

LEBANON FIRE DISTRICT  
BOARD MEETING MINUTES  
OCTOBER 11, 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 Planning & Admin.  
 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 SEPTEMBER 13, 2016.

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

### CITIZEN COMMENTS

- None.

### PUBLIC HEARING FOR PUBLIC CONTRACTING RULES

- Open Public Hearing at 5:31pm.
- President Forster asked for any comments regarding the public contracting rules. There were none.

### CLOSE PUBLIC HEARING

- Close Public Hearing at 5:31pm.

### AGENDA ITEM #1 – RESOLUTION #06-16 OPTING OUT OF THE ATTORNEY GENERAL’S MODEL PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR THE LEBANON FIRE DISTRICT.

- Member King asked for the history of this. Chief Sletmoe informed the board about ORS public contracting laws and explained each agency can either follow the attorney generals model rules that are based on the ORS’s or each agency can adopt their own rules for the same laws. The reason you may want to adopt your own are that you can take exceptions from the AG’s model rules. The AG rules were first published in 2005. In 2006, LFD decided to adopt our own rules and we haven’t updated them since then. Currently our financial policy and state law don’t align because of changes that have been made; primarily the current law about minimum bid pricing. This resolution is an update to bring us up to date. This has gone through our attorney and they recommend we adopt these rules. Chief informed the board that as they sit tonight as the board, they are also considered the contract board, so the decision they make will be on both capacities.
- **Member King made a motion to adopt Resolution #06-16. Member Taylor 2<sup>nd</sup>, all in favor, motion approved.**
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### AGENDA ITEM #2 – RESOLUTION #07-16 TO DESIGNATE FUND 070 AS A RESERVE FUND.

- Chief Sletmoe informed the board that in our budget we have four funds. Fund 070 is a reserve fund and it was originally designed to be a reserve fund to set money aside for capital expenditures, some operational equipment, as well as future liabilities. That’s how it’s been used.

As part of going through the Master Plan, it appears that we have not officially adopted a Resolution to designate fund 070 as a Reserve Fund. This Resolution formalizes that intent. We will continue to use the fund as we have been.

- **Member Schrader made a motion to adopt Resolution # 07-16. Member Mercado 2<sup>nd</sup>, all in favor, motion approved.**

### **AGENDA ITEM #3 – ADOPTION OF EMERGENCY SERVICES MASTER PLAN**

- Member Forster stated we just went through the Master Plan and we need to make a motion to adopt it. Chief discussed with the board the Master Plan presentation from last month. The adoption of the plan formalizes the boards' approval of it, as well as giving the staff their marching orders. As well it gives direction for future staff and board to make decisions. As part of ESCI's presentation, they recommend that the District formally adopt the Master Plan, and Chief agrees with their recommendation. Discussed the recommendations ESCI made and how we need to address and prioritize them.
- Member King asked if the process was educational for the staff and if they'd recommend it. Chief Sipe stated it was very informational. Chief Sletmoe said their process was very cooperative and it was good in that it forced us to assess many areas that we may have otherwise put off or overlooked.
- Member Schrader asked if we were going to have annual updates on this and Chief responded we will. Discussed the strategic plan, which is the next step in the process. It will give us the specifics of how to get to the goals we've identified from the Master Plan. Chief stated the RFP is out for the Strategic Plan and it closes next week.
- **Member Mercado made a motion to adopt the Master Plan performed by ESCI. Member King 2<sup>nd</sup>, all in favor, motion approved.**

### **AGENDA ITEM #4 – VOLUNTEERS ADDRESS THE BOARD**

- Nick Tyler introduced Jamin Hooley who is an intern with us. He just graduated from DPSST's first Firefighter I & II Resident Academy. He gave a presentation to the board about the academy.
- Nick stated our current volunteer numbers are up to 55. He held interviews last week for more interns. We should have 13 by the end of the month.
- Member King asked if we would be sending more people to the academy that Jamin went to. Chief stated we would when we had opportunity. The down side of it is that you have to have 8 weeks to give to the program. The logical audience is student interns and volunteers. It's harder for volunteers due to the amount of time and the fact they're working other jobs. There is also a program through Linn-Benton Training Council which covers a lot of the same training, but their schedule is more conducive to volunteers. Nick discussed our Brownsville interns. He's had a lot of positive feedback on that program already.

