

MINUTES

Mid-Columbia Fire and Rescue
Board of Directors Meeting
Conference Room 1, Station 1
1400 West 8th Street, The Dalles, Oregon
October 15, 2012

1. **ROLL CALL / AGENDA CHANGES**

Board President Tom Ashmore called the October 15, 2012 meeting of Mid-Columbia Fire and Rescue to order at 5:30 pm.

Directors present: Tom Ashmore, Charles Rosebraugh and Harry Larsen

Excused: Robin Miles and Dick Schaffeld

Staff: Bob Palmer, Fire Chief; Dan Hammel, Division Chief; Dana Woods, Office Specialist; Eric Blumenethal, Engineer, and Walt Denstedt, Engineer.

Others: Tom Peachey, Legal Counsel and Dee Apperson.

Agenda Changes: There are no changes to the agenda.

2. **MINUTES**

Director Rosebraugh moved to approve the minutes of the September 17, 2012 regular meeting as presented. Director Larsen seconded. The motion passed with all voting yes.

3. **PUBLIC COMMENT**

None.

4. **FINANCIAL REPORTS**

Cash Accounts Summary: Included in board packet.

Ambulance Service Financial Report: Included in board packet.

5. **COMMITTEE REPORTS**

There are no committee reports as Director Miles is not in attendance to report on the Urban Renewal Committee.

6. FIRE CHIEF'S REPORT

Chief Palmer wanted to point out that there was a discrepancy in EMS Responses that he was reporting versus what Division Chief Wood was reporting. This is the result of "dirty data" in Emergency Reporting, with the main problem area being the distinction between Inter-Facility Transfers and Medical Transfers.

Incident Report: There were 207 calls for service in the month of September. 180 were for EMS with 141 of those being billable calls.

There were 27 inter-facility transfers during the month of September.

911 Usage: Usage for the month of September was at 13.75%. A slight increase as we are normally closer to 12%.

Training Division Report: Included in board packet.

Prevention Division Activities: Included in board packet.

Other items as needed:

1. Internet Web Release Form: Release form was distributed to Directors. This form is to be filled out by all Directors and outlines which information can or cannot be published by the District on its website.
2. PERS Update: PERS membership is established and the District is ready to start reporting wage information as of July 1, 2012. There are small challenges in the reporting process as one of the Districts paydays encompasses two different months.
3. Employee Handbook Update: Chief Palmer is waiting for a response from Ken Jones regarding the final revisions. Once he receives that response, Chief Palmer will distribute the Handbook to the Board for review. Staff and the Union will also receive a copy.

As a side note, Chief Palmer stated that the revision to Article 9.4 of the Union Contract is in its final version. He will be meeting with the Union representatives to finalize.

4. Promotional Process: The Captain promotional process is complete, and Lt. Steve Biehn has been promoted to Captain. His final day as Lieutenant on A Shift will be October 14, with his first day as Captain of C Shift being October 18. Lieutenant Steve Brown will transition to A Shift beginning October 16.

The Lieutenant exam is scheduled for November 16. There are 5 candidates that will be participating in that process.

Both the Captain and Lieutenant's promotional lists are valid for 30 months.

Once the Lieutenant Exam process is complete, the District will then look at filling the part-time front office position. The current Firefighter list expires at the end of December, so a new list will need to be established for that position as well.

7. **CORRESPONDENCE**

None.

8. **OLD BUSINESS**

Station 2 Feasibility Study: Chief Palmer presented three different conceptual plan ideas. Along with the plans was a cost estimate for each. Now that the District has an idea of what the Station 2 remodel / expansion would cost, it can begin to look for different funding options. The cost estimates include Construction, Permits, and Contingency. There is no allowance in the estimate for project management, administration, or inspection fees.

If the Station 2 remodel does move forward, the asphalt would need to be repaired and/or replaced.

Along with the Station 2 Feasibility Study discussion, there was lengthy discussion regarding different options for the Firehouse Park property.

Division Chief Recruitment Process: ESCI received 11 applications for the Division Chief position. They are in the process of reviewing and "grading" the applicants. Qualified applicant interviews will be held November 5. At that time the interview panel will rank the candidates, and the top 2 or 3 will be called back for the Chief's Interview.

9. **NEW BUSINESS**

Surplus items: The Fire District again has accumulated property awaiting surplus. Property of this nature is taken out of service and placed into storage. Once approved for surplus, the property will be discarded, sold or donated to another governmental organization. The intent is for this Surplus property to go to Dufur Volunteer Fire District, which will still be beneficial to us on a Mutual Aid basis.

MOTION: Director Larsen moved to declare the items noted on Exhibit "A" as surplus property. Director Rosebraugh seconded. The motion passed with Ashmore, Larsen and Rosebraugh voting yes.

Vertical Housing Development Zone: Chief Palmer and Division Chief Hammel attended a meeting regarding the Vertical Housing Development Zone that the City of The Dalles is trying to establish. The Fire District was invited to be involved because it is a taxing district. The Fire District has the option of participating in the program or "opting out". If the Board decides to

opt out, they will need to submit a letter to the City prior to the 45 day deadline, which starts after the City Council adopts the Resolution to adopt the Vertical Housing Development Zone.

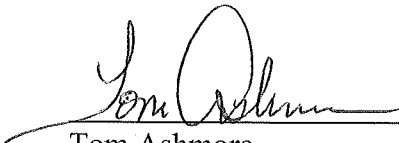
10. BOARD OF DIRECTORS REMARKS

None

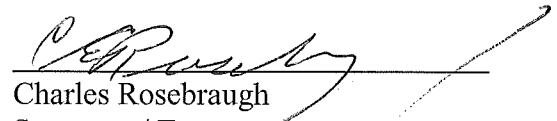
Chief Palmer notified Director Ashmore and Director Rosebraugh that he had registered them for the OFDDA / OFCA Joint Conference.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 6:38 pm.



Tom Ashmore
Board President



Charles Rosebraugh
Secretary / Treasurer