

**TURNER FIRE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

January 17, 2019

7605 3rd St SE, Turner OR 97392

Meeting called to order by AIC President Humber at 1831 hours. Board members in attendance were, Ed Humber, Gene Schaefer, D. Craig Anderson, and Claude Kennedy. Absent: none. Staff Present: Chief Jon Remy, Rebecca Shivers Singleterry, Asst. Chief Jordan Donat. Guest: none.

Flag Salute: yes.

Agenda: Agenda approved as presented.

Minutes: The minutes for the November 15, 2018 regular board meeting were approved as presented.

Action: *A motion to approve the minutes as presented by Director Kennedy and Director Anderson seconded the motion and with no other discussion, the motion carried with 4 yea votes, 0 nay votes.*

Public Comment (agenda items): None.

Secretary/Treasurer's Report: None, in packet. **Director Anderson asked if they had received a YTD 2017-18 FY report, discussion on which packet it was in, it was given out at August 2018 meeting. Staff said would send a copy with board packet for next month.

Board Committee Reports:

1. Board Policy Review Committee – No Report.
2. Budget Committee – No Report.
3. Personnel Committee – No Report.
4. Education Committee – No Report.
5. Turner Land Use Committee Representative – No report.
6. Urban Renewal Committee Representative – Director Anderson reported last meeting was in December; they signed a lease with Pratum Co-Op for the old Ball Bros. property in town; this will be a long process, will update the board as it progresses.

Old Business:

1. Civil Service Commission (CSC):
 - a. Chief Remy collecting names for commissioners; it is a 3 person commission with staggering terms.
 - b. Director Kennedy shared he has spoken with a person interested in serving but they are not able to serve at this time due to personal conflicts.
 - c. Director Anderson shared potential candidate who is interested homeowner and who is invested in the fire district, Christine Collier Claire (sic).
 - d. Director Kennedy also shared he had another person who was interested in the open board director position but if they did not fill that position, she was also interested in one of the commission positions, her name is Su Fennen.

- e. AIC President Humber asked what everyone's thoughts were at this point regarding appointing CSC positions.
 - f. Director Anderson suggested that the board members be ready to come back to next month's meeting ready to nominate and appointment CSC members.
 - g. AIC President Humber noted that he had spoken with Mike Everitt from the Budget Committee and he is also a possible new CSC person, stated he was open to serving as well.
 - h. Board consensus is to make appointing CSC positions and action item at the February board meeting.
2. Board vacancy Position #3 update:
- a. Discussion presented on filling the vacant position now during the remainder of the term which is only a few months or waiting and allowing the electors to choose the new director. It was agreed that the potential candidates who had sent in letters of interest for the vacant board position be encouraged to run for the open seat at the May 2019 election.
 - b. **Action:** *Director Anderson moved that the board leave Position #3 vacant for the remaining months of the term and ask the voters to select and vote for the new board director from those who apply to run as a candidate in the May 2019 election and motion seconded by Director Kennedy. Discussion ensued regarding value of appointing someone now versus waiting for a few months and letting the electors vote. Motion carried unanimously with 4yea votes, 0 nays.*

New Business:

- 1. Marion County elections for Board Directors update
 - a. Chief Remy shared that paperwork is in packet, if intending to run again for their position, the deadline to file is March 21, 2019 by 5 pm.
- 2. Ambulance Procurement update presented by Assistant Chief (AC) Donat
 - a. Chief Donat presented a small media overview and history of the TFD ambulance from inception to where we are today, running a 24/7 ALS ambulance service with a second medic in service over hundreds of hours each month.
 - b. Current strategic plan allowed for the authorization in this fiscal year for the procurement of new ambulance and equipment and to consider a second ambulance in the next fiscal year.
 - c. Chief Donat review with the board the options, models, chassis and vendors; what is available, what he has gone to look at or been brought here for us to look over. Also shared the following:
 - i. Workability –for crew, improvements with what we already have and getting input of what is ideal for us.
 - ii. Safety – for the crew, patients transported, crash testing on body type, chassis and equipment installed.
 - iii. Reliability – what is rated best and still fits what we are looking for as best fit for TFD that is available.
 - iv. Next steps:

