

LEBANON FIRE DISTRICT  
BOARD MEETING MINUTES  
JUNE 14, 2016

Allen Forster, Board President  
 Jeff King, Board Member  
 Jamel Mercado, Board Member  
 Michael Schrader, Vice President  
 Duane Taylor, Secretary/Treasurer

Gordon Sletmoe, Fire Chief  
 Ron Sipe, DC of Operations  
 Jason Bolen, DC of Admin. & Planning  
 John Tacy, DC of Training  
 Darlaine Smith, Admin. Asst.  
 Nick Tyler, Recruitment Lt.

### **CALL MEETING TO ORDER**

The meeting was called to order and the flag salute was led by President Forster at 5:30pm.

### **MINUTES: APPROVAL OF MINUTES AND FINANCIALS FROM MAY 10, 2016.**

- Minutes and financials were reviewed.
- **Member Schrader made a motion to approve the minutes and financials. Member King 2nd, all in favor, motion approved.**

### **CITIZEN COMMENTS**

- None.

### **PUBLIC HEARING FOR 2016/2017 BUDGET**

- President Forster opened the Public Hearing for review of the 2016/17 budget at 5:31pm.
- No public comments

### **CLOSE PUBLIC HEARING**

- President Forster called for a motion to close the Public Hearing.
- **Member King made a motion to close the Public Hearing. Member Schrader 2<sup>nd</sup>, all in favor, public hearing closed at 5:31pm.**

### **AGENDA ITEM #1 – RESOLUTION 04-16 TO ADOPT AND CATEGORIZE THE FY 2016/2017 BUDGET, LEVY TAXES AND MAKE APPROPRIATIONS.**

- Chief informed the board that the budget committee met in April to review the budget. They approved it and recommended that the board approve it. Chief stated he concurs with their recommendation, and the budget the board will be adopting is the same budget the Committee approved.
- **Member King made a motion to adopt Resolution 04-16 to adopt and categorize the FY 2016/2017 budget, levy taxes and make appropriations. Member Schrader 2<sup>nd</sup>, all in favor, motion approved.**

### **AGENDA ITEM #2 – CHALLENGE COIN PRESENTATION**

- Chief Sletmoe gave a brief history of what a challenge coin is and its purpose. It's used to signify that you're part of a team. He introduced City Manager Gary Marks and informed the board that Gary has designed our coin.
- Gary introduced himself and gave a brief history of his personal involvement in coinage. He displayed the coin and discussed the art design and aspects that went into creating it.
- Chief stated that when the coins are completed, the intent is to give one to every member of the department, including the board members.

### **AGENDA ITEM #3 – SPECIAL AWARD**

- Chief Sletmoe introduced Dave Albanese, who has been our Chaplain for the past several years. Dave has taken a job with Lebanon Police Department and will no longer be available to serve us in the Chaplain capacity any longer. Chief presented him with a certificate of appreciation for his service to the Lebanon Fire District.

#### **AGENDA ITEM #4 – SPECIAL LOSAP REQUEST**

- Chief Sletmoe informed the board that one of our volunteers, Dave Butler, is requesting an emergency disbursement of his LOSAP funds. The mechanics of making this happen requires Board of Directors approval, as well as Dave resigning from our organization. Dave's intent is to rejoin the organization after the stated waiting period. Chief stated he hopes the board will vote in favor of Dave's request in order to help him do what he needs to do.
- Member King asked if it was the district's responsibility to financially advise Dave of the tax implications. Chief informed him that the responsibility lies with Valic, who is the financial investing agency that handles the LOSAP accounts, along with OFDDA, and he believes that has already happened. Member King asked about the separation waiting period. Chief stated it will be 30 days. Once Dave joins LFD again, he will no longer be eligible to earn LOSAP contributions. Once you terminate and cash out, that is final.
- **Member Mercado made a motion to approve the emergency distribution. Member Taylor 2<sup>nd</sup>, all in favor, motion approved.**

#### **AGENDA ITEM #5 – STAFF COMPENSATION**

- Chief discussed the adjustments he intends to make and stated this is for informational purposes only. There is no board action needed. He discussed what he considers in making wage decisions for the staff. The wage adjustments will be effective July 1<sup>st</sup>. He also discussed the vacation accrual sell back option that will now be available. There is a cap of 80 hours per year for sell back. This is all within the budget that has been approved. He asked for questions and there were none.

