Black Butte Ranch R.F.P.D.

Board Of Directors Meeting

January 25th, 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: Don Bowler moved to approve the November 30th, 2017 meeting minutes as presented, seconded by Larry Stuker, unanimously passed.

REPORTS

Treasurer Report

Motion: Don Bowler moved to accept the November and December 2017 financial reports as presented, seconded by Dave Gibson, unanimously passed.

Chief's Report – Chief Tucker

Fire and Ambulance Report – Chief Tucker

December 2017 the department responded to 16 calls. The department responded to a total of 314 calls for 2017 with 230 being EMS calls. Sunday and Friday were the busiest days. Most calls took place between 9:00 am and 9:00 pm.

Chief Tucker discussed:

Staffing - an employee is out for about 18 weeks due to having wrist surgery. He will come back sooner than 18 weeks but will be unable to perform the functions of his normal job and will therefore be on light duty. With that said, a temporary employee was brought on. The new temporary employee is from Sunriver and seems to be doing very well. He has been through a week of training/academy and just completed his first 48 hour shift. The union extended the ability for the department to utilize having a temporary employee from 120 days to 180 days to better accommodate extended leaves.

Chief Tucker presented the board with two documents (table and graph) representing PERS rates for 2017-2019 and 2019-2021. He also provided the board with the Milliman Report

which is a system-wide actuarial of the Oregon Public Employees Retirement System as of December 31, 2016. The changes are as follow:

	T1/T2	OPSRP General	OPSRP P/F
7/1/17 to 6/30/19	16.48%	3.15%	7.92%
7/1/19 to 6/30/21	19.76%	5.65%	10.38%
Amount Change	3.28%	2.50%	2.46%
Budgeted	20.48%	7.15%	11.92%

Some highlights regarding the graph:

- The department with the lowest rates is Lake Chinook which has one employee and is new to PERS.
- BBR RFPD is the next overall low, which is good.
- Sisters-Camp Sherman Fire is on the far right, representing the highest rates. It is believed the big increase to their department is due to a past employee who retired on medical disability.

The department has chosen not to enter the PERS pool in the past, however Chief Tucker feels it might be worth researching in the future.

D/C Phillips reported there are 168,000 active PERS members, 138,000 retirees, 68,000 of the 168,000 active members are eligible to retire. If PERS makes too big of an adjustment it could create a crash within the PERS system.

Rodger has asked Tom to be a set of ears regarding updates on PERS.

Chief Tucker is looking at replacing 891, which is the 2000 Chevrolet pickup. The best option is to go through state bid, which provides about a $10,000 savings. This item may show up in next year's budget.

President's Report

Rodger shared information regarding Kiddie fire extinguishers that have been recalled. The department will get the recall information out to the community via website, facebook and posting it at the post office.

OLD BUSINESS

Budget Committee Appointment – Position 1 & 2

Rodger feels the board will be able to appoint two Budget Committee members at the February board meeting. Chief Tucker provided the board with a budget calendar in preparation for the 2018/2019 budget.

Interagency Coordination Committee (ICC) – Update

Chief Officer Coverage (Duty Chief) – D/C Phillips is in the process of creating one group of documents to assure that all three agencies are using the same fire rescue protocols. This way all three agencies are going off the same documented processes. The "big three" areas that will be implemented first are: structure fires, MVA's and hazards. D/C Phillips hopes to have these documents in place by May 2018.

Fire Corps – it is recommended that BBR RFPD create its own Fire Corp group (members) and add them to the pool of existing Sisters-Camp Sherman Fire Corp members. D/C Phillips feels there are members of the BBR community that would be very interested in being a Fire Corp member.

Finance – currently on hold but will most likely get active during budget time.

Training – each of the three departments are currently using their own version of Target Solutions as their training management application. The goal is to link all three organizations into one application. In order to do this, it will cost each department $500.

Equipment – this group is starting to get active.

D/C Phillips feels the ICC group will continually embrace the blue card terms, which is a training program that defines the best standard command practices. This training and certification program produces Incident Commanders that make better decisions that will potentially eliminate the lethal and/or costly mistakes that cause injury, death, and unnecessary fire losses in the local response area.

Assistance to Firefighters Grant (Tri-County Radio Grant) – Update
The Bend City Council gave approval for the City of Bend to go forward with purchasing the radios as outlined in the radio grant request.

ISO Process – Update
Chief Tucker and D/C Phillips started working on the ISO rating process again. All information that has been asked for by the ISO representative (Dave Highland) has been submitted to him. Dave will go through the calculations and recommend a rating to ISO. ISO will then go through a QA challenge of everything. Once the QA is complete, ISO will act on Dave's recommendation of what BBR's rating should be. It is estimated the process will take about two months.

The big questions regarding the ISO rating is, is the ladder truck still needed? The ladder truck is expensive but great for training. Would two engines be better than one engine and one ladder? Dave will run the scenario with and without the ladder truck.

Liability Insurance (10 Million) Review and Decide
After discussion it was determined the board would like to increase BBR RFPD's liability limit from $5,000,000 to $10,000,000.

Motion: Don Bowler moved to increase the liability limit from $5,000,000 to $10,000,000, seconded by Larry Stuker, unanimously passed.

NEW BUSINESS
SDIS Grant Funds – Resolution 2018-0125-R-001

Motion: Don Bowler moved to approve resolution 2018-0125-R-001 whereas Black Butte Ranch RFPD has the need to spend the unanticipated grant revenue during the fiscal year ending June 30, 2018 for the purpose of personnel safety (scene lights, driving lights, overhead lights and traffic cones), seconded by Dave Gibson, unanimously passed.

Light Duty Policy – Submitted for Approval

Motion: Larry Stuker moved to approve Standard Operating Procedure: Light Duty Requests and Assignments (Code: 2-3-1), seconded by Don Bowler, unanimously passed.

Departmental Fees (Includes Ambulance Rates) - Direction
The department will need to go through the process of creating an ordinance to implement departmental fees which include ambulance rates. 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). General consensus of the board is to move forward with creating one departmental fees ordinance.

Policy Review – Ongoing
The following policies were provided to the board for review and approval:

Title	Code
Governance by Policy	1-1-1
Adoption, Amendment & Review	1-1-2
Maintenance & Distribution of Manuals	1-1-3
Membership on the Board of Directors	1-2-1
Powers and Duties of the Board of Directors	1-2-2
Board Member Orientation	1-2-3

Motion: Larry Stuker moved to approve Standard Operating Procedure:1-1-1, 1-1-2, 1-1-3, 1-2-1, 1-2-2, 1-2-3, seconded by Tom Sawyer, unanimously passed.

Board Positions Correction – (Single Vice President)

Motion: Don Bowler moved to approve one Vice President, removing Don Bowler and keeping Dave Gibson, seconded by Larry Stuker, unanimously passed.

GOOD OF THE ORDER

NEXT MEETING DATE
Next Board Meeting is February 22, 2018 @ 9:00 a.m.

ADJOURNMENT
Board Meeting Adjourned 10:04 a.m.

OFFICIAL MEETING MINUTES

Approved by Larry Stuker

Dave Gibson Date: February 22, 2018