

Meeting of the Board of Directors
November 17, 2014

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

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

Chief Marlar stated that with the Boards approval he would like to move the agenda slightly out of order. Jennifer Weiss and family are here tonight and would like to address the board.

Davis Weiss presented to the Board of Directors a letter that was written by Jennifer, Davis and Julia Weiss. The Weiss's are greatly humble with gratitude and would like to thank Chief Marlar, WDFD Board of Directors and the Brotherhood of Firefighters for all that they have done since Tom's tragic death on October 12, 2014.

City of Winston Sewer Easement Request:

Chief Marlar stated that we would like to move Jennifer Sikes from the City of Winston up next. Chief Marlar stated Jennifer is here for the City of Winston Sewer easement request. Chief Marlar stated that in your board packet is a copy of the easement request and right of entry permit request. Chief Marlar stated with the General Dollar Store going in there is some work that needs to be done in the back of our property line. Chief Marlar stated that it looks like they would start work the week of the 24th of November. Chief Marlar stated that it looks like it would take two weeks at the most to complete with weather pending.

Chief Marlar stated that his two concerns were security fencing and the natural approach for people coming into the station. Chief Marlar stated that he was worried about vehicles coming into the station and utilizing the fuel tanks.

Chief Marlar stated that he will let Jennifer Sikes address the situation but it looks like the easement for right of away was never done.

Jennifer Sikes stated that it is an existing line and we will be removing the old line and putting in a new one. Jennifer stated that the line that is in there now has a lot of issues. Jennifer stated it has root intrusion and she can't even get her equipment in there to clean and maintain. Jennifer stated that she cannot explain why this line was not repaired before the building was built. Jennifer also stated that she cannot answer why the easement was not put in place properly when the line was installed.

Jennifer asked the Board if they had any questions on how it would work.

Vern Heyer asked Jennifer on the map that he is looking at it looks like the line is coming right up to the building. Vern was wondering if this is going to take out the sidewalks.

Jennifer stated no the construction easement is 30 foot wide. Jennifer stated that they are going to do their best to keep it off your fence line. Jennifer stated that this is going to go behind the fuel pumps.

Ron Smithhisler asked is there any issue of the fire district day to day working.

Chief Marlar stated that there will be some inconvenience to the crews, we won't be able to park our personal vehicles in the back parking lot. Chief Marlar stated that we will not access off the Edwards St. Chief Marlar stated that the construction crew will work with us.

Vern Heyer asked if the back fence is going to have to come down. Jennifer stated that they were going to try and leave the fence up.

Chief Marlar stated that anything they do with construction will be replaced and put back.

Ron Smithhisler asked Jennifer how deep the line is and she stated right now it's between 9 and 11 feet deep. Jennifer stated that Knife River will be doing the work on the back parking lot.

Ron Smithhisler made a motion that we authorize Chief Marlar to execute the right of entry permit and temporary construction easement agreement. Bob Shigley seconded, motion carried unanimous.

Minutes of Previous Meetings: James Furtado made a motion to approve the Board minutes from October 20, 2014. Bob Shigley seconded, motion carried unanimous.

Disbursement of Funds & Finance Report: Robert Wheeler is out on vacation so Darcy and the Chief will be handling the Finance Report.

Chief Marlar stated as of today we have received two of our November deposits equaling \$400,226.00 for our current tax levy.

Chief Marlar stated that we are doing very well on our ambulance net revenue.

Chief Marlar stated that personnel salaries are running a little low.

Chief Marlar stated overtime was running a little high but if you look it was lower than previous months.

James Furtado asked about vacation time. Chief Marlar stated that vacation is in the negative with Tom's passing and vacation accrual payout. Chief Marlar stated that we will wait until January 2015 to close American West Bank because of the grant.

IRS Update: Chief Marlar stated that Wheeler Bookkeeping is working with Steve Tuchscherer on the audit. Chief Marlar stated that Steve will also present to the Board a settlement letter for the Board to discuss for filing with the IRS. Chief Marlar stated Steve will have this for the December meeting.

Ron Smithhisler made a motion to approve the Finance Report for October 2014. Bob Shigley seconded, motion carried unanimous.

Chief's Report: Chief Marlar stated in addition to the Chief's Report you have in your packet he would like to add that we are running a lot of lift assists in our area. Chief Marlar stated that what lift assist are when someone is not hurt but has fallen and need assistant in getting up or to a vehicle.

Chief Marlar stated that this is a service that all departments provide. Chief Marlar stated what is happening is we are being dispatched to what we would call frequent flyers, or people that we would go to quite often. Basically they are using the Fire Dept. means instead of trying to correct their own problem.

Chief Marlar stated that there are some departments that have implemented a lift assist fee for to help cut down on the abuse. Chief Marlar stated that if you are a FireMed member then you would be allowed three lift assist, but if you exceeded three then you would be subject to a \$50.00 Lift Assist Fee.

Chief Marlar stated that since our ASA is through the County and if this was the Boards direction then we would have to go through the County for approval.

Chief Marlar stated that we already have a policy with the County on user fees and the Lift Assist Fee would just be added to that policy.

