

## BORING FIRE DISTRICT BOARD OF DIRECTORS MEETING MINUTES

December 8, 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 7:00 pm with the following members present: Dean Hansell, Carl Tuma, Mike Strickland and John Hartsock. Also present were Chief Doug Branch, Volunteer President Kourosh Modjtabei, Capt. George Eisert, Shop Steward Mike Stockman, Lt. Rod Hunt, Lt. Andy Welk, SFF/AO Rick Larson, Capt. Jamie McCamman (arrived at 7:45 pm) and Secretary Bookkeeper Lynne Branch.

Motion by John Hartsock/Mike Strickland 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

10.1- Research and develop Six Minute Safety Program and District Safety Bulletins: Capt. Eisert reported that in researching this program it was discovered that there is a "Five Minute Safety Program" available online for free. SFF/AO Jason Franklin will be printing these out and placing them in Plexiglas displays and Safety Boards and they will also be tied into training topics.

10.2- Develop critical SOG education program: Capt. Eisert said the critical SOGs are being elevated to a higher level and will be printed on red paper, with members expected to know the policies without looking at them. The important SOGs will be printed on yellow and non-critical on white. One SOG will be highlighted each month and also be placed in the Plexiglas displays.

8.3(from 08/09)- Review all existing Intergovernmental Agreements (IGAs) for compliance, current applicability and timeliness: Seventeen IGAs were listed as applicable, with six deemed as not. Chief reviewed the six removed from the District's IGAs binder

Chief reviewed his staff report on the Training Officer process. He is seeking Board input and will be taking formal action in January. The following four ways to address this issue were suggested, with members deeming the first two most viable:

- External process/candidates
- Internal process/candidates
- Share a Training Division with another agency
- Contract with college, group or person

n was also presented to the Board. The current be amended if filled by a captain. Carl Tuma questioned why the position might be filled by a captain instead of a chief officer. Chief explained that one of the two positions - operations or training ó could be filled by a chief officer and one by a captain and still meet our needs. The training officer position was filled with a chief officer during the last hiring process partly due to the expected growth of the District, which would have brought more employees. With the downturn in the economy and little or no growth, the need is not as great for a three-chief management team. The training officer would oversee EMS, but not contend with safety issues as was previously done by Division Chief Arbuckle. Those issues would be assigned to operations. Mike Strickland expressed concern about Chief not having a successor if anything were to happen to him and felt the operations position should be addressed prior to training. Chief stated that filling the operations position was the priority until the unexpected departure of the training officer. Chief said Lt. Welk's temporary appointment as training officer was for six months, which means it ends in February 2010. Capt. Eisert's appointment is not temporary and therefore not time driven, but Chief is working on a timeline for that position and it will be addressed after training. Carl Tuma said he appreciates the work Chief has done and thinks the member feedback is helpful. John Hartsock asked why not conduct an external process when internal candidates can still apply. Chief said based on the member feedback and recent history, he feels that an internal candidate/process is best for the District. He asked the Board to think about the options presented to them and provide feedback.



Due to a critical prior commitment, ( ), Chairman Otto is unable to attend the scheduled work session on January 23<sup>rd</sup>. It was suggested to reschedule to January 16<sup>th</sup> at 9am, with breakfast at 8am at Mt. View Golf Course.

Chief distributed brochures on the SDAO Conference to be held in Seaside in February. Let Lynne know if you would like to attend.

Capt. Eisert gave the monthly operational report.

- Number of alarms to date (1453) is down 7% over the same time last year. Response times are where they should be.
- George attended a risk management class sponsored by SDAO.
- Lt. Modjtabai, Capt. McCamman and Lt. Hunt attended the Volunteer and Combination Officers Section symposium in Florida in November.
- A new hiring list for lieutenants is in the works since the current list has expired.

Lt. Welk recapped the monthly training report.

- The 2009 recruit class continues to train for their EMT-Basic certification with 30 students from Boring, Estacada and Gladstone.

advisor for Clackamas County, spoke at a recent 2010 EMS protocols.

