

Colton Rural Fire Protection District #70
Meeting of the Board
November 8, 2011

*The meeting was called to order with the flag salute at 7:04 p.m.

BOARD MEMBERS PRESENT: Ivan Maluski, Jim Postlewait, Joyce Parker, Rex Rice,
Miranda Carroll

OTHERS PRESENT: Fire Chief Richard Beaudoin, Assistant Fire Chief Gary
Anderson, Jan Kaforski, Tim Behrens, Dennis Stafford, Cindy Fama, Ken Nelson

*Ivan Maluski mentioned that in the minutes from October's meeting Gary Anderson mentioned that if board members use their personal computers to receive district e-mails that their computers could become public property. Ivan didn't think this was technically accurate although that was what was said. Joyce Parker said on Page 3, 7th paragraph the "z" in front of Rex Rice's name needs to be removed. Joyce Parker made a motion to approve the minutes and Jim Postlewait seconded the motion. The motion carried by four yea votes from Directors Maluski, Postlewait, Parker and Rice. Miranda Carroll abstained from voting since she was not in attendance at the meeting.

***Public Comment:** Ken Nelson passed out research on a handbook put out by the Secretary of State on how local governments can handle e-mails. Ken said the information in the manual gives information on how to set up an e-mail policy for the District and how it should and shouldn't be used.

Ken asked if copies of policies to be discussed tonight are available for public viewing and if the Board adopted the policy on the fee schedule at a prior meeting. Ivan Maluski stated the fee schedule policy was adopted at the September meeting. Policies will be projected on a screen so the public can view what policy the board is discussing.

Ivan Maluski said the SDAO Best Practices needs to be filled out tonight since it is not on the agenda. It needs to be submitted no later than November 15th.

***Financial Report:** Assistant Fire Chief Gary Anderson reviewed the financial report. It was noted that tax money should start coming in by the end of the month. E-129 repair in the amount of \$4,900 with E-123 repair costs at \$2,000. E-129 repair was \$1,300 for backing into the rock during training. Since the deductible is \$1,000 this bill will not be submitted to the insurance company. Miranda Carroll asked why there has been a big jump in PERS. Gary said a phone call is in to PERS to determine why the estimation and the actual are different. Six pagers were purchased. Under Health and Safety Gary said the \$225 is his stipend for glasses. Special Projects was for stand-by meals and for lunch after show at the grade school during Fire Prevention Week.

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Gary Anderson reported when the budget is made out in March an estimate of the District's value and a swag is determined as what the growth will be which was \$292,235 in tax revenue coming in. A letter was just received from Clackamas County stating the District has been certified for \$303,544, \$11,000 more than anticipated.

Jim Postlewait made a motion to approve the Financial Report and Joyce Parker seconded the motion. The motion carried by unanimous vote of all board members present.

Jim Postlewait made a motion to approve the invoice from Oregon Fire Apparatus for E-129 in the amount of \$4,923 including repair of rock damage, safety inspection and alignment. Miranda Carroll seconded the motion and the motion carried by yeas of all board members except Director Rex who abstained since he just arrived at the meeting.

Jim Postlewait made a motion to approve expenditure for E-123 in the amount of \$2,607.31 to North Side Ford Truck. Rex Rice seconded the motion and the motion carried by unanimous vote of all board members present.

***Fire Chief's Report:** The monthly activity report was reviewed noting there were 27 calls during the month of October.

Approval has been received from the Homeland Security Grant in the amount of \$37,500 for MDTs and computer. Chief Beaudoin said this puts the District at a savings of over \$111,000 saved in goods and services over the last year. Chief Beaudoin's goal was \$100,000.

A training report should be received by the next board meeting including the officer's academy and what their training schedule is. The joint academy just took their final exams. There are two in district and one out of district firefighters coming out of that academy. The tactical guidelines should be available soon. The company officer program (shadow program) is going great.

Ivan Maluski asked if the District has met the two conditions stated on the Homeland Security Grant. Submittal of that information will need to be completed prior to getting the funds. Chief Beaudoin will deal with the two conditions.

***Fire Chief's Report, continued:** Ivan Maluski thanked everyone for the efforts on the grant. Chief Beaudoin said it was a team effort.

Miranda Carroll asked if the District will apply for the Safety Grant from SDAO to obtain lighting for the back parking lot. The Chief answered yes.

***Volunteer Association Report:** Everyone was reminded the awards banquet is being held on Saturday, November 12th.

Ivan Maluski said he wants to add a new category on the agenda called "In Progress", but still keep the "Old Business" and "New Business" category. Ivan said he wants to make sure that the board doesn't lose track of items that are being worked on. The board president and the chief will set up the agenda to make sure timeframes are accountable.

