

MINUTES

Mid-Columbia Fire and Rescue
Board of Directors Meeting
Conference Room, Station 1
1400 West 8th Street, The Dalles, Oregon
September 17, 2012

1. ROLL CALL / AGENDA CHANGES

Board President Tom Ashmore, called the September 17, 2012 meeting of Mid-Columbia Fire and Rescue to order at 5:30 pm.

Directors present: Tom Ashmore, Robin Miles, Charles Rosebraugh and Harry Larsen.

Excused: Dick Schaffeld.

Staff: Bob Palmer, Fire Chief; Jay Wood, Division Chief; Dan Hammel, Division Chief; Dana Woods, Office Specialist; Jane Herman, Administrative Assistant; Walt Denstedt, Engineer; Joel Brown, Lieutenant, and Eric Pyle, Volunteer.

Others: Tom Peachey, Legal Counsel and Dee Apperson.

2. MINUTES

Director Miles moved to approve the minutes of the August 20, 2012 regular board meeting as presented. Director Larsen seconded. The motion passed with all voting yes.

3. PUBLIC COMMENT

None.

4. FINANCIAL REPORT

Cash Accounts Summary: Included in board packet.

Ambulance Service Financial Report: Included in board packet.

5. COMMITTEE REPORTS

None.

6. FIRE CHIEF'S REPORT

Incident Report: Chief Palmer introduced a new statistical report to the board comparing the current year's incidents to the previous year. As suspected, calls for EMS are increasing.

911 Usage: The usage continues to hold around 12%. For the month of August it was 12.9%.

Training Division Report: Included in board packet.
Chief Wood stated the web site is still moving forward. Fire Med renewals are not yet ready to be done on the web.

Prevention Division Activities: Included in board packet.

Other:

- a. Internet Release Form: Chief Palmer asked the board to complete the form which will allow their personal information to be placed on the web page. All members of the organization will also be asked to fill out the Internet release form.
- b. PERS Update: All the paper work is complete and Chief Palmer and Dana completed a four hour on line reporting class for PERS. The first reporting will be at the end of October. The Fire District is currently continuing in the waiting period.
- c. Division Chief Recruitment Process Update: Currently in the process of advertising the position. October 1 is the deadline for applications. ESCI will interview applicants and pick 6-10 candidates for the Oral Interview process and out of that group, 3-4 will be picked for the Chief's interview. Anticipating having someone on board by December 1, 2012.
- d. The Wellness/Fitness is complete and being factored into the physicals now. Personnel with birthdates in October will be the first to complete the new physical process.
- e. Donna Wilson, Oregon DHS conducted an ambulance inspection this past week. She failed to inspect the maintenance records so will be back on September 18th to do so. There were areas identified where improvement will be necessary. She identified the Drug Log Book needs to be a bound book and should fit inside the drug box. The current logbooks on the Medics are small and will not accommodate a bound book at the present time. We also need to establish a separate EMS file for each Paramedic/EMT.

7. CORRESPONDENCE

None.

8. OLD BUSINESS

None.

9. NEW BUSINESS

Resolution 2012-11: Chief Palmer expressed his thanks to the board for reading the document and especially to Director Rosebraugh for bringing to the Chief's attention an issue that needed changing prior to adoption of the plan. Once the Standards of Cover and Deployment Plan are adopted, the District will have a baseline from which to commence the strategic planning process.

MOTION: Director Rosebraugh moved to adopt Resolution 2012-11 "A Resolution Adopting the Mid-Columbia Fire and Rescue Standards of Cover and Deployment Plan". Director Larsen seconded. The motion passed with Rosebraugh, Larsen, Ashmore, and Miles voting yes.

Strategic Planning Process Info: The strategic plan is a road map to lead an organization from where it is at the present to where it would like to be in the next five to ten years. Staff has been in contact with ESCI for the purpose of completing our Strategic Planning Process.

ESCI has presented a formal cost proposal for the project in the amount of \$15,280. Funds are appropriated in the FY 2012-13 budget for this document.

Chief Palmer recommends the Board of Directors approve the selection of ESCI to create a community based strategic plan for Mid-Columbia Fire and Rescue.

MOTION: Director Larsen moved to approve the selection of ESCI to create a Community-Based Strategic Plan for Mid-Columbia Fire and Rescue. Director Rosebraugh seconded. The motion passed with Rosebraugh, Larsen, Miles and Ashmore voting yes.

Mutual Aid Agreements: Adopting ASA mutual aid agreements with neighboring EMS agencies.

Resolution 2012-12: A resolution adopting the Wasco County ASA Mutual Aid Agreement and Empowering the Fire Chief to take further actions as necessary to implement this agreement. Mutual aid agreements provide legal authority to respond upon request into another's jurisdiction and vice-a-versa.

President Ashmore read Resolution 2012-12 by Title only.

MOTION: Director Larsen moved to adopt Resolution 2012-12 "Adopting the Wasco County ASA Mutual Aid Agreement and Empowering the Fire Chief to Take Further Action as Necessary to Implement this Agreement". Director Rosebraugh seconded. The motion passed with Rosebraugh, Miles, Larsen and Ashmore voting yes.

Resolution 2012-13: A resolution adopting the Wasco County/Gilliam County ASA Mutual Aid Agreement and Empowering the Fire Chief to take further actions as necessary to implement this agreement. Mutual aid agreements provide legal authority to respond, upon request into another's jurisdiction and vice-a-versa.

President Ashmore read Resolution 2012-13 by title only.

MOTION: Director Rosebraugh moved to adopt Resolution 2012-13 "Adopting the Wasco County/Gilliam County ASA Mutual Aid Agreement and Empowering the Fire Chief to Take Further Actions as Necessary to Implement this Agreement". Director Larsen seconded. The motion passed with Miles, Larsen, Rosebraugh, and Ashmore voting yes.

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. These items are listed on Exhibit A. Chief Palmer explained that the Auto Crane came with the Technical Rescue and is not rated for rescue operations. It is worth \$3,500.00 to \$4,000.00 and will be sold on eBay.

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

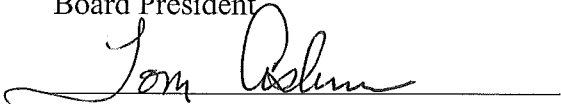
10. BOARD OF DIRECTORS REMARKS

Director Rosebraugh asked about the portable Ventilator. Chief Wood advised it was back in service and was repaired for under \$500.00. One of the reasons it was taking so long for repair is when it was being returned to MCFR it became lost in the mailing process.

11. ADJOURNMENT

There being no further business the meeting was adjourned at 6:35 pm.

Tom Ashmore
Board President



Charles Rosebraugh
Secretary / Treasurer

