

LEBANON FIRE DISTRICT
BOARD MEETING MINUTES
JULY 19, 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 JUNE 14, 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.

AGENDA ITEM #1 – ELECTION OF BOARD OFFICERS

- Member King proposed we re-elect the officers we currently have, unless anyone was opposed to it. The board discussed and agreed. Member Taylor 2nd, all in favor. Officers remain as Allen Forster, Board President; Michael Schrader, Vice President; Duane Taylor, Secretary/Treasurer.

AGENDA ITEM #2 – BADGE PINNING

- Chief Sletmoe gave a brief bio on our new employees, Trevor Daley, and Jacob Mellander, as well as each of our newly appointed Lieutenants, Nick Tyler, Erin Nunes, Brent Gaskey, and Brett Kibble. Chief Sletmoe stated he is proud of all of these individuals and he believes they will all do very well in their new positions. He performed the swearing in of the employees and their respective family members performed their pinnings.

AGENDA ITEM #3 – AMBULANCE REMOUNT CONTRACT

- Chief stated in the approved FY 16/17 budget, we budgeted for an ambulance remount. It's time for Unit #8. We wanted to get our place in line so we issued a letter of "intent to award" to Braun NW. We now have the contract for approval. The cost of the ambulance is \$136,804 as stated in the contract, then an additional \$1,325 for the performance bond, for a total of \$138,129.
- **Member King made a motion to approve the contract to purchase the ambulance remount. Member Schrader 2nd, all in favor, motion approved.**

AGENDA ITEM #4 – UNION ADDRESS THE BOARD

- Mike Maynard stated he is extremely proud of the group that we just promoted. He stated it was a hard testing process and the individuals that were promoted have earned it. He stated this is a very exciting time for us.

AGENDA ITEM #5 – VOLUNTEERS ADDRESS THE BOARD

- Nick Tyler informed the board that he included a report in their packet of the new volunteers and interns. We will be starting a new Fire & Life Safety Intern. One of our current interns will be moving to that position and we already have another intern to fill his vacancy. We are also going to start a tender operator volunteer program. The purpose of this program is to retain volunteers that may not have the time to commit to keeping up other certifications, but we can still use them to transport water when needed. We are also starting an investigation team, a rehab program, an explorer program, EMS only volunteers, Fire Corps, and administration/maintenance volunteers. The goal is to have a volunteer program that we can place any individual that wants to volunteer into.
- Nick informed the board about a sign trailer that they are using. We have some signs that are currently placed around the rural fire stations. President Forster stated he saw the sign in Lacombe and thought it was excellent. Nick stated they've been up about five days. We will leave them for a week and then move them around to other locations.
- Chief stated to expand on Fire Corps, the Fire Corps board will meet on August 3rd, to discuss dissolving Fire Corps. If that happens, as he anticipates it will, then LFD would take on the current Fire Corps members as LFD volunteers.
- Chief informed the board that we've been working with Brownsville Fire on a way to share student interns. They are exploring the idea of sharing three interns that would rotate through the Brownsville station. If we do that, we should then have 10 - 12 total interns. The goal is to have the program up and running by the fall term.
- President Forster commended Nick and the volunteers about the recent burn they did in the Lacombe area. He had quite a bit of positive feedback.
- Member Schrader asked if we could notify the board when we have live fire training so they can attend, if they'd like to.

AGENDA ITEM #6 – FIRE CHIEFS REPORT

- We are in the process of hiring two new full time employees and one limited duration which is 3 ½ years. We've given job offers to Kyle Kemper, and Adam Brinager. Kyle was in the limited duration position and will now be full time. Adam is going through the background check process right now. Nick Unruh, who was one of our Student Interns, will be placed into the limited duration position. All three of them are assets to our department and Chief anticipates they will all do well. We project to start them on July 25th. They will start with a two month academy.
- Medic 71 update. They are running calls right now. Those employees were hired on June 20th and they started running calls on July 5th. The program is doing exactly what we thought it would do and it's living up to its expectations. Up through yesterday, we've used them 25 times and Albany has used them 21 times. It's been a pretty balanced use. It's working out really well. Chief stated they are looking at the program hard to see if it's successful, and he believes it will be. If so, the intent is to expand it. Chief stated we have to let the stats develop for a while so we know if it's successful, but if it is, he sees the next expansion to be covering more hours. We need to figure out funding as well. We are currently funding at a very economical level. We intend to use them for the Willamette Country Music Festival coverage next month.

- Master Plan. Their deadline is July 31st and they hope to have the report to us a week early. We will go through it with them.
- Chief stated the new Lieutenants will be placed at Station 31. We currently have a Lieutenant at Station 34. With this configuration, it will increase the number of times we have a dedicated fire engine in service ready to respond. As well, 40 hours a week when Nick Tyler is here, we have two Lieutenants here at Station 31 so we can put two units out with qualified company officers on them.
- Update on Senate Bill 1513 that exempts property tax for the spouses of police/fire officers that were killed in the line of duty. Linn County Fire Chiefs and the board of directors both sent a letter of support for this bill to the County Commissioners. The Commissioners have decided not to advance that idea at this point. Chief stated he cannot speak for the Commissioners to answer why they made that decision and suggested if members have any questions/concerns, he recommends they contact the County Commissioners and inquire about it.
- Nick Tyler informed the board that one of our new interns is from Portland Community College. He heard about us through the internet/Facebook and said he was impressed with what we were doing here with the Intern program. He's driving back and forth to Portland.
- John Tacy stated we are starting a Firefighter academy. Shortly after that, we will have an academy for the new Lieutenants to go through.
- Chief informed the board that he wanted to look at the fiscal year we just closed out and figure out how we did. He clarified that he has done the math and didn't run it past the accountant. We took in \$200,000 more in tax revenue than we projected. We took in \$231,000 more in ambulance revenue than projected. In expenditures, we did not spend about \$215,000. We managed our money well. That money will remain in the bank for now. Our end of FY cash on hand was more than 4 million dollars. He has some creative and exciting ways to allocate that money which he'll discuss with the board later.
- Member Schrader stated the Medic 71 program is an awesome idea. The last month has been very busy. He said in watching the CAD, we have had excellent responses. He discussed a fire he recently witnessed, and stated we had an excellent response and the troops did a very good job.
- Member Schrader asked if they could see stats on responses. Chief said we can do that. Discussed the specifics of stats to look at. Chief stated all the items we're discussing are in the Master Plan. Discussed Effective Response Force. Chief stated when the Master Plan comes out it will contain recommendations pertaining to response. He recommends we start doing reporting based on those recommendations from the Master Plan. We also need to discuss this again around budget time to discuss where we best apply the extra \$400,000 we discussed earlier.
- Mike Maynard informed the board they are doing MDA again, and it will be on July 28th coinciding with the Oregon Jamboree. They will be downtown at the corners of Mega Foods and Safeway.

OTHER AGENDA ITEMS

- None

ADJOURN REGULAR SESSION

- Adjourn Regular Session at 6:25pm.

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Board Meeting Minutes
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Allen Forster, Board President

Gordon Sletmoe, Fire Chief