***Old Business:** Discussion followed on on-site fuel options. Assistant Chief Anderson said he has received quotes from Belco Manufacturing. They manufacture tanks one is 300 gallons for gasoline at a cost of \$815 and 360 gallon for diesel is \$892 including a 44" stand. The total cost could be \$1,700 to \$2,000, plus another \$100 for hose and nozzles. Discussion followed on placement a tracking system and security.

The alternative of learning how to use the computer at Clyde's Union may be difficult because Bob is having problems learning the computer system. The school is another alternative for getting fuel during off times. Chief Anderson thought the best solution is for the District to have their own source of fuel to cover the times when the local gas stations are closed. Jim Postlewait suggested moving forward with getting good figures on installing tanks on District property. Chief Anderson will bring more information to next month's meeting.

Ivan Maluski asked what the status is of the physician advisor. Chief Beaudoin said Molalla Fire District is still interviewing and they may piggyback with Clackamas District #1 until a new physician advisor is chosen and Colton can piggyback with Molalla. Costs to Colton are still a question. This topic will be put on December's agenda. Chief Beaudoin was asked to keep the board apprised on this situation.

Second reading of District Policy 101.1 – District Policy Procedures – Draft DP 101.1 submitted by Rex Rice gives the option of approving a policy with only one reading. Rex Rice thought this policy would be more efficient especially if a vote is unanimous then the policy can be adopted in a one-step process. Joyce Parker said it's best to stay with the two-step process.

***Old Business, continued:** Ivan Maluski read DP 101.1. Jim Postlewait made a motion to adopt the second reading of DP 101.1 and Rex Rice seconded the motion. Miranda Carroll, Joyce Parker and Ivan Maluski voted nay and Jim Postlewait and Rex Rice voted yea. The motion did not carry so the existing policy (two readings required) will remain in place.

Website update – Discussion followed on the website and alternatives Ivan Maluski asked if it would be appropriate for a board member to provide minutes and agendas from January 2011. Jan Kaforski said she is not sure if that is appropriate. Chief Beaudoin said we want to wait until the end of the year to determine what changes will be made. Discussion followed on posting minutes from January 2011 forward and posting a notice saying if someone wants minutes prior to January 2011 they can contact the office. Ivan Maluski said the hierarchy is of out date and asked that it be removed from the website.

Discussion followed on e-mail addresses for board members. Chief Beaudoin said there are five slots available from ColtonTel at colton.com for board members to use. Discussion followed on using the director number and that way that could always remain the same (cfd#1@colton.com). Ivan Maluski said he like to have this finalized at next month's board meeting. It was determine a vote was not necessary on this issue.

Board members reviewed SDAOs longevity credit agreement. Jan Kaforski explained that the insurance rate for property will be locked in for the next two years without being increased more than 5% per year. Plus the district will receive a check from SDAO in January 2012 and January 2013 in the amount of \$1,058. It's a good deal for the District and for SDAO. Miranda Carroll asked if other insurance quotes have ever been received as a comparison. Jan Kaforski said our agent with Wilson-Heirgood came in a few years ago with breakdowns of what the cost would be with other insurance companies and the best deal is with SDAO.

Ivan Maluski said currently there is no alternative quote and a decision needs to be made on the longevity credit tonight. Joyce Parker said to not do it without another plan leaves the District in a risky position.

Rex Rice made a motion to sign the SDAO longevity credit agreement. Joyce Parker seconded the motion. The motion carried by unanimous vote of all board members present. Ivan Maluski, board president, signed the document on behalf of the District.

***Old Business, continued:**

SDAO Better and Best Practices questionnaire was filled out by board members. This is a check list of board of director's responsibilities and best practices as a self-assessment. The form needs to be returned to SDAO by November 15, 2011. The form was filled out and it was determined that Joyce Parker and Miranda Carroll need to be provided a copy of ORS 198.457 and the statute that regulates the type of district represented. Also, the district does not have a formal policy relating to termination of employees without prior legal advice although prior practice of the board has been to contact legal for advice when considering employee termination. Chief Beaudoin said an SDAO representative will be contacted to conduct sexual harassment training.

Discussion followed on going out for a bond in 2012 and making patrons aware of this in as many ways as possible prior the voting. David Ulbricht will be contacted so a bond workshop with the board can be held or he will be asked to attend the December 13th board meeting. Having a meeting sooner rather than later was preferred. Chief Beaudoin will contact Mr. Ulbricht to determine timeframes that work for him. If a special meeting needs to be held 24 hours' notice will be given.

Miranda Carroll asked Chief Beaudoin if any quotes have been received on physicals for paid staff if not for volunteers. Since Dr. James is retiring he will not be able to conduct the physicals. Miranda said this is on-going since September. Chief Beaudoin said a company has been talked with to keep the inoculations current. Other issues have been higher priority lately.

Miranda Carroll asked if there is a policy on the high school program. Chief Beaudoin there is an old one in place, but a new set of SOGs is being worked on and that is a 500 page document. The tactical guidelines should be ready for review at next month's meeting.

