



# BLACK BUTTE RANCH R.F.P.D.

## BOARD OF DIRECTORS MEETING

October 27, 2016

*Rodger Gabrielson called the meeting to order at 09:05 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 September 29, 2016 meeting minutes as presented, seconded by Dave Gibson, unanimously passed.

### **REPORTS**

#### **Treasurer Report**

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

#### **Chief's Report – Chief Dan Tucker**

##### **Chief Tucker discussed:**

#### **Fire and Ambulance Report – Chief Dan Tucker**

September 2016 the department responded to 5 fire calls, 6 engine assists and 15 medicals with 5 transports.

#### **Civil Service Meeting**

There was a Civil Service meeting on October 20<sup>th</sup>. Chief Tucker explained what the Civil Service Commission does and why there is a need for one. The Civil Service Board consists of Mike Fisher, Clark Brody and Dave Sullivan.

#### **PERS Rates Update**

The newest PERS rates have been published. Chief Tucker put together a chart showing what other departments PERS rates are in the area. Sisters-Camp Sherman's rates are a lot higher than BBR RFPD's. This is most likely due to a previous employee that went out on medical disability. BBR RFPD has chosen not to enroll in the pool of PERS. This decision has most likely helped in keeping the department's rates lower.

## **COLA Update**

The 2017 Social Security COLA rate have been determined at 0.3%. This is good as Chief Tucker had budgeted it to be higher. Between PERS and COLA the department will be saving money.

Deschutes County Tax Collector just sent out a report stating the imposed amount of property taxes that BBR RFPD should receive (not factoring in collection rate) during the 2016/2017 fiscal year. Chief Tucker budgeted a 3% increase in property tax receivables for 2016/2017. The actual is 3.39% which is good because it is higher than he projected.

## **President's Report – Rodger Gabrielson**

Rodger reported that Deschutes County 911 Dispatch Center, in Bend, has extended an invite to both BBR RFPD and BBR Police Department to come and tour their facility. The tour is scheduled for November 17th, leaving BBR at 10:30 am. Jamie will follow up with the Budget Committee and Civil Service Committee to see if any of those individuals would like to attend as well. So far the following are planning on attending from the BBR RFPD BOD's: Rodger, Rich, Dave and Don. Mac is unknown at this time.

## **OLD BUSINESS**

### **Board Vacancies for 2017 – Open for discussion**

Chief Tucker wanted to remind the board there are one, possibly two, positions available for the March election. The only person that has come to mind to potentially be on the board is Larry Stuker.

### **Ambulance Billing - Update**

Kay from Sisters-Camp Sherman Fire did a study on what it costs their department to have Julie do their billing. Effective January 1<sup>st</sup>, Sisters-Camp Sherman's billing program will not be compatible with the new Fire Bridge "Elite" update. This causes a problem as it would cost roughly \$10,000-\$11,000 to upgrade it. This information caused Sisters to look at options as far as outsourcing their ambulance billing. Sisters-Camp Sherman Fire has decided to go with Systems Design. BBR RFPD is looking at Systems Design as well.

This topic brought about an area of concern, which is homeowner write-offs and how FireMed could be incorporated. This topic has been tabled until further.

## **NEW BUSINESS**

### **BBR RFPD Ethics Policy – Adopt**

Chief Tucker presented to the board with an updated Ethics Policy. By adopting this policy, BBR RFPD will receive an additional 2% discount on insurance.

**Motion:** Rodger Gabrielson moved to adopt the Black Butte Ranch RFPD Ethics Law Policy as presented, seconded by Don Bowler, unanimously passed.

Document was signed by both Rodger and Rich.

### **SDAO Best Practices – Review and Complete**

The BBR RFPD Board of Directors reviewed the Oregon Ethics Law Best Practices Checklist and Rodger completed and signed it. BBR RFPD will also receive an additional 2% discount on insurance by completing it.

**Authorize Chief Tucker to sign for AFG Grant**

Deputy Chief Phillips reported on the 12 department regional grant that he is currently working on. The grant is titled the AFG (Assistance for Firefighter Grant) grant and is for mobile and portable radios. The intent on completing the grant is to have all fire departments within Deschutes County to work off of the same radios, allowing for more efficient ways of communicating with dispatch.

Dave Howe, a Battalion Chief from Bend Fire, is taking the lead on writing the grant and D/C Phillips has played a huge role in assisting Dave. The plan is to have the grant completely written by Friday, November 4<sup>th</sup>, this way it can be reviewed by IAFF. Submission of the grant is scheduled for Wednesday, November 16<sup>th</sup> (two days before it is due).

**Motion:** Don Bowler moved to authorize Chief Tucker to sign on behalf of BBR RFPD for the AFG Grant, seconded by Rich Elliott, unanimously passed.

**GOOD OF THE ORDER**

**Christmas & Awards Banquet – Thursday, December 15<sup>th</sup>**

The Christmas and Awards Banquet is scheduled for Thursday, December 15<sup>th</sup>. At this point in time, no board members have a conflict with this date.

**NEXT MEETING DATE**

Next Board Meeting November 17, 2016 @ 9:00 a.m.

**ADJOURNMENT**

*Board Meeting Adjourned 09:56 a.m.*

**OFFICIAL MEETING MINUTES**

Approved by \_\_\_\_\_ Don Bowler \_\_\_\_\_

\_\_\_\_\_ Rich Elliott \_\_\_\_\_

Date: November 17, 2016 \_\_\_\_\_