

Meeting of the Board of Directors
February 17, 2014

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

President Gary Vess called the meeting to order at 18:30 hours and flag salute was given.

Minutes of Previous Meetings: James Furtado made a motion to accept to minutes for the three meetings. Vern Heyer seconded, motion carried unanimous.

Disbursement of Funds & Finance Report: Robert Wheeler stated that Chief Marlar and I had discussion on the classification on Personnel Services. Robert stated that we might have to fine tune that more on vacation pay.

Ron Smithhisler asked Robert Wheeler about the salary for District 2, and where that is. Chief Marlar stated that it's in Professional Services. Chief Marlar stated that is where Kenny budgeted it. Robert stated that he can separated it out so we can see what's been paid for that service. Chief Marlar stated for the budget it will be in Professional Services and it will be spelled out.

Robert stated that only thing else that is different is you will see a line item for Petty Cash, the amount is \$150.00. So you will receive a report on the activity every month.

Robert stated that between Chief Marlar and I we were able to get Washington, DC involved. We have been passed off to the Lien Department.

Robert stated that are agent is Mrs. Conway out of the advocate department in Washington, DC. Mrs. Conway has turned us over to the Lien Department to get things rolling. The Lien Assessor doesn't feel like it's a hardship for the Lien and they don't want to let go. Robert stated that the Lien Assessor stated to him that he hasn't proven anything to them that it's a hardship.

Robert stated that what he needs to do is go back to Mrs. Conway in DC and instead of asking for a release of the Lien. We need to ask them to abate the penalty.

Robert stated that if we get a release of the Lien we can apply for the FEMA Grant.

Ron Smithhisler asked Robert, don't you mean abate the penalty. Robert stated that there is two different people. Chief Marlar stated that we are going after both to release the Lien and to abate the penalty. Robert stated we need the Lien taken off in order to apply for the FEMA Grant.

Gary Vess asked Robert how many people are signers on the account now. Robert stated that he thinks just James and Vern. Robert stated that all the paper work is done and they are just waiting to do the finalization. Robert stated that they are not going to make everyone resign they are just going to do an addendum.

James Furtado made a motion to accept the Disbursement of funds and Finance Report by Robert Wheeler. Vern Heyer seconded, motion carried unanimous.

Correspondence: Chief Marlar stated that we received the membership dues for The Oregon Fire District Directors Association. Chief Marlar stated that it's based on assessed value which with this size of this district its \$1,000 a year. Chief Marlar stated that it is budgeted under board expense and wanted to see what the pleasure of the board is on this item. James Furtado agrees that we should pay the dues.

Chief's Report: Chief Marlar stated that the Chief's Report is different. Chief Marlar stated that he wanted to be able to show the board what he is doing with his time.

Chief Marlar stated that our call volume for the month was up to 160 calls.

Chief Marlar stated that we posted the Captains Testing announcement and will close March 17, 2014.

Chief Marlar stated that we have been working with staff on the Budget Process.

Chief Marlar stated that one of our Firefighters that was off on a knee surgery returned to work on February 3, 2014.

We have another Firefighter on light duty working 40-hours a week.

James Furtado made a motion to accept the Chief's Report. Vern Heyer seconded, motion carried unanimous.

Attorney's Report: None

Safety Committee Report: None

Employee Comments: None

Old Business: Chief Marlar stated that we have two IGA / Memorandum to discuss. UCC / FireBlast, UCC / Classroom. We just need to sign them if we accept their terms.

Ron Smithhisler made the motion to accept the IGA with UCC on the FireBlast Trailer. James Furtado seconded, motion carried unanimous.

Ron Smithhisler made the motion to approve the Memorandum for the Classroom. James Furtado seconded, motion carried unanimous.

New Business:

Board Member Vacancy – Bob Shigley has accepted the vacancy position. Ron Smithhisler made a motion to accept Bob Shigley as a Winston-Dillard Fire District Board Member. Vern Heyer seconded, motion carried unanimous.

Re-Appointment Ken Harrison Budget Committee – Ken Harrison has accepted to renew his position on the Budget Committee.

Ron Smithhisler made a motion to accept Ken Harrison as a Winston-Dillard Fire District Budget Committee Member. Vern Heyer seconded, motion carried unanimous.

Gary Vess stated that we have one more vacancy for the Budget Committee.

Policy Revisions' Update – Chief Marlar stated that the board appointed a subcommittee, Gary Vess and Vern Heyer, and we have met twice. We started going through the Board Policy and got through 20 policies.

Audit Proposal – Steve Tuchscherer submitted a proposal all inclusive fee for audit services for the Winston-Dillard Fire District Fiscal Year 2013-14. Proposed fee of \$9,300.

Ken Harrison of the Winston-Dillard Water Board wanted to say that they are very pleased with the work that Steve Tuchscherer has done for them.

Ron Smithhisler made a motion to change from Neuner & Davidson to Steve Tuchscherer for audit services for 2013-14. James Furtado seconded, motion carried unanimous.

Budget Officer – Ron Smithhisler made a motion to make Chief Marlar our Budget Officer for 2013-14 budget year. Vern Heyer seconded, motion carried unanimous.

Budget Calendar – Chief Marlar went over the Budget Calendar with the Board. Chief Marlar stated that the week of 4/28/14 he will have the budget books put together and distributed to the Board Members and the Budget Committee.

