

Meeting of the Board of Directors
March 21, 2016

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

President Ron Smithhisler called the meeting to order at 18:30 hours, flag salute was given.

James Furtado made a motion to approve the board minutes from February 15, 2016. Bob Shigley seconded, motion carried unanimous.

James Furtado made a motion to approve the Budget Workshop minutes from February 23, 2016. Bob Shigley seconded, motion carried unanimous.

Disbursement of Funds & Finance Report: Robert Wheeler stated that he did hire extra help in his office.

Robert and Chief Marlar will be meeting this week for reconciliation of Roberts's final journal entries from the audit ending June 30th.

Chief Marlar stated that on our finances received are at 66.7% received. Chief Marlar stated that our previously levied taxes are going to be less. Chief Marlar also stated that our other income is definitely going to be less. Chief Marlar stated that the reason is because in previous years we put a lot of income in miscellaneous expense and we have had to properly identify where they should go.

Chief Marlar stated that the ambulance revenue is lower right now because Margie holds off on billing the providers at the first of the year so that we don't have to eat the deductible and write everything off to FireMed.

Chief Marlar stated that this was one of our biggest months for overtime. We had a lot of people out for training.

Chief Marlar stated to the board that he will be bringing the resolution to the April or May meeting to transfer the \$250,000 to the Operational Reserve.

James Furtado made a motion to approve the Disbursement of Funds & Finance Report. Gary Vess seconded, motion carried unanimous.

Chief's Report: Chief Marlar stated in addition to his report on file, the call volume is still running low at 125 calls for the month.

Chief Marlar stated that he attended the Oregon Fire Chief's Health Insurance meeting. Chief Marlar stated that Moda came in at 10% for health insurance and a 2.1% for dental. Chief Marlar stated with those combined it will be a little under 10% increase. Chief Marlar stated that Special District came in the same but a roughly phase in period. Chief Marlar stated that our district would stay flat with normal increases. Chief Marlar stated that we will be budgeting for 10% for Moda, which is better than the 15% we were told initially.

Chief Marlar stated that we hired Brent Lounsbury back as a temp on 3/1/16.

Chief Marlar stated that the Captains Assessment was on 3/8/16. Captain Surmon successfully completed his component of the ICS portion. Our other candidate did not pass a couple components. Chief Marlar stated that we will review our options and time line and see what our next steps are. Chief Marlar stated that one thing he is not recommending is advertising outside for this position.

James Furtado stated that he would go a long with the Chief's decision on when he wanted to test again and that he also recommends to not go outside for advertising.

Chief Marlar stated that we have sold both Expeditions for a total of \$1,500.00 each and that money will be deposited into the Operation Reserve Fund.

Chief Marlar stated that the Fire Engine is being stripped and getting ready to be listed.

Chief Marlar stated that most everyone is aware that Metro West / Bay Cities Ambulance was awarded the sub contract for ambulance services with District 2. Chief Marlar stated that we are hoping to close around May. Bay Cities would start right around June delivering services to about 75% of MedCom existing ASA. That would be the City of Roseburg proper, South County and Myrtle Creek / Tri City, and Sutherlin, Oakland area. Chief Marlar stated that District 2, three ambulance will be running out of Green, Winchester and Dixonville.

Chief Marlar stated that District 2 Administration office will move back to Dixonville.

Bob Shigley made a motion to approve the Chief's Report. Gary Vess seconded, motion carried unanimous.

New Business:

Donation - Chief Marlar stated that our 2004 and 2007 ambulance will no longer be needed by District 2. So Chief Marlar is asking the Board of Directors if they would like to donate the 2004 Ford Ambulance to DCFD#2 County CERT Team.

James Furtado made a motion to donate our 2004 Ford Ambulance to DCFD#2 County CERT Team. Gary Vess seconded, motion carried unanimous.

James Furtado asked Chief Marlar about our 2007 Wheel Coach Chevy ambulance. Chief Marlar stated that we would put that up for sale.

Annual Audit – Chief Marlar stated in your board packet you received an Annual Audit Engagement Letter & Contract letter from Steve Tuchscherer. He is offering to take care of our audit year ending June 30, 2016. Chief Marlar stated that their fees went up \$400.00 to an even \$10,000.

Gary Vess made a motion to accept Steve Tuchscherer contract for our Audit and Engagement Letter. Bob Shigley seconded, motion carried unanimous.

Board Policy Review 2.1-2.5, 3.1-3.6 – Chief Marlar stated that we only have a few changes.

2.1 Changes under Revision and Update of Fees. Changes under Standardized Administrative Cost. Changes under Public Records Requests.

2.2 Fair Labor Standards Act will have no changes.

2.3 Will have changes under Policy and Workers Compensation.

2.4 Annexations will have no changes.

2.5 Public Records will have no changes.

3.1 Aid Agreements will have no changes.

3.2 Contract Agreements will have no changes.

3.3 Operations Division will have date changes every year.

3.4 Incident Command Procedures will have no changes.

3.5 Emergency Scene Operations will have no changes.

3.6 Hazardous Materials Operations will have no changes.

Gary Vess made a motion to approve Board Policy 2.1-2.5, 3.1-3.6. With the noted changes of our Board Policy in 2.1, 2.3. Bob Shigley seconded, motion carried unanimous.

Budget Update - Chief Marlar stated that we have the first part of the budget cards done. The crew will be fine tuning their cards and Chief Marlar will be getting the budget book finalized.

Employee Comments: Willie Caldwell stated that he wanted to give a big thanks to Winston Dillard Water District. Willie stated that they are replacing a water main in Dillard. Willie stated if we buy the hydrant the Water District will install that hydrant for free.

Adjournment: Seeing no further business to be discussed meeting was adjourn at 7:30pm. The next regular meeting will be held on April 18, 2016.

Board Secretary _____