Miranda asked about the sleeper program or intern programs and certain laws surrounding those programs and that there should be a policy in place on these. Chief Beaudoin said the interns are working as volunteers. They get nothing in return for being here so they fall under the guidelines of the volunteers. Miranda said if they are associated with a school program there should be guidelines they have to follow. Chief Beaudoin said they are actual firefighters not interns.

Discussion followed on the sleeper program. Chief Beaudoin said requirements for the sleeper program have been formulated (a copy was passed out to board members), but this program will not begin until January.

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***Old Business, continued:** Chief Beaudoin reminded board members that he is a 20 hour a week employee and he has been going over that amount to try to fulfill all of the obligations.

Miranda Carroll said a policy should be in place before implementing a program. Chief Beaudoin said the SOG should be ready for review at the December meeting. Rex Rice reminded board members that this is an operation and is under the Chief's control not the board. Miranda Carroll said "the chief has the right to approve appointments, promotions or demotions within the department and to help establish the job descriptions of all volunteer personnel subject to approval by the board of directors." Miranda said that is his job function but the board should be able to approve it. Joyce Parker said it is the board's role to review and know what the contents are so there is no board liability.

Chief Beaudoin said the sleeper SOG will be available at the December board meeting.

***New Business:** Discussion followed on the OFDDA/OFCA conference specifically earthquake risks, board responsibilities, rural bridges and on communication frequencies during emergencies. Board members Ivan Maluski, Rex Rice and Joyce Parker attended the conference and agreed it was worth the time.

Ivan Maluski said he found out there is funding available for seismic retrofitting from Oregon Office of Emergency Management. Miranda Carroll said we've missed two seismic grants and the first one everyone who applied got funds and the second one lots of people got money. Miranda said it's hard to tell community members that we're going to go for a bond but that we didn't apply for grants. Chief Beaudoin said if board members hear about this to let staff know. Miranda said Chief Beaudoin reported on the second grant and the first one Chief Anderson was supposed to apply for it but she didn't think that happened. Chief Beaudoin said there's a lot of man hours and research that goes into applying for grants and with one full time employee and one-half time employee and running three to four academies it's difficult to apply for every grant out there.

Ivan Maluski said when he finds out more information about grant deadlines he will pass that along to Chief Beaudoin. Miranda Carroll said community member, Don Newell from the Elwood area has lots of knowledge about emergency management grants, and he came to a board meeting and said if any help is needed is he is available. Don works for Marion County.

***New Business, continued:** First reading of DP 101 through DP 202.2. Policies reviewed were projected on screen for the benefit of the public.

Ivan Maluski gave background stating that these policies were reviewed by the board in March 2011. Any bold language is new language and any language striked out is to be deleted. All of these documents were reviewed 3/12/11 not revised.

DP 100 – Mission Statement – Miranda Carroll made a motion to take the change on this policy to second reading. Jim Postlewait seconded the motion. The motion carried by unanimous vote of all board members present.

DP 101.1 – District Policy Procedures has been voted on previously.

DP 101. 2 – Election Of Board Officers was reviewed.

DP 101.3 - Day, Place and time of Regular Board Meetings was reviewed with no changes.

DP 101.4 – Posting, publication and Advertising was reviewed with no changes.

DP 101.6 – Budget Committee or Director Members as Volunteer Firefighters – deleting language on a reference to Resolution 2005-01. Joyce Parker moved to send it to a second reading. Miranda Carroll seconded the motion and the motion carried by unanimous vote of all board members present.

DP 101.7 – Planning – Joyce Parker moved to send it to a second reading with amendments as shown. Jim Postlewait seconded the motion. Jim Postlewait, Rex Rice Joyce Parker and Ivan Maluski voted yea and Miranda Carroll voted nay. The motion carried.

Ken Nelson said the agenda does not reflect that all these policies will be discussed. Jan Kaforski said the dash between the policy numbers equals through. Rex Rice said the dash in his mind equals from here to here. Ivan Maluski said he thinks the procedure is okay because the policies are being presented in a public meeting and this is the first reading only.

DP 1018 – Agenda and Minutes – Ivan Maluski said there are no changes on this policy and to mark as reviewed. Ken Nelson said in the third paragraph who is the packet being sent to? Ivan Maluski suggested a proposed change to “in a packet made available to all board members prior to the board meeting”.

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***New Business, continued:** Miranda Carroll made a motion to send it a second reading with the proposed change. Jim Postlewait seconded the motion. The motion carried by unanimous vote of all board members present.

Chief Beaudoin asked board members how they would like to receive the SOGs. Ivan Maluski said disks would be fine. Joyce Parker said flash drives would be nice. Miranda Carroll said for board members to have the ability to review the SOGs and if there are any red flags, like this could be a liability in the future; we want to be able to have that say. The SOGs are a combination of policies from other fire districts but revised to apply to Colton Fire District.

*The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Joyce Parker
Secretary/Treasurer

