planning Retreat that he attended along with DC Eisert, Steve Deters and Rick Searls. Chiefs through probies attended, prompting a discussion regarding a similar scenario for Boring Fire's Planning Session next year, whereby the top five issues could be created, with objectives stemming from there. The top five issues that CCFD felt they could accomplish within the next year are: 1) New Logo/Branding/Marketing, 2) Career Development, 3) Esprit de Corps, 4) Software Integration and 5) CFD/BFD Integrated Services (Volunteer Program, IT, Training, Health & Wellness).

**5C.** Division Chief Eisert reviewed the minutes from the September 13<sup>th</sup> meeting of the Apparatus Committee with the following highlights:

- Van140 will be replaced with purchase of a Ford van off state bid for \$25,095, including a \$2,200 trade-in credit.
- Two HHR vehicles have been purchased for the Volunteer Coordinator and EISS. The cost of these, plus the van, will fall within the \$70,000 budgeted amount in the Apparatus & Equipment Reserve Fund.
- With the cost of rebuilding the pump on Brush 148 estimated at \$4,000, and presumed value of less than \$20,000, an alternative to the repair may be discussed.

Chairman Otto asked if the money saved on these apparatus purchases could be applied to the cost of E141's transmission repair. Chief Branch stated that he will look into it, but believes that money from the Apparatus and Equipment Reserve fund must be used for specific capital outlay projects that fall within reserve fund parameters.

DC Eisert informed the Board of the IT system installation that is currently in progress at Sta149 and will be completed at all stations by November 1<sup>st</sup>. The phone system is projected to be set up by December 1<sup>st</sup> as well. These are joint projects with CFD and will be included in a shared services update report at the next board meeting. Chairman Otto said he would like a report showing actual costs with vs. without the IGA with CCFD #1.

At this time, Chief Branch introduced Tammy Owen, the District's new EISS hire who has been working here for two weeks now. Tammy presented the Board with Fire Prevention Week bags, the theme being "Protect Your Family" this year. Chief said she will be going to area schools soon, and will be presented at the Kiwanis and Good Morning Damascus meetings.

**6.** Volunteer Coordinator Steve Deters followed with a program report.

- Volunteers are still focusing on equipment familiarization.
- Ten drills are available per week for a total of 42 per month.
- Medical standbys were provided eight times during football games in September.
- Public events in September included the 9/11 Commemoration in Boring and Kevin Donegan's funeral.
- 139 applicants attended the informational meeting on Sept. 20<sup>th</sup>. 71 people were interviewed, with the top 40 going to physical agility testing, 30 to final interviews and 25 joining the 2012 volunteer recruit class starting in January.
- A letter has been sent to the Oregon Volunteer Firefighters' Association expressing the Boring Volunteer Firefighters' desire to host the annual conference here next year with CCFD #1.

**6.** Volunteer President Rick Searls gave the Volunteer Association report.

- A table for ten has been purchased at the TIP Heroes with Heart banquet with the District and Volunteer Association splitting the cost.
- Bowling night with CCFD is upcoming.
- A BFD/CCFD bylaws meeting was held tonight. They should have the bylaws completed by January.
- Volunteers will staff Liepold's Corn Maze this Saturday.

Chief Branch added that manning the Eagle Creek station with volunteers from the joint program is a top priority. Currently, the issue with volunteer shifts at both Sta149 and Sta148 is the difference in the RMS utilized by each District's. This will be resolved once the IT upgrades occur at each station.

**8.** Chief reported on interest shown by both Sandy Fire and CCFD in revisiting the 2003 Cooperative Effort Study with BFD. He requested feedback from the Board regarding pursuing this at this time. The three-agency study with SFD and CCFD would take a more formal approach to funding mechanisms and efficiencies by looking at the valuations of the three districts and creating a financial "big picture", similar to the 2003 study. Citing the infancy of the current project with CCFD, Board consensus was to not go forward with a study at this time. The Board instructed the Chief to work with the other districts to create a scope of work, estimate a cost and look to include that cost in the FY 2011/12 budget.

**7.** Asst. Shop Steward Brent Hergert gave the following report.

- Labor met two days ago to discuss communication improvements within the labor group.
- They are on board with conducting an updated Cooperative Effort Study.

9. Chief Branch requested Board action to fill the vacant at-large position on the Civil Service Commission with Tom Andersen. Motion by John Hartsock/Carl Tuma to appoint Tom Andersen to position #5 on the ECC Fire Districts Unified Civil Service Commission beginning Oct. 19, 2011. Motion passed. Mr. Andersen is a business owner and resident of the Hoodland Fire District.

With no other business before the Board, Chairman Otto adjourned the meeting at 8:20 pm.

Respectfully submitted,

Lynne Branch  
Secretary/Bookkeeper