Chief Marlar stated that the first Budget Committee Meeting is May 19, 2014.

Chief Marlar stated the Budget Hearing runs coherent with Board Meeting on June 16, 2014. This allows for public comment, and at the end if there is no changes then the board will adopt the budget.

Chief Marlar stated that May 19, 2014 is actually a Board Meeting night so we might need to just meet an hour before the Board Meeting.

James Furtado made a motion to accept the Work Shop Budget Committee Meetings that are on the Calendar. Vern Heyer seconded, motion carried unanimous.

Cadet Program – Chief Marlar stated consensus from the Board is that we are going to move forward with a Cadet Program. We are going to move forward on trying to secure three Cadets in the upcoming spring term which is in March. We will continue and advertise to see about bringing on an additional three in September. Chief Marlar stated that way we would end up with two Cadets per shift.

Chief Marlar stated that we will pay tuition for each term for the Cadets in advance. Chief Marlar also stated with an understanding and signature that if they did not pass the class or fulfill the terms of agreement then they would have to pay back the district.

Joel King asked if we were including text book and lab fees in with the tuition. Joel stated that the lab fees are considered separate in all the classes.

Chief Marlar stated that it was the pleasure of the board if the lab and text book fees are included.

Ron Smithhisler asked Joel King how much are the books? Joel King stated that it could be astronomical depending on the student.

James Furtado asked about setting a cap fee on tuition. Joel King stated that he just did quick math and thinks that \$1,020.00 for tuition and lab fees \$350.00 so if you set an absolute cap at \$1,400.00 and to only be tuition and lab fees, not books. That would be easy to track expense. Joel stated that many semesters it will not be at \$1,400.00.

James Furtado made a motion to accept the Chief's recommendation of finding three candidates for the spring term. The Chief will be working with Joel King on this program. We will accept what was presented on the tuition with the contingency of passing grades. James stated that opening it up and advertising to get good candidates for the spring would be favorable for us to get three Cadets for the spring, and then three Cadets for September after doing the budget. James Furtado also stated that we need a \$1,400.00 cap on tuition. If the Cadet needs additional funds then they would need to come before the board with explanation of costs. Vern Heyer seconded, motion carried unanimous.

Apparatus Maintenance – Chief Marlar brought to the Boards attention on the findings that Larry Gauer found when he serviced 1741 and 1760.

Chief Marlar stated that what he would like to do is take the rest of our apparatus to Larry and Steve and have them go through them and bring them up to speed of where they should be so that they are functional.

James Furtado stated do we need to have a motion on the maintenance and getting the vehicles serviced. The funds are there and already budgeted for. Chief Marlar stated no since the consensus is to move forward with the maintenance. Chief Marlar would like to ask the pleasure of the board if they want to repair the drain plug. Ron Smithhisler stated to pull it out and try to repair it.

Future IGA concepts – Chief Marlar stated that after July 1, 2014 having District 2 take over the maintenance on the vehicles.

Chief Marlar stated that he would need to take it to his board, what he is looking at is a flat monthly fee of X per month for fleet services. Addition would be parts at cost, which would still come out of material and services.

Chief Marlar stated that it would be the same on supplies and delivery for our courier service. Chief Marlar stated that District 2 buys supplies in bulk.

Chief Marlar stated we talked briefly on the sharing of the Volunteer Coordinator as well. Chief Marlar stated that if we are open to these concepts then he can talk with his board.

Ron Smithhisler stated that he is supportive of future IGA. Chief Marlar stated that he has already talked with Christy and they will have an addendum to add to the existing IGA outlining the different services.

District Board Spokesperson – The Board has agreed to have Ron Smithhisler as our District Board Spokesperson.

Chief Marlar stated that Scott Page who is our IT Manager says we need to purchase a domain controller and router to update our equipment.

James Furtado made a motion to purchase a domain controller and router. Vern Heyer seconded, motion carried unanimous.

Business of Guests: Ken Harrison had a question on PTO. He would like to know if there is anything we can do so that we are not paying out \$50,000 when someone retires.

Chief Marlar stated that the previous administrative employee's hours were not capped. Chief Marlar stated what we have in place today under the current contract is a cap on amount of their hours based on their tenure. They are allowed to carry over a certain amount of shifts into the next year. The exception is we are allowed to budget for and put in their retirement letter. They are allowed to take their PTO cap at maximum of 600 hours. So from this point forward the district would be at risk and budget for 600 hours of PTO payout.

Mike Frame would like to commend the Board of Directors for the work that they are doing. Mike would also like to give Margie Giusto a double cheer for the minutes that he has received. Mike Frame states that he is very impressed and the Chief's Report was right to business, and he knew what the Board Meeting was going to be about.

Good of Order: Gary Vess stated that Charlie Brickey resigned and was wondering what his dates were. Gary Vess would like to get Charlie a plaque for all his years of service for the Winston-Dillard Fire District.

Chief Marlar stated that we will find out his hours and get him a plaque.

Gary Vess also stated that the First Citizen Banquet is coming up \$35.00 a person.

Adjournment: Seeing no further business to be discussed meeting adjourn at 8:15 pm. The next regular meeting is March 17, 2014 at 6:30 pm.