Black Butte Ranch R.F.P.D.

Board Of Directors Meeting

November 30, 2017

Rodger Gabrielson called the meeting to order at 09:05 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 October 26, 2017 meeting minutes as presented, seconded by Larry Stuker, unanimously passed.

REPORTS

Treasurer Report

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

Chief's Report – Chief Tucker

Fire and Ambulance Report – Chief Tucker

October 2017 the department responded to 24 calls. November 2017 the department responded to 16 calls. There were 10 transports between October and November.

Chief Tucker discussed:

No report other than what is in old and new business.

President's Report

No report.

OLD BUSINESS

Budget Committee Appointment – Position 1 & 2

Rodger recommended Dave Behr as a possible candidate for one of the open budget committee positions.

Interagency Coordination Committee (ICC) – Update
All three agencies have been busy working through the five areas of the ICC. Chief Tucker presented to the board with an MOU between Cloverdale RFPD, Black Butte Ranch RFPD and Sisters –Camp Sherman RFPD. The purpose of the MOU is to establish a shared chief officer rotation system between the three organizations and to identify the scope of services to be delivered. It is still in draft form because BBR RFPD is the last department to submit it to their board for approval.

Tom inquired if BBR RFPD's insurance policy covered indemnification. Chief Tucker stated it would. He also inquired if "officers" stated in item A under Indemnification refers to directors. Chief Tucker will get clarification on it.

Motion: Don Bowler moved to accept the MOU between Cloverdale RFPD, Black Butte Ranch RFPD and Sisters –Camp Sherman RFPD as presented (with the assumption of officers being directors), seconded by Tom Sawyer, unanimously passed.

Jamie will provide the BOD's with a general liability declaration at the next board meeting.

Chief Tucker is heading up the finance area of the ICC, and the committee has gotten to the point of recommendations being made. Some of the suggestions the committee has recommended are:

- Create a natural back-up with staff, in the event that one person has to be gone for an extended period of time.
- Research using a common accounting system.
- Eliminate two people having to post on social media especially when it is the same information. One person could do it for both agencies.
- Purchasing supplies and finding ways to become more economically efficient especially with medical supplies, hose, etc.

Rodger wanted to make sure that indemnification is covered with the finance piece of the ICC. Chief Tucker will look into creating an MOU for finance.

The Fire Corp committee met the other day. The committee would like to see BBR RFPD create its own Fire Corp and then co-exist between agencies.

The training area of the ICC is a big project and will take some time. This area is however moving along.

Rodger made it known BBR RFPD board of directors are 100% behind the ICC.

Assistance to Firefighters Grant (Tri-County Radio Grant) – Update
The committee working on the grant finalized all of the desired radios to be ordered between the 12 agencies. Three actions will need to take place prior to the radios actually being ordered:

1. An amended list, along with some narrative, will be sent to FEMA to be approved. A final determination from FEMA should be received within a week or two.

2. An approval on the appropriations from Bend City Council so Bend can actually purchase the radios (on behalf of the grant) for the whole. They will also need to approve being reimbursed the matching portion owed to them by the 12 agencies.

3. An MOU that represents a more accurate view of what is being purchased will be finalized and redistributed to the fire chiefs of the 12 agencies. The MOU will need to be signed off by all 12 agencies.

The cost to Black Butte Ranch RFPD is estimated to be $26,000. This will cover BBR RFPD's portion of the radio grant and accessories.

D/C Phillips and D/C Craig (Sisters-Camp Sherman Fire) tested the radios on the Santiam Pass, specifically the areas that both agencies respond to, and were very pleased with how well they did.

There are three areas of quality that they tested from:
1. Mobile with antenna on the roof
2. Portable outside of vehicle
3. Portable inside of vehicle

D/C Phillips was even able to hear Bend's dispatch when he was over on I-5 near mile post 269.

ISO Process – Update
The ISO process is currently on hold until pump testing is done at the beginning of 2018.

NEW BUSINESS
Audit Report – Information
The final version of the annual financial report was presented to the board. The only concern on the audit report was in the letter to the Board of Directors dated October 13, 2017 regarding segregation of duties. Jamie addressed this in that it was a mistake by the auditors. Jamie will forward the email correspondence from the auditors stating that section was to be removed from the letter.

Liability Limits SDIS – Review
A letter from SDIS was presented to the board for information purposes only.

Rodger recommended that each board member review their personal insurance policy in light of the sexual harassment cases being reported in the news daily.

D/C Phillips confirmed that BBR RFPD has a sexual harassment SOP in place. As an additional precaution, staff are required to take a sexual harassment training online (via Target Solutions) annually.

Tom Sawyer inquired what it would cost to increase the liability limit from $5,000,000 to $10,000,000. Jamie will get this information and report it to the board next board meeting.

Vehicle Exhaust System – Sole Source Approval
A determination on the best type of diesel exhaust system for BBR RFPD has been made. There are three different types of diesel exhaust systems that Captain Ward researched. The system at which the filter sits in the exhaust system seems to be the best fit for our apparatus and building. There are 5 apparatus that will require a filter system. The type of system being recommended for purchase is the most economical and least intrusive to the building.

Ward Diesel is the only known sole source provider of the NO SMOKE diesel exhaust system as represented in a letter by D/C Phillips to Chief Tucker.

Motion: Larry Stuker moved to award the bid in the amount of $43,695.30 for a NO SMOKE diesel exhaust system to Ward Diesel, the sole source provider of this type of system, seconded by Tom Sawyer, unanimously passed.

Smoke Management Letter
The Smoke Management Letter that is presented is a letter stating BBR RFPD's support for the increased use of safe and effective prescribed burning in Central Oregon's forest.

Motion: Don Bowler moved to have Rodger Gabrielson sign the Smoke Management Letter on behalf of BBR RFPD, seconded by Larry Stuker, unanimously passed.

GOOD OF THE ORDER
December 14th Christmas/Awards Banquet - Reminder

NEXT MEETING DATE
Next Board Meeting is December 28th, 2017 @ 9:00 a.m.

ADJOURNMENT
Board Meeting Adjourned 10:02 a.m.

OFFICIAL MEETING MINUTES

Approved by Don Bowler

Larry Stuker

Date: January 25, 2018