

BORING FIRE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

November 9, 2009

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 Vice-Chairman Hansell at 7:05 pm with the following members present: Les Otto (arrived at 7:10 pm), Dean Hansell, Carl Tuma, Mike Strickland and John Hartsock. Also present were Chief Doug Branch, Volunteer President Jamie McCamman, Capt. George Eisert, SFF/AO Donald O'Dell, SFF/AO Rick Larson, SFF/AO Brent Hergert, Lt. Rod Hunt and Secretary Bookkeeper Lynne Branch.

Motion by Mike Strickland/Carl Tuma to approve the consent agenda as mailed. Approved unanimously.

Vice-Chairman Hansell asked for public comment. Hearing none, he proceeded with the agenda.

Reporting on Goals/Objectives

- 1.1- Develop a database of people with skills and trades who would be willing to donate time, materials and/or labor of professional skills and services for community assistance projects: Donald O'Dell began with some history on the database, which came about after a family emergency in our district resulted in Boring Fire personnel helping to finish a remodel project. Donald submitted a questionnaire to all fire department personnel to assess their skills in various areas of contracting. He has also compiled a list of local businesses willing to provide services for people in need. Chairman Otto inquired about expanding the list to include people willing to perform snow removal or drive to medical appointments. Donald also spoke about the Explorer Program with ten new members and the various activities they get involved in, such as the harvest festivals, Christmas Basket Program and coordinating event parking.
- 4.3- Develop and implement a Firefighter Skills Performance Rodeo (competition): Lt. Welk submitted a written report explaining that Boring Fire currently has this system in place under the names of "Company Evolutions" or "Round Robins". He recommends leaving these names in place, but the drills could be embellished by posting times and companies to provide further recognition of accomplishments.
- 4.5- Research and recommend company level training teams, groups or programs: Brent Hergert presented a report weighing the pros and cons of addressing training, duty crews, burn to learns, etc. on a company level. After researching this objective with other fire departments, Brent's recommendation is to continue to operate as is, which has been successful thus far. Chief added that we may implement "pieces" of this objective in the future.

- 8.1- Coordinate and collaborate with neighboring agencies and private entities regarding training schedules and opportunities: Lt. Andy Welk reported that this objective is met through Boring Fire's participation in joint training ventures and multi-agency training and we will continue along this path.
- 8.3- Develop strategies to implement selected regional recommendations identified by the ECC fire districts: Chief Branch said this is an ongoing process and was hoping to meet with the other east Clackamas County chiefs at the joint conference, but was unable to. He reported that there are currently seven areas the four east County districts are working jointly on:
 - Creation of common job descriptions
 - Development of a standard pre-plan and map format
 - Pursuit of more joint purchases, including physicals, and apparatus and equipment
 - Cooperation on technology, such as computer programs, records management, communications, etc.
 - Development of a command and control program
 - Refinement of the mutual aid and automatic aid agreements
 - Maintenance of apparatus and facilities
 Chief will have a written report at the December board meeting.

Chief Branch gave a report on purchase of a rescue vehicle as provided for in the 2009/10 budget. The recommendation is to utilize the Houston-Galveston Area Council of Governments (H-GAC) cooperative purchasing program, which is available for other agencies to purchase from. Purchasing in a timely manner is important to avoid the new Environmental Protection Agency requirements that take effect next year. H-GAC's bid document meets Oregon's purchasing guidelines and has been used by Portland Fire and other Oregon agencies. Capt. Eisert added that we can adjust the specifications by 5-10% up or down to meet Boring Fire's needs. The Board will review Chief's report and give their opinion at the December meeting.

Chief added that work is continuing on the Training Officer position and a report will be brought forward at the December or January meeting.

Capt. Eisert gave the monthly operational and training report.

- Number of alarms to date (1354) is down 4% over the same time last year.
- Response times are continuing at an acceptable rate.
- George attended the week-long Pacific Program, which he found to be a very positive experience.
- Boring Fire assisted on a mutual aid fire with Estacada on Oct. 27th.
- A successful burn-to-learn was held on Oct. 11th with 42 members attending from Boring Fire, along with ten members of Gladstone Fire.
- The EMT-Basic class continues with thirty students.

Chief reported on the completed Firefighter Assessment Center. Out of 97 applicants, only 45 included the necessary documentation. After oral interviews, 28 applicants were eventually eligible for the master list. Chief made a list of five areas for improvement in the next process, including a check-off sheet listing all necessary documentation. Estacada Fire has already hired from the list.

Other items of note:

- ✓ Chief provided some statistics from Michelle at Trillium Web Solutions on Boring Fire's website. In October, it had 2,221 total visits – 1,998 to the Home Page, 1,434 to the Members Page, 271 for Burn Info, 193 for Volunteer Info and 112 for Special Events.
- ✓ AMR is shutting down their Damascus staffing site. Phil Moyer, AMR's Clackamas Operations Manager, has asked to use Sta149 as a posting station. In return, AMR would provide Boring Fire's continuing education paramedic training at no charge.
- ✓ Capt. Eisert continues to work on updating the Standard Operating Guidelines and plans to have them completed by Jan. 1st.

Volunteer President Jamie McCamman gave the Volunteer Association report.

- Twenty-four members attended the last business meeting.
- Estacada Fire sent a thank-you for our standby during their Open House event.
- Kourosh Modjtabei will attend the next board meeting as the new Volunteer President. Rick Searls is the new Vice-President and Amy Morrison will continue as Secretary/Treasurer.
- Forty applications were received during the Volunteer Membership Drive.
- Motion was made to set aside \$5000 from Community Assistance for the Christmas Basket Program.
- Mike Kemper is putting a care package together for Volunteer Shane Moon who is stationed in Iraq. Donate if you can.
- Volunteer Troy Turner and his wife, Maranda, recently had a baby.
- Amy and Trent Morrison attended the Trauma Intervention Program's banquet.
- Lt. Rod Hunt, Kourosh Modjtabei and Jamie McCamman attended the Volunteer Combination Officers Section Conference in Florida.

Motion by John Hartsock, seconded by Mike Strickland to accept the audit for fiscal year 2008/2009. Motion passed unanimously.

Chief Branch reviewed various topics presented at the OFDDA/OFCA Conference held last week and attended by Mike Strickland and himself. A short discussion followed on the joint board meeting on Oct. 20th with Estacada, Hoodland and Sandy Fire Districts.

At 8:30 pm, Chairman Otto polled the Board with a unanimous decision for an Executive Session pursuant to ORS192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer, and pursuant to ORS192.660(2)(f) to consider information or records that are exempt by law from public inspection with Les Otto, Dean Hansell, Carl Tuma, Mike Strickland and John Hartsock present. Also present was Chief Doug Branch.

At 9:25 pm, Chief Branch left and the Board continued with the Executive Session pursuant to considering information or records that are exempt by law from public inspection.

With no other business before the Board, Chairman Otto adjourned the meeting at 9:47 pm.

Respectfully submitted,

Lynne Branch
Secretary/Bookkeeper