

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

September 20, 2018
7605 3rd St SE, Turner OR 97392

Meeting called to order by AIC President Humber at 1833 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, and Asst. Chief Jordan Donat. Guest: none.

Flag Salute: yes.

Agenda: Agenda approved as presented.

Minutes: The minutes for the August 16, 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.

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 – No report in package, Director Anderson shared with the board that the committee will meet next Thursday evening; there is an indication that a lot has happened over the summer time; he will update the board at the next meeting.

Old Business: none.

New Business:

1. Vacancy of Board Director position # 3 – AIC President Ed Humber noted the packet contained TFD board policies regarding a resignation and board vacancy. Discussion ensued regarding the email received by the board and staff from Dave Gullledge who had to resign due to a new job and move out of the district. Board consensus was the email and oral announcement at the last board meeting would suffice as official resignation. Chief Remy assured the board he would make sure the record would reflect the official resignation via the minutes and the email.
 - a. Discussion on posting vacancy – Board discussed how to post, where to post and rules based on TFD board policy and public agency for board vacancies. After discussing all the options, the board asked staff to do the following:

- i. Post notice of vacancy at the Post Office and the Fire District for 30 days. Discussion ensued regarding where to post, why and there was a board consensus that the notice of vacancy would be posted at the fire district and the post office.
- ii. Post the notice in the Stayton Mail local paper and the Statesman Journal larger regional paper. Discussion ensued by the board with questions to staff about the costs, the rules, and how to appoint a new board director for the remainder of the term which is June 2019. The appointed person could then consider running for the position in the next election or not. Board came to consensus to have staff check the pricing for one day in the Stayton Mail, one day in the Statesman Journal and also one week in the Statesman Journal. After receiving that information from staff, the board would come to an agreement on how long and which publication to run the vacancy in, making sure that it followed the 30 day posting policy.

Chiefs Report:

AC Donat:

1. Emily Boat update – topic has been researched with City of Turner, TPD, TFD; 2 other agencies in Oregon using this rescue type device. Waiting on final numbers back from City of Turner to purchase, there will be training for this; secure building will be put in at the lake to store with access available to TFD, TPD. More information will come as develops.
2. Ambulance spec project update – working with vendors, what will fit here and work best for TFD; looking at Braun NW and Road Rescue; in the opening phases, anticipate purchasing end of this fiscal year, see new ambulance beginning of next fiscal year; still potential to order 1 this fiscal year and second medic next fiscal year.
3. Fire Marshal position – hiring process moving forward, invited two candidates to chief's interview and only one attended, other person stepped out of the running due to changes in their current work model, best option for them. Candidate remaining was made a conditional offer, Amber Cross; the right person for our fire district and to build our fire marshal program here; her start date will be mid-October. Very excited for what she brings to the table for us.

Chief Remy:

1. Audit will be done here on site October 23, 2018; please complete your board questionnaire and return to the auditors.
2. Server replacement – next week happening; we may have some downtime.
3. Second ambulance update- 503 hours of volunteer/paid combination in first full month; this is exciting; thanks to our volunteers/paid for this; moving forward.
4. Josh Bartlett and D shift have wired for TF, camera link and computer in the training room and station; thank you to them for taking this on and making it happen; saved money and received a brand new donated projector towards the project too. We are very thankful!
5. Blood drive – here on 10/3 1pm to 6 pm; Aimee Laney is coordinating this with the Red Cross.
6. 10/9/18 Health Occupations class – High school class will be here on the 9th for their orientation to the fire district; the students will sign up for 3rd rides through their class; thank you to Rebecca for leading this with the HS program.

7. Civil service plan – explained that we will need to review our current plan, edit and implement a commission with the hiring of the fire marshal position, the district will be required to have a commission in place; staff will send the current document to board for review; work to recruit members who are appointed by the board. Board discussion ensued and agreed to work on this in the coming months, have in place end November as projected date.
8. 9/26/18 Tanglewood neighborhood meeting – Director Kennedy, Chief and AC Donat to attend, bring back any feedback to the board.
9. Chief Remy wanted to echo excited about the fire marshal position; new person is a great match to TFD, skills are needed and lucky to get her here.
10. New volunteers – will have four new volunteers coming on board, about 5 or 6 going to recruit academy.
11. Swearing in for our new officers, new volunteers will be on 9/25/18 at 1900, everyone is invited to attend, appreciate board members attending.

Volunteer Association: No report.

Information:

1. Correspondence – None
2. Good of the Order:
 - a. Director Kennedy shared he had heard from people with Keizer Fire District, kudos to TFD for putting second medic into service.

Public Comment (other than agenda items): None

Next Meeting: The next meeting will be October 18, 2018 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 1935 hours. **Action:** *A motion to adjourn from Director Anderson and motion seconded by Director Kennedy, motion carried unanimous with 4 yea and 0 nay votes.*

Board AIC President

Board Secretary/Treasurer