The consensus of the Board is to approve this fee. Chief Marlar will be getting material from Daryl Kemmerle and will present it at the next board meeting.

Ron Smithhisler made a motion to approve Chief's Report. Bob Shigley second, motion carried unanimous.

Old Business: Chief Marlar stated that the Sub Committee met and more general discussion on the EMS Administrative Services. Chief Marlar stated that he will bring that back to both boards for action at the next meeting to start on January 1, 2015.

Dave Darrow had a vacation planed. So he will get started on the painting of the station once he gets back, pending weather.

Chief Marlar stated that station 2 has been taken completely down and it looks good.

New Business:

Bob Zuver / VFIS Insurance Premium update: Bob Zuver stated that our premium is down from last year. Bob went over the summary page regarding premiums on our General Liability, Property, Management, Crime, Mobile Equipment and Commercial Vehicles. Bob stated that our total premium package is \$26,636.00 last year it was \$27,244.00.

Bob Zuver presented to the Board premium proposals of option 1 or option 2. Chief Marlar recommends Option 1. \$1,000 deductible for Property and \$500.00 deductible for Portable Equipment.

Ron Smithhisler made a motion to leave the deductible the same as it is now which is \$250.00. Bob Shigley seconded, motion carried unanimous.

Employee Physical Exam Services Contract: Chief Marlar stated that they sent out bids for the Physical Exam. Chief Marlar stated that they only received one quote back which was from OccuHealth Evergreen. Chief Marlar stated that there prices were quite a bit of savings.

Chief Marlar recommends that we go with OccuHealth Evergreen and give notice to South River letting them out of their agreement.

James Furtado made a motion to give the Chief the authority to get the service contract for Physical's under NFPA 1582, and giving Chief the power to research and implement it for the department. Bob Shigley seconded, motion carried unanimous.

Public Contracting Rules Adoption Discussion/Summary: Chief Marlar recommends adopting the Public Contracting Rules. See letter in your board packet regarding pros and cons.

Chief Marlar stated that your initial packet would cost \$600.00 to adopt it. Chief Marlar stated if the board choses the adoption it requires fourteen days' notice and a public hearing before your Board.

Chief Marlar stated that there wouldn't be a motion needed on this we would just bring a resolution back in December for a public hearing.

Staff Report: Chief Marlar stated in your board packet is some information regarding Civil Service Commission. Chief Marlar stated what Civil Service is, is a separate board and they are to oversee the hiring promotional transfer, layoff and technically they

actually approve each year the annual compensation for each level of classification that we do.

Chief Marlar stated that the reason this has come up is with the passing of Captain Weiss. We are going to need to create a Firefighter list and then started researching and the Civil Service Rules were updated in 2013. Chief Marlar stated Civil Service Commissions are required for all employees of a fire department of a political subdivision that employs four or more firefighters on a fulltime basis shall have a Civil Service Commission.

Chief Marlar stated that the Board of Directors under ORS 242.706 can create a Civil Service Commission can utilize an existing Civil Service Commission. It's not like a Board of Directors they do not have to reside in political subdivision. Chief Marlar stated under ORS 242.708 you can appoint an existing Civil Service Commission.

Chief Marlar stated that District 2 has had under the Civil Service Commission Larry Shipley, Carl Mason, and Rod Cotton for several years and if it's the board's pleasure they can appoint them to serve for Winston-Dillard Fire District.

James Furtado made a motion to create a Civil Service Commission under ORS 242.708 appoints Larry Shipley, Carl Mason and Rod Cotton to serve as the Civil Service Commission for the Winston-Dillard Fire District for a term of four years. Ron Smithhisler seconded, motion carried unanimous.

Chief Marlar stated now Civil Service Commission will be notified that we have a Firefighter/paramedic opening position.

James Furtado made a motion that under New Business section G. notification to Civil Service Commission of an open entry level Firefighter/paramedic position. Bob Shigley seconded, motion carried unanimous.

Chief Marlar stated that they will be meeting on November 25, 2014 they are required by law to meet quarterly. Chief Marlar stated that we will open District 2 meeting it will run about fifteen minutes then close it and open Winston-Dillard Fire District Civil Service Commission meeting.

Policy 9.3 Tobacco Use Update: Chief Marlar stated that we are changing the policy to state the use of all such tobacco or nicotine products, including e-cigarettes, and vapor products is prohibited on Fire District premises except in specially designated areas.

James Furtado made a motion for tobacco use Policy 9.3 for the Chief to adopt the revisions of Policy 9.3 and make changes to the Policy for the use on the premises. Bob Shigley seconded, motion carried unanimous.

Margie Giusto brought to the boards attention that Charlie Brickey has never been taken off of Umpqua Bank as a signer on the account. Also we have not added Bob Shigley as a signer on the account. If it's the board's pleasure I will get this taken care of. Ron Smithhisler stated that he thought it was already done and Bob Shigley was a signer.

The Board of Directors for Winston-Dillard Fire District wish to have Charlie Brickey removed as a signer and Bob Shigley added.

Adjournment: Seeing no further business to be discussed meeting adjourn at 8:00pm. The next regular meeting is December 22, 2014