



July 20, 2009 Minutes of the Board of Directors of the Sisters-Camp Sherman Rural Fire Protection District – Administrative Office – 4:00 p.m.

Staff attendance: Chiefs Robertson and Enoch, Captain Brown and Admin Houck. Public attending (board members not sworn in): Dave Elliott, Peter Storton, Don Boyd and late to the meeting Al McKenzie.

Vice-President Chuck Newport called the meeting to order and administered the Oath of Office to Dave Elliott, Peter Storton, Don Boyd and Al McKenzie. Chuck Newport remains as Vice-President and received nominations for election of Officers.

**Unanimously approved:**

President: Dave Elliott – motion by Newport, second by Boyd

Sec/Treasurer: Peter Storton – motion by Elliott, second by Boyd

No association report received.

**Unanimously approved Consent Agenda** motion Director Storton, second Director Newport.

**Unanimously approved Resolutions:**

2008-2009-047 motion Director Storton, second Director Newport

2008-2009-048 motion Director Storton, second Director Boyd

2009-2010-001 motion Director Boyd, second Director Newport

**Administration:**

**Building/construction update:** Chiefs Robertson and Enoch, Captain Brown and Director Newport met with architect Jeff Bringenberg and Woodburn Construction owner Terry Withers reviewing punch list and performing a walkthrough of the building and grounds. Priorities are: roof repair, upstairs flooring and bio swales. Captain Brown is, and has been, very conscientious in finding and tracking items for the punch list. Director Newport felt the meeting went well. Next Thursday is scheduled for a meeting with Terry Withers and structural engineer inspecting roof and flooring to determine if contract was followed and responsible party for repairs. Bio swales: City now states a fence would be a liability. We will not proceed with addressing the problem until standing water problem is resolved. The standing water in bio swales does not decline and discovered that the city's catch basin in street was also filled. Tested our water

system and did not discover a leak. It is possible the City has a leak in the main. The District will discuss with the City.

**Policy Change for Bill Paying Procedure:** Informed Directors that Bank of Cascades will charge a fee if our bank balance falls under a certain amount because we require them to visibly determine if we have two signatures on each check. Staff recommends releasing the bank's two signature requirements, but maintain the two signature requirements for our in-house policy. After discussion, the Board,

**Unanimously approves** the proposed changed to Bill Paying Procedures eliminating the two signature requirement from the banking institution, but maintaining the two signature requirement for the District. Motion Director McKenzie second Director Newport.

**US Bank Visa:** US Bank visa is a no fee card and issues credit cards with district and staff name embossed. Easier to track who is purchasing and allows the District to continue business if a card is lost or stolen. Board President and Secretary/Treasurer will sign US Bank Visa documents.

**Fire Chief Report:** Thanked Chief Enoch who represented the department during the Black Butte II fire so professionally. Discussed the 1978 Ford water tender from Camp Sherman. Vehicle is grossly overweight and a liability. Chief Enoch met with an outside appraiser of vehicle who states it does not meet the criteria/specifications to be used as a fire fighting vehicle for USFS contractors. He estimated vehicle's worth at approximately \$4,000. However the pump needs to be replaced with estimated repair at \$6,500. Christian Life is interested in the vehicle if it is a donation. Another option might be the Oregon Volunteer Firefighter Association surplus equipment program. However, we would have to transport the vehicle over the mountain and Chief does not recommend this. The Board,

**RESOLVED unanimously** to declare the 1978 Ford water tender as surplus and authorized the Fire Chief to utilize the most reasonable process of disposal. Motion Director Newport, second Director Boyd.

Question arose regarding replacement. Chief replies inventory includes 3 vehicles of this type and we are adequately staffed.

**Other Business:** Director Elliott informs members his working hours have changed and he is not yet aware of his set hours or days off. Directors mention they are flexible and are not opposed to earlier meetings including morning meetings.

No further business discussed and the meeting adjourned at 4:45 p.m.

Respectfully submitted,