Black Butte Ranch R.F.P.D.

Board Of Directors Meeting

March 22, 2018

Don Bowler 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

Approval of February 2018 minutes was tabled to next meeting however the following questions/statements were made:

- With regard to the AFG Radio Grant, is BBR RFPD experiencing radio traffic issues like other agencies are? Chief Tucker explained that the radios are a work in progress and Deschutes 911 has brought in an engineer to help correct the issues.
- Larry expressed concern over the current ambulance billing write-off policy for homeowners. This topic will be discussed at a later time as Chief Tucker finalizes the departmental fees ordinance.

REPORTS

Treasurer Report

Comments/questions within the financial reports:

- Larry inquired if the district itself can take in donations, in which it can. Chief Tucker explained that another resource in taking in donations is the BBR RFPD Volunteer Association. The Resident Volunteers of the association have worked hard to get it setup properly as a 501c3. The understanding of the association is that they are a direct reflection of BBR RFPD and monies spent need to be on appropriate things i.e. ball caps, t-shirts. Tom inquired if the association has an insurance policy in which it currently does not.
- The wolf range is for the upstairs kitchen.
- T/O Racks are the red wired turnout racks in the bays.

A motion to accept the February 2018 financial reports was not done and will need to be completed at the next board meeting.

Chief's Report – Chief Tucker
Fire and Ambulance Report – Chief Tucker
February 2018 the department responded to 11 calls, 6 were mutual aid, 1 fire, and 10 medicals with 2 transports.

Chief Tucker discussed:
Interagency Coordination Committee (ICC) - Update

Equipment - the three agencies are working on standardizing the equipment locations within the apparatus. The purpose behind this is to see what the three agencies are doing differently and how they can make them the same. Making them all the same allows for efficiency as a whole.

D/C Phillips is finishing up on Fire Rescue Protocols which are procedures for the three agencies to use so they are all speaking the same language. The protocols will be sent to the Chief's with a goal of May 1st of being able to cover each other. The officers will also be trained out on the updated protocols.

Finance – currently in limbo due to budget season.

Fire Corps – D/C Phillips has a proposal for the development of the BBR Fire Corps but has not presented it yet.

Tom inquired on the growth of Sisters and if it will have an impact on BBR RFPD. Some highlights of that discussion are as follow:

- When the three agencies work closely together (example: ICC) the more efficient the three departments become.
- It is a balancing act on how BBR RFPD will staff for the future.
    - Ultimately Sisters-Camp Sherman Fire is going to have to hire more employees especially with the assisted living homes and Hayden Homes developments being added to their ASA.
    - A possible work-a-around is adding BLS cars to the area.
- Sisters-Camp Sherman Fire currently relies on BBR RFPD, Cloverdale Fire, Redmond Fire and Bend Fire (in that order).
- Sisters-Camp Sherman Fire is trying to get out from the old way of doing things and transitioning to a newer, more efficient way.
- ASA's are looked at periodically to determine if they are set up the most efficient way.

ISO Process Update – the local ISO representative has completed his work and has submitted it for review. The department is just waiting on the results of his submission.

Radio System Update –the radio system update with Deschutes 911 is in full swing. Some highlights from this discussion are as follow:

- Deschutes 911 came out to the department and checked and inventoried all of the radios.
- An engineer was hired to scrutinize everything that Harris has done and to make sure things are being done correctly moving forward

- Steve Reinke, Director of Deschutes 911 is retiring. This was a pre-planned event and has no relation to the radio issues.
- Sarah Crosswhite has stepped up to be the Interim Director. An operations person has stepped up to take Sarah's old position.
- The radios still have issues, but Chief Tucker is being patient with them, allowing them to work through the issues.
- Deschutes 911 is waiting on some hardware to replace the faulty hardware within the system.
- The antenna at St. Charles is going to get moved or replaced to hopefully fix a lot of the Bend problems.
- The new system is really not bad, there was just some meshing going on.
- BBR RFPD can actually hear La Pine for the first time ever.

President's Report
Tabled until Rodger is in attendance.

OLD BUSINESS
Departmental Fees (includes Ambulance Rates) – Continue Discussion
Tabled until a full board is in attendance.

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

Title	Code
Preparation for Board Meeting	1-4-1
Board Meeting Agenda	1-4-2
Notice and Location of Meeting	1-4-3
Conduct of Board Meetings	1-4-4
Executive Session	1-4-5

Motion: Tom Sawyer moved to approve Standard Operating Policies:1-4-1, 1-4-2, 1-4-3, 1-4-4, 1-4-5, seconded by Larry Stuker, unanimously passed.

Possible Bid Approvals for Bay Floor Paint & Tile Installation
It has been a bit difficult trying to line up contractors for the two projects still needing to get completed (the bay floors and tile installed upstairs). Chief Tucker feels the two contractors selected for these projects will be able to complete them by the end of the fiscal year.

NEW BUSINESS
No new business to report.

GOOD OF THE ORDER
Budget
The budget process for the 2018/2019 budget is well underway. Chief Tucker is anticipating inflation in the near future and therefore planning for expenses to rise. There will be a staff meeting on April 4th to review the proposed budget and to eliminate any unnecessary requests. Chief's goal is to keep the levy rate the same as the current budget rate of 1.56. Chief Tucker offered to meet with Larry on the proposed budget numbers and to review some past history on the budget.

Election Reminders (Board Positions 1, 2 and 3) Don, Dave & Rodger – Terms end June 30th 2019.
Chief Tucker reminded the board that three board position terms will end 6/30/19. These spots will need to be filled on the May 21, 2019 election. Jamie will keep the board informed on important deadlines to the May 21st election.

ERA of Megafires
Paul Hessburg will be presenting on megafires at the Belfry tonight. Event starts at 6:30 pm.

NEXT MEETING DATE
Next Board Meeting is April 26, 2018 @ 9:00 a.m.

ADJOURNMENT
Board Meeting Adjourned 9:57 a.m.

OFFICIAL MEETING MINUTES

Approved by Larry Stuker

Don Bowler Date: May 24, 2018