



BLACK BUTTE RANCH R.F.P.D.

BOARD OF DIRECTORS MEETING

July 27, 2017

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

Board of Directors:

- ✓ Don Bowler
- ✓ Rodger Gabrielson
- ✓ Dave Gibson
- ✓ Tom Sawyer
- ✓ Larry Stuker

Administration:

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

APPROVAL OF MINUTES

Prior to approval of the June 22nd meeting minutes, D/C Phillips clarified the following from those minutes:

- Chief Tucker's point regarding bark dust is correct, however D/C Phillips recommends that homeowners maintain a 5-foot fire free area closest to the home using nonflammable landscaping material and fire-resistant plants.
- Chief Tucker will be on a number of conference calls from here on out as he is on the Fire Defense Board. D/C Phillips will most likely be on The Ranch every night during the eclipse but will be working 12 hour shifts at the MACC (Multi-Agency Coordination Center). This is a little different than Chief Tucker spoke on at the June 22nd meeting.

Motion: Don Bowler moved to approve the June 22, 2017 meeting minutes as presented, seconded by Larry Stuker, unanimously passed.

REPORTS

Treasurer Report

Jamie Vohs presented the Treasurers Report since a new Treasurer had not been voted on yet. Jamie explained line items in both the Detailed Expenditure Report and Purchases Journal.

Motion: Don Bowler moved to accept the June 2017 financial reports as presented, seconded by Tom Sawyer, unanimously passed.

Chief's Report – D/C Phillips

Fire and Ambulance Report – D/C Phillips

May 2017 the department responded to 11 fire calls, 1 engine assists and 22 medicals with 9 transports.

Tom Sawyer inquired about the tracking of mutual aid calls given and received.

D/C Phillips discussed:

D/C Phillips gave an initial report on the number of people projected to come to Central Oregon for the eclipse. It is believed that 200,000 people will be traveling to Central Oregon (this being the low number). It is believed the following percentage of people will be traveling to Central Oregon the following dates:

- August 17 – 18%
- August 18 – 21%
- August 19 – 25%
- August 20 – 19%
- August 21 – 8%

With the following percentage of people leaving Central Oregon the following dates:

- August 21 – 31%
- August 22 – 42%
- August 23 – 9%
- Some day after – 8%

There is a Community Meeting scheduled in Sisters on August 1st to provide the public with information regarding the eclipse. This meeting will be very similar to the meetings that took place during the flood. D/C Phillips will not have a speaking part in it but will be there to answer any questions that come about. Kyle Cummings (CEO of The Ranch) and Chief Kelley (Chief of BBR Police Department) are going to try and make the meeting.

Some other items that have been discussed regarding the eclipse:

- There will be 50-300 people from the UW Astronomy Department here at the ranch.
- Sunday night (August 20) will be a picnic on the ranch that allows kids to come and have interaction with the Astronomers. There will also be an adult forum. As it gets dark there will be star gazing opportunities.
- Monday (August 21) there will be more interaction with the Astronomers.
- Police and Fire will both have a presence at the ball field by having an information tent.
- There will be a bike holding area at the ball field.
- Along with full staffing at the Fire Department, a golf cart will also be staffed.
- The fire near Mt. Jefferson may foil the event especially if it brings in smoke.

President's Report

Rodger provided some information regarding homes on The Ranch being rented out for the eclipse. One home was being offered at \$350/night.

OLD BUSINESS

No report.

NEW BUSINESS

Election of Officers

Rodger presented the board with an outline of suggested positions for the board members for the 2017/2018 fiscal year. It is as follow:

- President – Rodger Gabrielson
- Vice President – Don Bowler
- Vice President – Dave Gibson
- Secretary – Tom Sawyer
- Treasurer – Larry Stuker

With having two Vice President's and not having a combined position of Secretary/Treasurer, the department will need to look at revamping the board policy on board member/positions.

Motion: Don Bowler moved to accept the outline of officers to the board positions that are represented above, seconded by Dave Gibson, unanimously passed.

Civil Service Commission Appointment – Position 1

Motion: Larry Stuker moved to appoint Clark Brody to another term on the Civil Service Commission Board, seconded by Don Bowler, unanimously passed.

Budget Committee Appointment – Positions 1 & 2

Rodger asked the board to bring their thoughts to the next board meeting regarding who they think would be good candidates to fill the two open positions on the Budget Committee.

Interagency Coordination

Chief Tucker and D/C Phillips met with Chief Johnson from Sisters-Camp Sherman Fire (prior to Chief Tucker leaving for Hawaii) to see about looking at ways to have interagency coordination. Chief Johnson and Chief Olson (Cloverdale Fire) have looked at sharing a training officer; as a result a decision was made to go to all the boards of BBR RFPD, Sisters-Camp Sherman Fire & Cloverdale Fire to look at ways to frame possibilities of working together.

D/C Phillips has always thought that one way interagency coordination would be an asset is by creating a Sisters County Fire Corp. Sisters-Camp Sherman Fire already has a Fire Corp in place; it would be nice to make it a Sisters Country Fire Corp. An example of what the Fire Corp does is free blood pressure checks at Bi-Mart; why not offer that same service here on the ranch.

D/C Phillips believes that having interagency coordination would allow the three departments to find opportunities to interact together by allowing for even better business practices.

Motion: Larry Stuker moved that an interagency coordination meeting with the Fire Chief's from BBR RFPD, Sisters-Camp Sherman Fire and Cloverdale Fire on July 6th would be supported by the Board of Directors of Black Butte Ranch RFPD, seconded by Tom Sawyer, unanimously passed.

Surplus Policy

Motion: Larry Stuker moved to approve the updated surplus policy as presented, seconded by Don Bowler, unanimously passed.

GOOD OF THE ORDER

Introduction Accuity, LLC Auditors

The auditing team from Accuity, LLC was introduced at the beginning of the meeting so they could continue on with the audit. Kori Sarrett (one of two partners of the firm) spoke on behalf of the auditing team. She stated the following:

- The information Jamie provided for the audit is up to date, which Kori was pleased with.
- She would like to implement a process for bank statement reconciliations to be looked at differently within the organization.
- Kori would like to have a conversation with Chief Tucker about increasing the Capital Asset limitation to a higher amount (currently \$500).
- Kori/Glenn will plan on scheduling an interview time with Chief Tucker in September since he is on vacation during the audit.

SDAO Training – August 2nd

D/C Phillips presented the board with an opportunity from them to attend a training with SDAO on August 2nd. The training is called Board of Directors and Management Staff Training. The premise of the meeting is to provide a comprehensive overview of laws affecting special districts. It is essential training for newly elected board members and newly appointed management staff, but even experienced board members and staff will benefit from a review of the varied and often complex laws governing Oregon's special district.

NEXT MEETING DATE

Next Board Meeting August 24th, 2017 @ 9:00 a.m.

ADJOURNMENT

Board Meeting Adjourned 10:02 a.m.

OFFICIAL MEETING MINUTES

Approved by Tom Sawyer

Don Bowler

Date: September 28, 2017