Black Butte Ranch R.F.P.D.

Board Of Directors Meeting

January 26, 2017

Rodger Gabrielson called the meeting to order at 09:14 a.m.

Board of Directors:

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

Administration:

- Chief Dan Tucker (out due to illness)
- ✓ Deputy Chief Dave Phillips
- ✓ Jamie Vohs

APPROVAL OF MINUTES

Motion: Don Bowler moved to approve the November 17, 2016 meeting minutes as presented, seconded by Rich Elliott, unanimously passed.

REPORTS

Treasurer Report

Motion: Don Bowler moved to accept the November and December 2016 financial reports as presented, seconded by Mac Hay, unanimously passed.

Chief's Report – Chief Dan Tucker
Fire and Ambulance Report – Chief Dan Tucker

November 2016 the department responded to 6 fire calls, 1 engine assist and 11 medicals with 1 transport.

December 2016 the department responded to 3 fire calls, 5 engine assists and 19 medicals with 9 transports.

Chief Tucker discussed: D/C Phillips presented on behalf of Chief Tucker

Most of the activity the past couple of months has revolved around the copious amounts of snow fall. The staff have worked hard in keeping the lower roof clear of snow and ice dams.

D/C Phillips thanked the staff for being so helpful to him by plowing his driveway when needed. This really helped D/C Phillips especially since he was not able to do it himself (he had just recently had knee surgery).

GM172 (D/C Phillips home) did experience some minor water leaking into the home. The leaking was caused by ice dams. D/C Phillips recommended that the roof be evaluated

when the snow is officially gone, ensuring no major damage was done to the roof. Laredo Construction was hired to remove the snow and ice dams from the home. It took 5 guys 2 hours to remove the snow.

Most of the equipment at the station has been holding up good through the winter weather. There have been some minor damages but nothing major. The staff have been able to navigate the Ranch roads ok; meaning at some points during the past month, areas were not navigable.

President's Report – Rodger Gabrielson
Rodger provided a copy of an email correspondence between himself and Keith Kaneko (homeowner) which was then forwarded to Scott Huntsman (BBR President). The premise of the email was Keith's concern for the fire hydrants being cleared from snow because most of them are currently covered with snow.

Chief Tucker has spoken with both Scott and Rick (Ranch Maintenance) about whose responsibility it is to dig out the hydrants. Ultimately it falls on the Utilities Department but they currently have a shortage of staff right now. A key list of hydrants have been identified that need to be cleared free of snow. John and John have been working on clearing the main hydrants.

Rodger commended the BBR RFPD staff on being able to provide service while navigating the roads especially with the conditions they are being presented with. At times, the plow has gone ahead of the ambulance ensuring the ambulance could get into a road.

OLD BUSINESS

Board Vacancies - Update
Rodger has been in touch with the two candidates who are interested in filling the two soon-to-be open spots. Rodger asked that Jamie get in touch with both interested candidates to make sure they complete their paperwork properly. Rich gave an example of a time that he did not mark a box and unfortunately had to be considered a write-in vote.

Accountant Performance – Update
Jamie reported on how the process went with the 2015/2016 audit that was performed by Barnett & Company CPA's. The audit was scheduled for August 2-4, 2016. The report did not get completed until Friday, December 30th. The report was due to the State of Oregon on Tuesday, January 3rd since December 31st landed on a weekend day and New Year's Day was observed on Monday, January 2nd. It was a struggle to get a final draft from John. Jamie had tried to communicate with John multiple times the week of December 25th to get a final draft. His lack of communication was frustrating. Jamie filed an extension with the State of Oregon in the event that she did not hear back from John on Friday. The extension was approved and ended up not being needed. Jamie expressed that she did not like coming down to the wire like that, especially when the audit had been done so early. The consensus of the board is for Jamie to start looking for a new auditor for the 2016/2017 fiscal year.