1. TFD spec option; all our own design or find another spec we can already use.
2. Next months will be busy working on negotiations, iron out the details.
3. Discussion ensued regarding process of creating specs, modifications of another agencies specs and how much can be modified; how this happens. Consensus was to anticipate cutting edge, best for the district, focusing on personal/crew safety, workability and patient safety as well.
4. Goal - clear direction at the February board meeting:
 - a. Jump on an existing spec from another agency or to design own spec and go out for RFP process.
 - b. Will be looking for board approval and authorization to proceed with procurement.
 - c. **Chief Donat will plan to have document in next board packet or via email to the board before the meeting.

Chiefs Report:

Chief Remy:

1.a. Highlight- no effort by staff to cut a single dollar when comes to getting the best of every aspect when designing and ordering new ambulance – TFD is the position to buy an ambulance we want, that will benefit the community for the long run; that is teamwork, a shining moment. Thank you to the board for putting us in this position.

1. Audit report going out to everyone tonight, no issues as you read, your auditor will be at the February meeting to give final report presentation.
2. Insurance costs are going up. See complete memo and report in your packet. Do not need to do anything, want you to carry some of the weight, see what is happening in the industry and how we work to assign best values for our 2019 renewal.
3. Chief Remy reported he wants to be strategic about the retirement/hiring process for the next fire chief. He has indicated that his is available for an unusual transition and he has asked the board to begin talking with each other about this, be ready. Asks the board to honor him and the district personnel by taking this very seriously in the coming months.
4. Fire Marshal is dealing with growing number of confidential and very sensitive issues that represent many hundreds of thousands of dollars. Want to protect her from disclosing any of these issues in a public forum but she will be available to the board to discuss if interested. As have discussed with the board, the fire marshal works for the fire chief and Chief Remy does not want her to accidentally take direction from elected officials. Exiting things are happening in our community and the chief does want her to be accessible to the board to share. This is like having your cake and eating it too. Will have her give a 20-30 minute presentation during spring board meeting about what has been done, what is coming.
5. Awards banquet – Friday, February 15th at 1800, please plan to come.
6. 2nd medic program is continuing; Chief Remy shared we often have 9 plus firefighters in the building during the day (2 medics, plus 4-6 staff). Awesome for ISO score, not to mention service

level. With 9 plus people we have an engine, tender, medic and command, meeting the 2 in/2 out and RIT model.

**Director Kennedy asked about having the Fire Marshal at the board meetings, would she be giving a report each month? Chief Remy reported that she will be in attendance but not to all meetings, and yes, when appropriate she will give report/update on her programs to the board.

Volunteer Association: Vice-president Aaron Bales reported he is the new VP, the volunteers had their elections and he will be coming to the TFD board meetings to represent the volunteer association. He will be prepared to give a report each month. Shared the Toy & Food drive raised over \$16,500 in cash donations, plus all the food and personal/home supplies/toys donated as well; they helped 35 families.

Information:

1. Correspondence – None
2. Good of the Order - None

Public Comment (other than agenda items): None

**Director Anderson asked about the SOG for elevators he had in his mailbox, Chief Remy addressed that yes we do have one for dealing with elevators in commercial buildings. Director Anderson also shared information about LOSAP contributions limits being increased in 2019, Chief Remy confirmed we offer LOSAP to our volunteers. Director Anderson asked question about FirstNet letter that went out to all TFD personnel he had in his mailbox and who is authorized to have this service; Chief Remy addressed this and explained the district notice that went out authorizing district volunteers and paid staff in good standing as first responders to be eligible for FirstNet.

Next Meeting: The next meeting will be February 21, 2019 at 6:30 pm to be held at the fire station located at 7605 3rd St SE Turner.

Adjourn Session: The regular meeting of the Board adjourned at 1966 hours. **Action:** *A motion to adjourn from Director Anderson and motion seconded by Director Schaefer, motion carried unanimous with 4 yea and 0 nay votes.*

Board AIC President

Board Secretary/Treasurer