



BLACK BUTTE RANCH R.F.P.D.

BOARD OF DIRECTORS MEETING

February 22, 2018

Rodger Gabrielson called the meeting to order at 09:01 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

Motion: Larry Stuker moved to approve the January 25, 2018 meeting minutes as presented, seconded by Dave Gibson, unanimously passed.

REPORTS

Treasurer Report

Comments/questions within the financial reports:

- Interest revenue is received from interest bearing accounts. The main account is the LGIP account which all tax revenue is deposited into. The second account is the checking account with First Interstate Bank; minimal interest is made from this account.
- Ambulance expenses are only at 28.8% of budget, which seems low. Reason being, we are currently in our slow season and it is important that we budget for the worst with the realization that it may not all be spent.
- Personnel Services – w/c stands for worker's compensation.
- General liability insurance is paid once per year. An additional \$1291.00 will be added to the current total, due to increasing the liability limit from \$5 million to \$10 million.
- Air analysis is for the testing of the SCBA air samples. This is a quarterly expense.

Motion: Tom Sawyer moved to accept the January 2018 financial reports as presented, seconded by Dave Gibson, unanimously passed.

Chief's Report – Chief Tucker

Fire and Ambulance Report – Chief Tucker

January 2018 the department responded to 17 calls, all of which were EMS calls. There were 5 MVA's and 5 transports. Chief Tucker feels the lack of snow has kept call volumes low.

Chief Tucker discussed:

Interagency Coordination Committee (ICC) - Update – everything is pretty much in limbo except for the ramping up of standardizing the equipment locations within the apparatus.

ISO Process Update – the ISO process is underway. The department will most likely not hear anything on it for a couple of months. At first light, the process is looking good.

Assistance to Firefighters Grant – Tri-County Radio Grant Update – still moving forward with radio stuff. Deschutes 911 is still having some issues with the radios, however they are starting to vet themselves out.

President’s Report

No report.

OLD BUSINESS

Budget Committee Appointment – Appoint Position 1 & 2

Rodger presented to the board two Budget Committee Member appointment options; Steve Scheidler and Steve Yates. Jamie confirmed with Deschutes County Elections that both are active, registered voters.

Motion: Rodger Gabrielson moved to appoint Steve Scheidler into Position 1 and Steve Yates into Position 2 of the Budget Committee. Both members will have term dates of 7/1/17 to 6/30/20, seconded by Larry Stuker, unanimously passed.

Departmental Fees (includes Ambulance Rates) – Review/Discussion

Chief Tucker presented to the board with a proposed fee schedule. The schedule is very similar to Sisters-Camp Sherman Fire. The only difference is Sisters has three or four ordinances and Chief Tucker would like to make it one ordinance.

The fee schedule is most likely going to open up a lot of discussion about homeowners and the write-off policy. Chief Tucker would like to recommend getting out of the homeowner write-off policy. Rodger feels there will not be 100% support on getting rid of homeowner write-off’s especially with those of long standing. Chief Tucker wants to make it clear that if Sisters-Camp Sherman Fire were to come into BBR to assist, a homeowner will be billed by Sisters-Camp Sherman Fire and the homeowner write-off does not apply.

The process for creating an ordinance is:

1. Post the ordinance
2. Have two public hearings
3. Submit to the county

The process will most likely take 60-90 days.

All of this gives Chief Tucker the ability to implement or over-ride any fees. An example would be if someone comes in to have a copy made on the department’s copier, Chief Tucker can choose to not charge a fee for one copy simply being made. The main purpose behind some of these fees is for repeat offenders. An example of a repeat offender is repeated false alarms that keep going off due to faulty wiring and the owner is choosing to not fix the problem.

The fee schedule will put the department in line with the rest of the area; BBR RFPD currently has the lowest BLS and ALS rates. Chief Tucker feels the department will see some impact from the assisted living facilities that are being built in Sisters in the near future. With that said, BBR RFPD will be prepared for when that takes place.

The ordinance would give permission to make sure fee changes in the future can be done via resolution (instead of having to do an ordinance every time).

Consensus of the board is to move forward with the process of implementing the presented fee schedule.

Policy Review – Ongoing

The following policies were provided to the board for review and approval:

<u>Title</u>	<u>Code</u>
Duties of the President	1-3-1
Duties of the Vice President	1-3-2
Duties of the Secretary	1-3-3
Duties of the Treasurer	1-3-4
Duties of the Clerk	1-3-5

Larry inquired on SOP 1-3-4; specifically item 2. Item 2 states: The Treasurer shall annually review the District’s financial audit with District personnel prior to submitting the audit to the balance of the Board.

It was recommended that it be amended to the following: The Treasurer shall annually review the District’s financials with District personnel prior to submitting the audit to the balance of the Board. Note: this action is done at monthly board meetings.

Motion: Rodger Gabrielson moved to approve Standard Operating Procedures: 1-3-1, 1-3-2, 1-3-3, 1-3-4 (as amended), 1-3-5, seconded by Larry Stuker, unanimously passed.

NEW BUSINESS

Possible Bid Approvals for Bay Floor Paint & Tile Installation

Chief Tucker reviewed the budget process of being able to spend funds in the months of November-March. He also reminded the board that if the radio grant did come through (which it did), the department would divert the budgeted radio funds to updating things like floors, countertops, etc. With that said, the department is currently moving forward with projects such as painting of the bay floors and installing tile upstairs and downstairs. These projects have created their own challenges. Some of the challenges are: getting contractors, finding a reasonable bid and technical difficulties (floor level, doors, etc.).

Chief Tucker had originally planned on tiling the floors upstairs (kitchen and bathrooms) and the backsplash in the kitchen. However, Chief Tucker and D/C Phillips found a good deal (on close-out) on tile which allowed for them to purchase tile for both the upstairs projects and now the downstairs. A payment of half down was put on the tile to hold it.

The issue is, Chief Tucker needs the board blessing to install the tile. Currently Chief Tucker has one bid in for installing the tile, which is \$21,000. He is waiting for two other bids to come through.

Motion: Larry Stuker moved to authorize Chief Tucker to award the bid to the contractor who displays the lowest price with the best quality of work for both installation of the tile and painting of the bay floors, seconded by Tom Sawyer, unanimously passed.

Surplus Property Approval (sell unused hose washer)

The hose washer that the department currently has is roughly 35 years old. It is not used anymore and takes up space. Chief Tucker is recommending it be surplused to another department. Jeffco has expressed interest in it.

Motion: Larry Stuker moved to sell the unused hose washer to Jeffco for \$1.00, seconded by Tom Sawyer, unanimously passed.

GOOD OF THE ORDER

No good of the order to report on.

NEXT MEETING DATE

Next Board Meeting is March 22, 2018 @ 9:00 a.m.

ADJOURNMENT

Board Meeting Adjourned 9:45 a.m.

OFFICIAL MEETING MINUTES

Approved by Larry Stuker

Tom Sawyer

Date: May 24, 2018