

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

December 13, 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, Mike Strickland and Chris Olson. Also present were Chief Doug Branch, Capt. Andy Welk, Volunteer President Rick Searls, Volunteer Coordinator Steve Deters, Shop Steward Mike Stockman, CFD DC Jim Syring and Secretary Bookkeeper Lynne Branch.

**2.** Motion by Mike Strickland/Carl Tuma to approve the consent agenda with an amendment to the minutes regarding the Christmas dinner that has taken place at the Mt. View Golf Course in the past. Chris Olson asked that it be changed to read "it was decided to dispense with the dinner at Mt. View Golf Course since it was less profitable in 2010 than in prior years". Motion approved unanimously.

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

**4A.** Chief Branch reviewed a staff report on FY10/11 Objective 2.3 regarding a District policy on board conduct. The new language is italicized in the policy and Chief asked for feedback prior to presentation for adoption at the January board meeting. Chairman Otto asked that a copy of the Code of Conduct policy be sent to the board.

**4B.** Regarding FY10/11 Objective 6.2, Chief Branch reviewed a report on researching optional revenue sources. He said he can provide further explanations on some of the items and is open to comments and questions. Director Tuma asked if revenue is projected to remain consistent in the next few years. Chief said it is. Chief also added that if we maintain expenses at current rates, we would not see them exceed revenue for the foreseeable future. It would, however, entail going out to the voters for funding for facilities or apparatus. Carl asked about purchasing 800 MHz radios for \$269,000, to which Chief responded that there is a request for grant funding to assist with that. Chairman Otto asked where and when the City of Damascus figures in financially. Chief said it all depends on the City's Comprehensive Plan, but economists are predicting three to five more years before pulling out of the current slump, at which time we would bump growth to 3%. The number of proposed career staff was also discussed. Chief explained that with the addition of seven line personnel, we would be able to provide three-person overnight staffing in Boring and Damascus, and forty-hour staffing for two in Eagle Creek. The Board agreed that the report was beneficial. Carl added that the Deployment Plan and Apparatus Plan need to be addressed at the planning session.

**4C.** Chief informed the Board that the Fire Marshal process is underway and he will be interviewing the one applicant tomorrow morning. An appointment will be made by year end. Carl asked about the interview process, to which Chief Branch

responded that he will share his expectations for the position, and discuss areas of strengths and weaknesses, as well as any concerns he has.

**4D.** Regarding a new hire, Chief stated that he has interviewed two of the top three candidates. A conditional offer will be made to start employment on Jan. 16<sup>th</sup> to replace the position vacated by the promotion to Fire Marshal. One EMT Basic and two EMT Paramedics are being interviewed. A second hire is just not financially feasible at this time, due partly to staffing at Station 7, which has created more overtime than expected.

**5A.** Chief Branch gave a brief monthly operational report.

- CFD DC Scott Weninger has been working two days a week at Boring Fire during DC Eisert's absence.
- Eagle Creek Station was dispatched to 21 calls and responded to none. Carl asked if staffing of Station 7 has pulled people from Eagle Creek. Chief said no, that Sta148 has not had career staffing year round for four to five years. Discussion ensued on Sta148 staffing.

The Board also asked about the customer comments on a call stating that it took 20 minutes to insert an IV. Chairman Otto asked for follow-up on that call.

**5A.** Capt. Welk left on a call at 7:35pm, so Chief Branch recapped the monthly training report.

- Carl asked if recert fees will be increasing, to which Chief said no, not this year.
- There will be an Advanced EMT level between Basic and Paramedic, but no Intermediate any more.

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


- New bylaws have been adopted.
- The Boring Fire Volunteer Association has absorbed CFD's Volunteer Association. Their first meeting will be January 9<sup>th</sup> at Abundant Life Church. The Vice-President, Sec/Treasurer and Sargent at Arms from CFD will continue as officers.
- Money has been set aside for the Stair Climb event in March, the Christmas Basket Program and a circular saw.


CFD DC Syring added:

- The CFD Volunteer Association voted to dissolve at their Nov. 28<sup>th</sup> meeting. The volunteers are looking forward to meeting together and filling duty shifts at Boring Fire.
- Many Operation Santa events are currently underway.
- Work continues on the legal and operational issues of the volunteer merger.
- IT integration is still continuing.

Capt. Welk returned at 8:02pm.

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

 Two additional Friday night drills have been added for the next two weeks to finish up sign offs.

 Lots of PR events are in place right now.

Carl Tuma asked about the new records management system. Capt. Welk said we will be running both CFD's and our systems through December. Andy also noted that there will in fact be an increase in recert fees on all levels in 2013. The good news is that we will save quite a lot in costs for physicals by combining that process with CFD.

7. Shop Steward Mike Stockman gave the following report.

- A good time was had at the recent career Christmas party.
- Money is being collected to buy a VISA card to give to George in Phoenix.
- Mike had a conversation with Local 1159 President Karl Koenig regarding IT issues, etc.

8A. Chief Branch informed the Board that the Budget Committee positions held by Ron Bender and Elana Toyooka are up for reappointment in January. Board consensus was for the Chief to contact them to see if they are interested in another three-year term on the Committee. Appointments will be made at the January meeting.

8B. Dates for the annual planning session were discussed. Chairman Otto asked Chief to email options to the Board.

8C. Chief Branch distributed a packet regarding a succession plan, something the Board has requested the District adopt. Chief briefly reviewed it and said it could be discussed further at the planning session. He also suggested DC Weninger work on the plan. Chief said a succession plan is a challenge for an organization the size of Boring Fire. Chairman Otto stated that a short-term plan is needed as soon as possible and suggested placing it as a long-term goal for the planning session. Chief also asked Carl Tuma for more details on Hillsboro Fire's succession plan.

9A. Chief then again reviewed the 2011 Intra-County Mutual Aid Agreement. The biggest difference is the 12-hour duration, which aligns with 12-hour operational periods. Director Strickland asked if it had ever been activated, to which Chief responded not to his knowledge. Motion by Carl Tuma/Mike Strickland to adopt the mutual aid agreement as presented. Motion carried unanimously.

9B. Motion by Mike Strickland/Chris Olson to accept the audit for fiscal year 2010/2011. Motion passed unanimously.

Finally noted by Chief was the upcoming SDAO Conference which he recommended attending. Also, Carl Tuma thanked Chris Olson for his work on the Old Navy event, which resulted in 42 computers and 5 iPads being donated to Boring Middle School, as well as clothing for Boring Fire's Christmas Basket Program.

With no other business before the Board, Chairman Otto adjourned the meeting at 8:40 pm.

Respectfully submitted,

Lynne Branch, Secretary/Bookkeeper