#### **AGENDA ITEM #6 – CHECK SIGNERS**

- Chief informed the board that with Mark Wilson leaving, we are down one check signer. He would like to have Division Chief Jason Bolen added to the authorized check signers for our accounts. He informed the board that KeyBank requires board authorization of the authorized account signers. Chief stated the current check signers are Gordon Sletmoe, Ron Sipe, and John Tacy.
- **Member King made a motion to authorize Jason Bolen as a check signer for the district, along with Gordon Sletmoe, Ron Sipe, and John Tacy. Member Schrader 2<sup>nd</sup>, all in favor, motion approved.**

#### **AGENDA ITEM #7 – UNION ADDRESS THE BOARD**

- Brett Kibble stated he doesn't have anything to bring before the board, and everything is going well.

#### **AGENDA ITEM #8 – VOLUNTEERS ADDRESS THE BOARD**

- Nick Tyler stated we currently have 35 volunteers and 6 interns. We just finished the process to add 5 more volunteers and one more intern, for a total number of 46. He now has more applications to go through.
- OVFA Conference will start tomorrow. We anticipate about 125 volunteers from throughout the state to attend.
- Member King inquired if they could personally donate to OVFA and Chief responded yes.

#### **AGENDA ITEM #9 – FIRE CHIEF REPORT**

- Chief informed the board that over the last several weeks, we've had a Lieutenant promotional process. We had 13 candidates and we established a list that is going to the Civil Service Commission for approval next week. Chief stated it was a very good and rigorous process. We currently have 4 Lieutenant positions open. We will hold final Chief interviews June 28 and make appointments effective July 1<sup>st</sup>.
- Simultaneously we are doing a Firefighter hiring list process. Nineteen applicants made it to the second round, which is the assessment center, ongoing this week. We will establish a ranked list to take to the Civil Service Commission next week as well. We will be bringing the top finalists for Chiefs interviews on June 27<sup>th</sup>. We have two openings that we will fill, and we're targeting the end of July to have those people on board.
- M71 starts Monday. We're just finalizing the hiring of our two employees. They will be in training for a week, then on active training, working with crews for two weeks, then running calls July 5<sup>th</sup> with a training officer. They will work solo mid-July.
- Ambulance remount was budgeted in the budget that was just approved. We put about \$141,000 aside for it. The bid came back at \$136,000. We intend to send them a letter of intent to award, pending board approval, to get our foot in the door so that our name is on the list. The actual process will not start until probably October. He will still have to come back to the board with the contract, hopefully at the July meeting.
- Senate Bill 1513 went through last session of Oregon Congress. It's regarding exemption of property taxes for surviving spouses of firefighters that lose their life in the line of duty. In order for it to take effect, each county has to pass an ordinance to make that happen. The Linn County Fire Chiefs signed a letter to the Linn County Commissioners asking them to support it. Chief is presenting the opportunity to the board to sign a letter of support for Senate Bill 1513. The County Commissioners are meeting quickly, he believes next week. Chief has a draft of a letter if the board is interested. The board discussed and all agreed they would be in favor of doing that. Chief stated he will get a letter ready for their signature.
- **Member King made a motion that the board of directors sign a letter in support of Linn County moving ahead with enforcement of Senate Bill 1513. Member Mercado 2<sup>nd</sup>, all in favor, motion carried.**
- Chief stated we will get the letter completed and collect signatures as soon as possible.
- Chief discussed the Chaplain position and its value to the district. Erin Nunes has been appointed as the Chaplain Coordinator. She has rewritten the job description for the Chaplain and is working on the SOG of how we use a Chaplain. Shortly we will begin advertising for one. Chief feels it takes the right person and the right fit for the district. We have already had some interest expressed from the ministerial community. He believes the program will work well for us.

- Member Schrader asked how many Lieutenants we have at the department. Chief said we have three positions, one is vacant. We created three more positions in the next fiscal year through the budgetary process. We also have the Recruitment and Retention Lieutenant, for a total of seven. Our current model operates with one Lieutenant in charge at Station 34. Once we promote, we will have a Lieutenant at Station 31 as well. Chief stated under the new scheme, they will rotate between stations, though that schedule has not been created yet.
- Member Schrader discussed the news he read in the paper regarding the Hwy 34 traffic corridor issues. Discussed the progress. He stated the letter the Chief's sent must have made some difference.
- Member King asked if there were any updates on the Master Plan. Chief stated he has seen the response and financial components in draft form, and they've gone back and forth on the language. They are still on track with the time schedule.
- Chief stated we've already had the first conflagration fire this season. It was in Geneva, Oregon. We sent one engine with three people and one Assistant Task Force Leader. They were there for two days. It is very early in the year to be going out on conflagrations

**OTHER AGENDA ITEMS**

- None

**ADJOURN REGULAR SESSION**

- Adjourn Regular Session at 6:25pm.

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Allen Forster, Board President

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Gordon Sletmoe, Fire Chief