



BLACK BUTTE RANCH R.F.P.D.

BOARD OF DIRECTORS MEETING

July 28, 2016

Rodger Gabrielson called the meeting to order at 09:08 a.m.

Board of Directors:

- ✓ Rodger Gabrielson
- ✓ Rich Elliott
Mac Hay
- ✓ Don Bowler
- ✓ Dave Gibson

Administration:

- ✓ Chief Dan Tucker
- ✓ Deputy Chief Dave Phillips
- ✓ Jamie Vohs

APPROVAL OF MINUTES

Motion: Don Bowler moved to approve the June 23, 2016 meeting minutes as presented, seconded by Rich Elliott, unanimously passed.

REPORTS

Treasurer Report

Motion: Don Bowler moved to accept the June 2016 financial reports as presented, seconded by Dave Gibson, unanimously passed.

- Rich complimented Chief Tucker on running the department as efficiently as he does.
- Discussed the carry-over balance and hitting the stability mark.
- The sale of the old ambulance of \$1.00 should be on the revenue report; Jamie will make the correction. The cash is currently sitting in Petty Cash.
- June was a big month with regard to expenditures i.e. roof, tree removal, heat pump.
- Will be doing some small plumbing repairs down at GM13 in the near future.
- Discussed how The Ranch rolls over cash each year however they do not separate the monies into different funds. They do follow a capital expenditure plan.

Chief's Report – Chief Dan Tucker

Chief Tucker discussed:

Fire and Ambulance Report – Chief Dan Tucker

June 2016 the department responded to 8 fire calls, 4 engine assist and 21 medicals with 6 transports.

- The primary call was the Akawana Fire. It went from needing a task force to conflagration being enacted.
- The fire on 5-Mile Butte turned out to be nothing.

- The lodge fire alarm has been going off more regularly. It is due to back pressure on the system. The sensor for the valve will be replaced soon.
- Calls for the year are ahead of schedule.
- Weekends are slower than weekdays. Chief is really trying to track the demand.

Radios (not an agenda item but was discussed)

Chief Tucker is starting to look at radios again. Some bullet points from this discussion are:

- The radio system in Central Oregon is going to change.
- There should be some financial help from Deschutes 911.
- The county is looking at county-wide grants.
- The original intent was to have a simulcast system and vhf spectrum throughout Central Oregon however the cost has become significantly more.
- Deschutes 911 took over the radio system for the police which including some of the debt. The new levy is helping pay for the debt. The hope is that Deschutes 911 will be equally generous to the fire service as well.
- Bend Fire has offered to help write a grant for the region. The general consensus is that grant funding should be available.
- Overall it should be a better system for us; specifically in providing better coverage.
- 700-800 trunk system will allow BBR RFPD to communicate directly with LaPine Fire in the future.
- Estimated cost would be about \$5,000-\$6,000 per mobile radio and \$2,200 per portable radio for a grand total of \$120,000-\$150,000 (without a grant).
 - We don't anticipate taking on all this cost.
 - There are options out there to reduce this number like changing the type of radio.
 - Portable radios may need to be dual band so the firefighters do not have to carry two radios.
- Chief Tucker has anticipated this coming and has put extra money into the Technology/Communication Fund.
 - Discussion moved to building repairs and the need for some much needed repairs/upgrades. Chief Tucker got a rough estimate on the cost of the repairs of about \$100,000. May have to put some hard numbers out there for next year.
- Rodger encouraged that the radios not be skimped on since it is a required need of the department.
- Deschutes 911 is currently in the middle of a CAD Replacement Program. It is being set up for police but there are hopes of tailoring it for fire.

American Transparency Request

The department received a letter from American Transparency requesting information on all employees for years of 2015 (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date, gross annual wages, position, etc.

This letter was presented to legal. Legal stated it was legit and to go ahead and respond to the letter.

Station Security/Staffing

Rich had expressed concern (via an email) of the station not being secure and what would happen if someone came to the station for an emergency and no staff were here.

The department recently got coded door locks and they have been installed on the doors. Also, the doors in the training room are now currently set in “lock” position so if anyone uses those doors they will need a key to get back in.

As far as no staff being around, a sign has been added to the front foyer stating the following “If no response and it is an emergency please use the emergency phone located on the wall.” This should help people know what to do if there is any emergency. This also allows the staff to be out in the public, which they need to do. Chief Tucker feels the department needs to communicate better with the public that their first course of action in an emergency is to call 911. Some people have the tendency to come to the station when a response will most likely be faster if they call 911.

President’s Report

Rodger thanked the department on the Wednesday Station Tours. He has been popping in from time to time and has enjoyed seeing the activity level here.

OLD BUSINESS

No old business to report on.

NEW BUSINESS

Ambulance Billing – Discussion

Ambulance billing is currently being done by Julie at Sisters Fire Department. Julie has done a great job for both departments, however Sisters Fire is currently evaluating if it is cost effective for Julie to continue doing it; her talents may be used in other areas within their department.

BBR RFPD does not have the software to do ambulance billing in house. Bend Fire and Redmond Fire are possibly looking at being a source for small districts like ourselves for ambulance billing.

Civil Service Commission Appointment – Mike Fisher

I. (7/1/16 thru 6/30/19)

Rich Elliott moved to appoint Mike Fisher to another term (7/1/16-6/30/19) on the Black Butte Ranch RFPD Civil Service Commission, seconded by Don Bowler, unanimously passed.
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Budget Committee Appointment – Gary Olson

II. (7/1/16 thru 6/30/19)

Don Bowler moved to appoint Gary Olson to the Black Butte Ranch RFPD Budget Committee (term 7/1/16-6/30/19), seconded by Dave Gibson, unanimously passed.

GOOD OF THE ORDER

A Big Happy Birthday to Rodger as he is turning 76!

D/C Phillips did a great job presenting at the annual homeowners meeting.

NEXT MEETING DATE

Next Board Meeting August 25, 2016 @ 9:00 a.m.

ADJOURNMENT

Board Meeting Adjourned 10:05 a.m.

OFFICIAL MEETING MINUTES

Approved by _____ Don Bowler

_____ Rich Elliott

Date: August 25, 2016 _____