NEW BUSINESS

Resolution #0126-17 – Use of Contingency – Approve
Chief Tucker drafted Resolution #0126-17 (see attached) to be able to move $5000 from the General Fund Operating Contingency to the General Fund Capital Outlay to ensure that necessary resources are available to cover expenses related to purchasing a "Steamer/Pressure Washer" for emergency ice dam removal to prevent interior damage as

well as apparatus maintenance. This transfer will equal 0.2% of the total appropriations in that fund.

Motion: Rich Elliott moved to approve Resolution #0126-17, seconded by Don Bowler, unanimously passed.

The steamer/pressure washer will add a lot of value for the department as it is a multipurpose tool.

Outsource Ambulance Billing Change – Approve
Jamie explained the need to look elsewhere for an ambulance billing company. Currently, Julie from Sisters-Camp Sherman Fire is doing BBR RFPD's ambulance billing. Her role at Sisters-Camp Sherman Fire is going to change as she will no longer be doing ambulance billing for them. The need for the change came about when they started researching the cost/benefit of doing ambulance billing internally. With that said, it meant BBR RFPD needed to find an ambulance billing company as well.

Jamie went through the research process to see what companies offer ambulance billing. The ones she looked at were Systems Design West, LLC, Redmond Fire, Eugene Fire and Wakefield. Of the 4, System's Design was the cheapest and had the highest reviews. System's Design will charge $35 per call. Jamie's recommendation is to outsource BBR RFPD's ambulance to Systems Design West, LLC.

Motion: Don Bowler moved to outsource BBR RFPD's ambulance billing to Systems Design West, LLC, seconded by Mac Hay, unanimously passed.

Ambulance Billing Policy Update – Approve
Deciding a new ambulance billing company provided the opportunity to look at the current Ambulance Billing Policy (Book 2: Administration, Chapter 13; Subject 1, Code: 2-13-1). Jamie went through the new ambulance billing policy with the board, outlining the major additions to the policy.

Motion: Mac Hay moved to approve the revised Standard Operating Guideline Ambulance Billing Policy - Book 2: Administration, Chapter 13; Subject 1, Code: 2-13-1 seconded by Don Bowler, unanimously passed.

Redirection of Capital & Building Expenses Proposal – Approve
During the winter snow storm, the station experienced ice dams that were formed primarily because more heat was moving up into the attic space. The ice dams created leakage of water into the station. The main areas affected by the water were:

- Student bedroom (upstairs)
- East wall of the dining room (upstairs)
- D/C Phillips office (downstairs)
- Small area of the firefighter's office (downstairs)
- Area around the display case that sits in the foyer (downstairs).

One of the ways Chief Tucker believes will help with this issue in the future is to add additional insulation above the living space.

Chief Tucker drafted a proposal (see attached) to redirect some planned monies on previous budgeted capital and building expenses that are not pressing. The purpose behind this is to

take advantage of the restoration process (from the water damage) and the insurance payout and save on projects the department would be looking at doing next year anyway. The consensus of the board was to do the newly directed capital projects of kitchen cabinets, carpet, and insulation AND still do the bay floor epoxy, turnout gear racks, training room chairs and pavement sealing.

Motion: Don Bowler moved to complete the newly directed capital projects of kitchen cabinets, carpet, and insulation as well as the bay floor epoxy, turnout gear racks, training room chairs and pavement sealing. This would require a transfer of up to $20,000 from contingency to complete, seconded by Mac Hay, unanimously passed.

GOOD OF THE ORDER

D/C Phillips complimented the guys on how hard they have been working around the station in dealing with the snow. It definitely has been an abnormal amount of snow fall this year.

D/C Phillips will be traveling to Line Apparel on February 22nd.

NEXT MEETING DATE

Next Board Meeting February 23, 2017 @ 9:00 a.m

ADJOURNMENT

Board Meeting Adjourned 10:14 a.m.

OFFICIAL MEETING MINUTES

Approved by: Don Bowler

Rich Elliott Date: February 23, 2017