### **AGENDA ITEM #5 – UNION ADDRESS THE BOARD**

- No items to discuss.

### **AGENDA ITEM # 6 –FIRE CHIEFS REPORT**

- This week is fire prevention week nationwide. We are doing numerous activities in the community. We are going into every 3<sup>rd</sup> grade classroom in the district to give them fire

prevention information and they're having a contest to win some prizes. The Democrat Herald has run an article about the downtown inspections that we're doing. In covering that project, the DH also asked about the Master Plan we just did. Chief is meeting with them tomorrow regarding an article about it.

- We got the AFG grant for the new ambulance. It's arrived and is in service running calls. We wouldn't have had it without the FEMA grant. It's a quality vehicle. Part of the stipulation of this grant is that we had to remove the ambulance that it's replacing, and it had to be removed from the fire service altogether. We sold it through OSU Procurement Services for \$6200 less some fees. Chief feels we got what it was worth. The winning bidder is from Lake Tahoe area and will use it for a Meals on Wheels program, so it's going for a good cause.
- Chief stated that one of the things identified in the Master Plan is an area of weakness in the way our front office is set up. He said it doesn't have to do with the staff but rather the way the position job duties do not overlap. We have an administrative assistant and an ambulance biller and their job duties do not overlap. If one is gone, their duties for the most part are not completed until they return, which can pose a liability for the district. We all know that Annette is retiring, so we're using the opportunity to do a couple things. We know we need to hire another ambulance biller and the other thing we need to address at this time is to take care of the overlap issue. Our intent is to take two job descriptions to the Civil Service. One of them is for an Office Administrator. Chief stated Dar is working above her current job description duties. He is going to reclassify her job description and add supervisory capabilities to it. She will be supervising the front office. We are going to do away with the Ambulance Billing Specialist position and hire another Administrative Assistant. That job description will include ambulance billing but it will also have some level of some of the duties Dar is currently doing, such as accounts payable, payroll, etc. We will advertise for the Administrative Assistant position shortly thereafter, with the intent of having someone in place March 1<sup>st</sup>. That will give us two months of overlap with Annette to train the new employee. Chief stated Dar's pay scale will be adjusted because there currently is not one for an Office Administrator. He has determined the pay scale with the same process as other positions, by doing comparables. That will become effective March 1<sup>st</sup>, the same time as the new hire.
- Chief stated he's going to Japan to visit his daughter on Oct 30 and returns Nov 17<sup>th</sup>. He typically keeps in contact while he's gone, but due to the distance and time zone difference, that will not be practical. He will formally name Chief Sipe as acting Fire Chief while he's gone. He wants to do that so we're not stacking everything up for three weeks. He stated he has absolute confidence in Ron and all of our Division Chiefs. He will miss the next board meeting.

**ADJOURN TO EXECUTIVE SESSION PER ORS 192.660(2)(f) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION.**

- Adjourn to Executive Session at 6:13.

**ADJOURN EXECUTIVE SESSION AND RECONVENE REGULAR SESSION**

- Adjourn Executive Session and Reconvene Regular Session at 7:14.

**OTHER AGENDA ITEMS**

- Member King stated that Willamette Valley Rehab Center has received an order to close their business. They are looking for opportunities for other organizations to use their space. Ideas may be using space for a training room during the day and having space available for other community events at other times. He is looking for ideas so if we have any need for space, please get back to him. They have 30,000 square feet. John Tacy stated DPSST offers their skid vehicle for training and it requires a large paved area for skid truck training. It has to be unencumbered. He will have to get exact measurements but he believes is approximately 600 x 600. They've had a hard time finding an area to bring that truck so if we can use the facility that would be great. Other surrounding departments could use it as well. Member King stated their plan is to have the business shut down within 90 days. Chief said we will consider it and get back to him.

**ADJOURN REGULAR SESSION**

- Adjourn Regular Session at 7:20 pm.

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Allen Forster, Board President

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Gordon Sletmoe, Fire Chief