



April 20, 2010 Minutes of the Board of Directors of the Sisters-Camp Sherman  
Rural Fire Protection District – Administration Building

President David Elliott called the meeting to order immediately following the budget committee meeting at 6:04 p.m. Directors attending: Peter Storton, Chuck Newport, Don Boyd and Al McKenzie. Staff attending: Chiefs Robertson, Enoch and Karjala, Admin Houck and Captain Lovegren. No public attended.

No Association report was received.

Consent agenda: **unanimously approved** March 16<sup>th</sup> and April 7, 2010 minutes together with all bank statements, reconciliations, financial and ambulance reports. Motion Director McKenzie, second Director Newport.

**Unanimously approved Resolutions:**

2009-2010-014 Expenditure of Equipment Reserve Funds \$4,200. Motion Director Storton, second Director Boyd.

2009-2010-015 Increase general fund capital outlay appropriation from transfer appropriation in the amount of \$27,000.00. Motion Director Newport, second Director Boyd.

2009-2010-016 Expenditure of Equipment Reserve funds \$5,350. Motion Director Boyd, second Director McKenzie.

**Administration:**

Items a) and b) placed on agenda by mistake no discussion held.

c) Promotion/policy change – allows Assistant Fire Chief Ken Enoch and Division Chief Ryan Karjala promotion to Deputy Chief's position. Salary schedule would change from Assistant Fire Chief to Deputy Chief. Chief Karjala's placement on that pay scale would reflect his current salary. No increase in salary is scheduled with these promotions. Chief Robertson proposes Chief Enoch change from

operations to Deputy Chief Administration and Chief Karjala to Deputy Chief Operations. Chief Robertson is placing Chief Karjala in a mentoring position.

Director Elliott asks Chief Enoch and Karjala if they have any comments. Chief Karjala replies no. No reply from Chief Enoch.

Director Storton questions how this affects morale: a) Chief Enoch has been here several years with Chief Karjala only 3 years and being placed on the same salary schedule. He also is concerned since Chief Karjala had just approached the board requesting a \$12,000 increase in annual salary as equity, because since his initial hire he had assumed many additional responsibilities. Now he is accepting even more responsibility and again without a salary increase. Chief Robertson explains there is not a salary increase with these changes and Chief Karjala has agreed to accept the changes without a salary increase. Director Storton is concerned that after asking for an increase without success and to increase responsibilities without reward might encourage discontent. Chief Karjala says he is amenable to the change and realizes there is no salary increase at this time.

Director Storton questions if this switch is standard in other fire departments. Chief Robertson replies there are a number of organizational structures but the proposed model is very common. Chief Robertson requests the board to approve the proposed organizational structure whether or not they approve the change in duties. Director Storton questions who is then in charge of the fire district in the Fire Chief's absence. Chief Robertson replies Chief Enoch and Karjala are both equal and either may act in charge. Director Storton is concerned about the ratio of Chiefs to career personnel, and we may be attempting to be bigger than we actually are. He has concerns Chief Enoch and Karjala will be on equal terms because Chief Enoch has a long tenure with the district and Chief Karjala a much shorter period of time. Director Storton wonders how it balances and plays with the psychology within the department, especially with a major difference in tenure.

Chief Robertson asks the Board what they want from their personnel. Is it the Board's desire to nurture personnel and assume leadership roles or have them remain in their current positions without advancement? Director McKenzie says the Board hired the Fire Chief to make these types of decisions regarding district operations. Director Storton believes it is the board's responsibility to assure the district operates efficiently. Director Storton: we are approving a budget with no raises and no cost of living increases. We have three chiefs and a fire marshal. With no building in the area the fire marshal position is not very busy. He is concerned with the financial aspects to the district. Chief Robertson says he recognizes and has some solutions to the problems. The fire marshal position may

have a change of assignment within the structure of the organization. Chief wants to keep staff motivated. Chief Karjala: does not have an issue in not receiving a salary increase with the Deputy Chief promotion. What is most important is the district continues to run smoothly. Chief Enoch: moving Chief Karjala to Deputy Chief is a developmental step and needs this important process to succeed. Chief Karjala could possibly be Chief Robertson and/or Chief Enoch's successor. Chief Enoch's opinion is Chief Karjala will do a great job.

Director Storton has additional questions. Chief Robertson says he is happy to answer any question. Director McKenzie is adamant that the change in duties and promotions are operational and not a board decision. Director Storton is stating his opinion that he is not voting against the organization structure or positions; but has questions and believes at times the Board does not ask all of the right questions. Director McKenzie: he too had the same questions, but received answers in an earlier meeting with the Fire Chief.

**Unanimously approve** the revised structure of two deputy chief positions in the organizational chart. Motion Director McKenzie, second Director Boyd.

Chief Robertson made a pledge to the Board the new structure/organizational change will work. Chief Robertson desires to assign Administrative duties to Chief Enoch and Operational duties to Chief Karjala. Chief presents and asks Directors to review the new job descriptions for the Deputy Chief positions. Chief Robertson, Enoch and Karjala have reviewed and participated in the content of the descriptions. Chief Robertson believes both Chief Enoch and Karjala will learn from the change and will make the transition happen.

**Unanimously approve** the proposed Deputy Chief Description and change of duty assignments with Ken Enoch Deputy Chief Administration and Ryan Karjala Deputy Chief Operations. Motion Director Newport, second Director Boyd.

Chief Robertson acknowledges there will be bumps during the transitional change. Chief Robertson: he will make the change work; the official change of duties and rank begins May 1<sup>st</sup>.

Future Retirements: Board received estimated retirement dates for current full time personnel.

Building: Chief Robertson and Director Newport have worked consistently on the flooring and roof issues. The contractor is not responsive. Although we retain \$30,000 plus the contractor does not seem to be interested in receiving the funds.

We do not have retainage funds with the architects and while the Chief continues to call, believes it is a run around. Because of continuing ADA issues, the District has not received an occupancy permit from the City.

Fire Chief Report: Financial advisor David Ulbricht who the District hired during the general obligation bond process, it set to meet with Chief Officers April 29<sup>th</sup> at 10 a.m. Topics: varied financial and lease options available to fire district. Directors Storton and Newport asked to attend.

Chief Enoch and volunteer member Liz McKittrick completed and received a 2010 AFG Grant Award of \$115,485. Our 5% match share is \$5745.00. The grant funds are to upgrade our SCBA equipment.

Repeater: Chief Robertson informs Directors the Volunteer Association approved a \$2,500 donation to assist in purchasing the repeater. Directors very thankful and will send written thank you to Association.

Smoking compliance: There is no smoking in fire district/public buildings. Chief Robertson asks Directors their preference: no smoking 10' feet from public building or the entire block. Board requests no smoking for the entire block. Chief will have signage completed and posted.

Ambulance billing procedures: Chief Enoch is drafting new policy regarding ambulance billing. One of the crucial items deals with hardship. The District must be careful not to discriminate. We are following the same criteria as used by the hospital. The hospital does grant hardships in varying amounts. When we are approached for a hardship/write-off, part of the process is to request a copy of the hospital's hardship determination. Board will review draft for next month meeting.

OR-OSHA email: Chief Robertson reports the fire district passed our first OSHA inspection with flying colors and no fines. He specifically thanks Chiefs Enoch and Karjala and the entire staff.

No questions or comments on activity or personnel response sheet.

No further business discussed; the meeting adjourns at 6:50 p.m.

Respectfully submitted,