

Meeting of the Board of Directors  
August 22, 2016

Bob Shigley	-	Board President	Present
Ron Smithhisler	-	Board Vice-President	Present
Vern Heyer	-	Board Secretary	Present
James Furtado	-	Board of Directors	Absent
Gary Vess	-	Board of Directors	Absent
Greg Marlar	-	Fire Chief	Present
Margie Giusto	-	Admin Assistant	Present

President Bob Shigley called the regular meeting to order at 18:40 hours. James Furtado and Gary Vess were absent.

**Minutes of Previous Meetings:** Ron Smithhisler made a motion to accept the minutes from July 18, 2016. Vern Heyer seconded, motion carried unanimous.

**Disbursement of Funds & Finance Report:** Robert Wheeler from Wheeler Bookkeeping stated that everything is looking good. July was a big month for ambulance transports and a lot was billed out so will start seeing those revenues in August and September.

Chief Marlar stated that Personnel Services is right on track. We did pay our Worker's Comp bill and that is a large bill to pay, but we pay it in full to get the discounted price.

Ron Smithhisler asked Chief Marlar about our rates going down. Chief Marlar stated that we will be paying these rates for three years.

Ron Smithhisler made a motion to approve the Disbursement of Funds and Finance Report. Vern Heyer seconded, motion carried unanimous.

**IRS Update:** Chief Marlar stated that Steve Tuchscherer is appealing their denial and asking for reconsideration. Chief Marlar stated that we are looking at 9 to 12 months for any type of resolution.

**Correspondence:** Chief Marlar stated that the Board has a copy of a letter showing that Winston Dillard Fire District surplus equipment and donated 3 Havis brand MDC's mounts with all mounting hardware to City of Winston Police Department.

**Chief's Report:** Chief Marlar stated that July was a super busy month. The call volume was 180 calls.

Chief Marlar stated that he did have an interesting meeting with the Sherriff and Mel Thornton who is with DFPA. Chief Marlar stated that they are looking at making our duty officers, Ray Shoufler, Scott McKnight, Rob Bullock and myself deputizing for citation ability for illegal burning. Chief Marlar stated that it will not be a huge revenue but it is a \$2,000 fine and they would have to appear in court. (no fine revenue would go to the fire district). Chief Marlar stated that right now the only people that can sight for illegal burning is DFPA, Sherriff and the City of Winston Police Department if it's inside Winston City limits.

Chief Marlar stated that the Ford Focus will be here around the middle of October.

Chief Marlar stated Captains testing is coming up next month. Chief Marlar went into great detail regarding the invoice Winston receives from District 2 regarding the IT, EMS Administration and Fire Prevention fee of \$300.00. Chief Marlar also talked about Supply/Delivery Administration fee of \$350.00. Chief Marlar stated he would discuss further under new business.

**Old Business:** Chief Marlar stated that he has asked the three Captains to get together with the three shift officers from station 2, to meet and discuss house rules and daily operations for when they are housed here. Chief Marlar stated that they are working on signing a MOU (Memorandum of understanding). Chief Marlar stated this will be between Management, Winston and District 2 Local 2091 to allow "joint" staffing of apparatus if the need arises.

Chief Marlar stated that District 2 is going to have a pancake breakfast this Saturday. Chief Marlar stated that this is mainly to inform the public that the station is going to be renovated.

## **New Business:**

Chief Marlar stated that he wanted to bring to the Boards attention that the crew has brought up to him about having a Facebook page.

Chief Marlar stated that he thinks it's a positive thing. Chief Marlar stated that if the Board is up for it he suggest that to keep it standardized and consistent we would have Scott Page be the administrator. Chief Marlar stated that we have a couple people here that is interested and could work with Scott on it.

Bob Shigley asked Chief Marlar if there is an additional cost. Chief Marlar stated no extra cost. Chief Marlar stated that George and Matt are interested in working on the Facebook page.

Ron Smithhisler wanted to know about the liability for having the Facebook page. Ron stated what if someone post something wrong on our Facebook page. Chief Marlar stated that we are covered through our liability insurance and we just need to be really careful of everything. Chief Marlar stated that District 2 hasn't had any problems like that but doesn't mean it could still happen.

The consensus of the Board is okay to start a Facebook page.

## **Board Policy 1.16 Oregon Ethics – 1<sup>st</sup> reading**

Chief Marlar stated that he received an email from Bob Shigley regarding general questions about the other administrative services that District 2 provides Winston.

Chief Marlar stated under some associated fees that District 2 charges Winston Dillard per month are the \$300.00 fee for IT, EMS Administration and Fire Prevention. \$350.00 Supply/Delivery Administration.

Chief Marlar stated that what he is going to begin adding applicable information regarding those services to his monthly Chief's Report. Chief Marlar stated that there might be some months that are N/A.

Ray Shoufler is the Fire Marshal for this area. Chief Marlar stated that we have implemented the quarterly business occupancy inspections. He will come out and do fire investigation work along with Jeff Surmon who is also one. Ray will handle the school inspections, works with the town as far as any new business or builders that are needing plans inspected. Ray will also assist with working with the fire hydrants.

Scott Page is our Information Technology. Chief Marlar stated that he comes down and couple times a week or is on the phone with Margie. Chief Marlar stated that Scott maintains our servers that backs up all our information. He handles all of Margie's billing information, maintains our WIFI, and station alarms. Chief Marlar stated that Scott just installed some WIFI Booster for the station because we had some dead spots in the station. Chief Marlar stated that we also have purchased an external antenna for the radios. Chief Marlar stated that Scott overseas all our hardware for our computers and updates. Chief Marlar stated Scott maintains our website as well.

Kim Farley handles delivery of EMS supplies, station supplies and interoffice mail Monday through Friday.

Chief Marlar stated that one of the questions that Bob Shigley brought up is that we don't list out what the EMS supply is. Winston just receives a bill stating what the EMS supply fee is for the month. Chief Marlar stated that we have the record, we just have never attached it to the bill. Chief Marlar stated that is one of the changes that Winston will start seeing on the invoice for EMS supplies is an itemized list.

Rob Bullock handles the EMS Administration, which is overseeing the training and annual certifications we do. Chief Marlar stated that Rob oversees all our medical protocol books. Chief Marlar stated anything to do with EMS, Rob handles.

Chief Marlar stated that if you could give him feedback on if the Board would like more information or if you have any questions please feel free to ask him.

Bob Shigley stated that he just wanted to have a better understanding of what Winston was paying for on a monthly basis.

Bob Shigley stated that since District 2 is going to be staying at the fire station for a few months Bob would like to have the supplies & courier fee waived while District 2 is housed at Winston. Bob Shigley stated that he has asked Chief Marlar to talk with his Board regarding this.

The consensus of Winston Board is agreeable to have Chief Marlar bring up to his Board to waive the \$350.00 supplies & courier fee while District 2 is housed at Winston.

**Adjournment:** Seeing no further business to be discussed President Bob Shigley moved to adjourn the meeting at 7:30pm. The next regular meeting will be held September 19, 2016.

Board Secretary\_\_\_\_\_