

COLTON RURAL FIRE PROTECTION DISTRICT #70
SPECIAL MEETING OF THE BOARD
JANUARY 31, 2012

*The special board meeting was called to order at 7:02 p.m. with the flag salute.

Board Members Present: Ivan Maluski, Jim Postlewait, Joyce Parker, Rex Rice, Miranda Carroll

Others Present: Acting Fire Chief Gary Anderson, William Lee, Ken Nelson, Cindy Fama

*Ivan Maluski stated the special board meeting is being held to discuss long-range planning ideas and to set timelines for establishing the District's strategic plan. This relates to District Policy 101.7 that states the Board will develop and maintain a capital equipment plan for a ten-year period and provide a one year and a five year long range plan for the betterment of fire prevention and fire protection in the Fire District.

Joyce Parker discussed Clackamas Fire District 1 and Wolf Creek Fire District's long range plans that she thought were interesting especially Clackamas 1's apparatus/vehicle plan.

Ivan Maluski outlined six board categories for discussion and the list was expanded, as follows:

1. Infrastructure – Buildings and equipment – new station, Elwood, repair of equipment, new equipment
2. Training and Certification – where ideally vs. where at now – training standards, benchmarks and requirements, minimum number of paramedics
3. Communications – internal and external and standardizing - external = community relations and education, newsletter, reverse 911; internal = standardizing protocols for communications between board and staff, discipline
4. Personnel – ideally vs. now – optimal number of volunteers, staff hours and number of officers; meet department needs with existing staff especially the officer core
5. Funding – including grants and bonds – apply for grants by identifying major needs; bonds are for capital purchases up to 15 years and levies are for operating expenses with a five year cap
6. Relationships with other fire districts – sharing resources, mutual aid relationships, mergers, consolidation, joint training. Discussion followed on mergers and consolidations that are monetarily driven and identifying the warning signs that make it necessary to provide what is best for the community; contracted services

Rex Rice said all of the above are good ideas, but he thought the first thing to identify is where the District is currently with facilities, equipment, personnel, and training and how that relates to what's being done right now by looking at the current budget to see how well the money is being used.

Rex also said information needs to be gained from the community about their wants and needs and how they see the department so the real issues can be focused on.

Jim Postlewait said he was impressed with Wolf Creek's questionnaire for board members, the fire chief and the community and using a survey would be a way to gain insight.

Action steps in the next process were discussed as follows:

1. Community survey questions and how to distribute - leave room for community feedback; conduct a telephone survey. The Wolf Creek model has five questions which are general and not that specific. Discussion followed on several surveys being done over time.
2. Timelines - discussion followed on the budget calendar and how to proceed with getting the strategic plan in place to structure the next budget. The budget committee meeting is May 8th when the draft budget is looked at. Discussion followed on the survey being out for at least a month to get considerable input. Ivan suggested having a draft survey document prepared for review at the February 14th board meeting. Input could be solicited for the March 13th board meeting where discussion can be held. A draft strategic plan could be prepared by the April 10th board meeting. Between the March 13th and the April 10th board meeting a special meeting can be held with the intent of getting community input on the draft document. Chief Anderson told board members he's been through this process before and not to get discouraged if the timeline takes longer than anticipated in order to provide a good product.

A special board meeting will be held on February 28th, 7 p.m. to focus on long-range planning.

Cindy Fama asked if the board currently makes up the long-range planning committee. Ivan Maluski said the board is trying to be hands on and with the survey that will provide a wide range of input to determine if something is missing. At some point a committee may be appointed. Cindy Fama asked if she could talk with Chief Anderson about the reverse 911 and she was told yes she could contact Chief Anderson on that issue.

Ivan thought volunteer and board input should be available at the Feb. 28th meeting to discuss.

3. For the Feb. 28th special meeting, Chief Anderson was asked to produce an information sheet on the status of the District's equipment (to include vehicles, SCBAs and medical) including age, projected life, condition and projected replacement. Training - where at now and what is planned in the future and goals of the training program including a current volunteer roster and current certifications. Outline of current staff expenses by position and upcoming retirement potentials. Discussion followed on the ISO ratings. Chief Anderson said he is going to call the ISO agent to find out why no report has been received from them to date. Discussion followed on the PERS rate increasing significantly. Chief Anderson said he and Jan will be taking a ½ day class on PERS calculations.

4. Discussion followed on preparing a draft survey before the Feb. 14th meeting. Miranda Carroll volunteered to prepare the draft and e-mailing it to board members for review. Discussion on the draft will be held at the Feb. 14th meeting and finalized at the Feb. 28th special meeting. Ivan Maluski volunteered to find out how much it would cost to have a survey conducted by an outside source.

***Public Comment:** Bill Lee said he is part of the community and thought he would come down and find out what is happening. Mr. Lee pointed out that only one person at the meeting introduced themselves to him. Ivan Maluski thanked Mr. Lee for coming to the meeting.

Ken Nelson said he was disappointed that so few people were in attendance and he hopes the community is not losing interest. Ken encouraged the Board to make sure information is gotten out to the public so they can be a part of the long range planning discussion. He agreed with Rex Rice that the first step is to determine where the department is currently. Ken said there is no point in going out for a bond issue for a new building if you know that down the road people are not going to buy into it. Mr. Nelson said the lights are out on the reader board and that may be why more people aren't at the meeting tonight. He said he knows there are people out there who are interested.

Rex Rice said the Board needs to realize they serve the community and community input is necessary.

*The meeting adjourned at 8:30 p.m.

Respectfully submitted,

/s/Joyce Parker 2/14/12

Joyce Parker, Secretary/Treasurer