Dean Hansell asked if rigs were getting out on calls in Eagle Creek. Capt. Eisert said there are limited volunteers to respond during the day, but crews have been sleeping over at night. While there is a response from Eagle Creek on a majority of their calls, we also send a unit from Estacada, Sandy or Boring as well. Eagle Creek Volunteer Matt Smith has returned and three new recruits are also from the area which will eventually help response.

Chief Branch recapped the status of objectives for 2007/08 and 2008/09 as follows:

#### FY 2007-2008 Objectives

- 33 objectives created
- 23 objectives were completed
- 6 objectives were carried forward
- 3 objectives (2.1, 6.1, 10.3) were not completed or carried forward; they will be reconsidered in the 10/11 process
- 1 objective (10.1) was dropped

#### FY 2008-2009 Objectives

- 35 objectives created
- 25 objectives completed
- 8 objectives were carried forward
- 2 objectives (4.6, 10.1) were dropped

Chief also noted that his three-year stint as Fire Defense Board Chief is over and Sandy Fire's Chief McQueen now fills that position. Also, he attended an open burning forum tonight at Clackamas Fire District with 23 attendees.

Volunteer President Kourosh Modjtabai said it was a pleasure to be back and gave the Volunteer Association report.

- Twenty-six members attended the last business meeting.
- The Membership Committee met, with two members going inactive for lack of calls and four going inactive for missing drills.
- Thanks to all who helped with the volunteer interviews.
- The Volunteers family Christmas party will be held on Dec. 20<sup>th</sup> at Sta140.
- Marli's Dinner for Toys is tonight at Mt. View Golf Course from 5-10pm.
- Dec. 14<sup>th</sup> is the date for the Holiday Celebration at Damascus City Hall.
- Volunteer Shane Moon will be home from Iraq this month and the group took up a collection to give him upon his return.
- The banquet will be held at the Holiday Inn again on Feb. 13<sup>th</sup>.
- Capt. McCamman, Lt. Hunt and Lt. Modjtabai thanked the Board for being able to attend the VCOS Symposium in Florida.
- Kourosh has discussed the Volunteer Program with CFD's Operations Staff Chief Jim Syring.

regarding the purchase of a rescue unit. Motion authorizing the Fire Chief to enter into a contract to purchase a heavy rescue unit not to exceed \$359,435 as outlined in the District's Apparatus Replacement plan utilizing the Houston-Galveston Area Council of Governments (H-GAC) cooperative purchasing program. Passed unanimously. John Hartsock asked what recourse the District would have if the entire payment is made up front and the apparatus does not meet our specifications. Chief said there will be two inspection trips and we could also hold the payment until completion, which would cost an additional \$10,000. Capt. Eisert said there would be a performance bond to cover such an event. John suggested escrowing the rescue payment or including a penalty clause or insurance in case the manufacturer does not meet their end of the bargain. Chief Branch and Capt. Eisert will research the District's options.

Chief Branch informed the Board that the Budget Committee position held by Zel Gernhart is up for reappointment in January. Chief will contact him to see if he is interested in another three-year term on the Committee. Appointments will be made at the January meeting.

Mike Stockman told the Board about an extraordinary call attended by FF/P Shane Thomas, volunteer paramedic student Kendra Kavanagh and volunteer EMT-B Tyson Guillory. These three together succeeded in removing a complete airway obstruction from a choking victim. It was suggested to nominate them at the state level for an award.

At 8:12 pm, Vice-Chairman Hansell 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 with Dean Hansell, Carl Tuma, Mike Strickland and John Hartsock present. Also present was Chief Doug Branch.

Vice-Chairman Hansell reconvened regular session at 8:23 pm with no action being taken during Executive Session.

Motion by John Hartsock/Carl Tuma to extend the current option agreement to purchase five acres from TMD Phase III (Dillard's) for 18 months. Approved unanimously.

With no other business before the Board, Vice-Chairman Hansell adjourned the meeting at 8:24 pm.

Respectfully submitted,

Lynne Branch  
Secretary/Bookkeeper



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