

June 19, 2007 Minutes of Budget Hearing
June 19, 2007 Minutes of Regular Board of Directors Meeting of the
Sisters-Camp Sherman Rural Fire Protection District – Sisters Fire Hall

President Dave Elliott called the budget hearing open at 5:00 p.m. Directors attending: Peter Storton and Dave Blann. Directors absent: Channing Cathcart and Chuck Newport. Staff attending: Chiefs Robertson and Enoch, admin Houck, Captain Thornton Brown and Fire-medic Jeremy Storton. Public attending: Paulette Oliver and John Gerke.

Chief Robertson read a statement acknowledging that the Capital Project Fund was inadvertently left off forms LB1 and LB2. Both forms were distributed to members and were included in the budget submitted to the Board. Chief Robertson presented written changes to the budget that included the Budget Committee's recommendations, spelling and addition corrections and noting the increase of interest from \$40,000 to \$80,000 in the Capital Project Fund. After discussion, the Board,

RESOLVED unanimously to make appropriations in the amount of \$7,177,076.00; impose the tax of \$2.7317 of assessed value for operations; and \$206,000 for bonds; and Categorized the Tax with general government limitation in general fund \$2.7317/\$1,000.00; and excluded from limitation: Debt Service Fund \$206,000. Motion Storton, second Blann.

President Elliott closed the public hearing at 5:03 p.m.

At this time the Board broke for dinner and to receive educational board training, including a copy of Oregon Government Standards and Practices Laws, presented by Wilson-Heirgood & Associates with Paulette Oliver.

President Elliott re-opened the regular board meeting at 6:08 p.m.

Minutes of May 15, 2007 Budget Committee and Board of Directors meeting unanimously approved. Motion Blann, second Storton.

A through C: Fiscal reports, checks 7835 Motorola \$4030.00; #7840 Pilchworks \$1,490.00; #7843 SeaWestern \$4,003.00; bank statements and reconciliations unanimously approved as submitted. Motion Blann, second Storton.

D: The following 2006-2007 Resolutions were unanimously approved:

046 Peck, Smiley, et al \$17,518.20 – Motion Storton, second Blann

047 Buckstop \$1,399.00 – Motion Blann, second Storton

048 Transfer multiple ambulance equipment fees to Equipment Reserve – Motion Blann, second Storton

049 City of Sisters \$500.00 – Motion Storton, second Blann

050 LOSAP \$18,000 – Motion Blann, second Storton

051 Budgeted transfers to Employment Fund \$21,100; Building Fund \$110,000 and Equipment Fund \$1,000
Motion Storton, second Blann

052 Equipment Fund \$191.00; Employment Fund \$4408.00; and Technology Fund \$6,000 matching Security
Grant – Motion Blann, second Storton

054 Peck, Smiley, et al \$2,672.12 – Motion Storton, second Blann

055 Ward Diesel \$8674.00; Boundtree \$412.25 – Motion Storton, second Blann

056 Cascade Fire Equipment \$23,989.00; Auto Additions \$750.00; and Spill Kit \$26.54
Motion Storton, second Blann

057 Bond Reserve Funds: Sisters Rental \$78.00; Jeff May \$169.92; Wedbush/Morgan \$529; and
Lazy Z Transport \$1,515.00 – Motion Blann, second Storton.

E: Possible Bid Award deferred to Fire Chief Report.

6. Personal Services Contracts: Special District Association of Oregon informed us that not all criteria were met for Independent Contractor rules. Prior structure assessment contracts are voided and if necessary, personnel will become temporary seasonal employees with wages being reimbursed by structure assessment grant.

7. Activity reports were presented with no comment.

8. Fire Chief report:

Sleeper house is scheduled to be removed on June 20th at 8:00 a.m. Chief reported department member's volunteer labors during demolition saved the District thousands of dollars. Chief distributed Certificates of Appreciation to everyone, with two gift certificates and one scanner being purchased.

Bid Status: The opening went well with four (4) bidders attending. Chief reiterated that base bids and alternatives must be reviewed carefully to determine low bid. One submitter did not bid the windows. The Board, **RESOLVED unanimously to accept Woodburn Construction as apparent low bidder.** Motion Blann, second Storton.

Chief presented letter dated June 18th to Directors regarding 701 construction project and analysis of available revenue. He also presented Director Newport's letter dated June 15, 2007. Chief recommends Directors to carefully review all documents. At this time he does not feel we are ready to make a decision. A framing subcontractor wrote a letter of protest. Attorney Ken Jones is reviewing the challenge; we will wait for his opinion. Chief pointed out projected interest revenue is \$50,000. The Bank of The Cascades felt that was low. After talking with them, we are hoping to receive at least \$70,000 of interest over the year. Revenue of \$3,691,536.18 is very accurate and if anything low.

Cost analysis presented shows a 5% contingency (\$170,000). Base bid \$3,746,850. District is planning for elevator although there are other opinions that may consider a lift. A decision on elevator vs. lift must be made before awarding bid. Pivot gate vs. swing/rolling gate. Director Newport proposed the pivot gate but as stated in his letter, is not something that must be.

Option recommendations listed in the letter were in order of preference of the building Committee, Fire Chief and Director Newport. The \$37,000 cost of the generator could be cut, and purchased in the 08-09 fiscal year. Current generator could be utilized for limited functions in case of emergency. Director Blann wants assurance, in writing, the building could operate as an emergency operation center and that the building must be capable to perform this function. Chief Robertson and Enoch are both comfortable with waiting to purchase a generator.

Chief informed directors that we have worked hard on the options and that the final choice rests with the Board. The Fire Chief said he would support the board's decision.

The Board called a special meeting for Tuesday, June 26th at 5:00 p.m. to discuss the contract and bid award. Notices will be posted.

Director Storton questioned about future building needs. Chief assured other stations were in excellent condition. Chief informed Board that we have yet to receive a ruling from DEQ. The architects have assured the designs meet the requirements. Director Storton is concerned regarding unforeseen occurrences and economics. Chief replies there is still an \$80,000 contingency that could be used as a last resort. We could make adjustments, postpone equipment purchasing, etc. Director Storton mentioned capping and looking closer at expenditures.

Discussed the cultural stone veneer. This is part of urban renewal. If cut from the cost, we will also lose urban renewal dollars. Chief reports the architects are not receiving information from the City regarding system development charges. Director Elliott will meet with the City to obtain costs. Furnishings are being reviewed for offices and beds.

Chief informed Board that without the pro bono work from district members, the District would have lost a big item. Fire Chief believes that because of the scrutiny of the building committee, change orders will be very low. Director Storton questioned if we have a project manager. Chief said he would act as project manager.

No volunteer report was submitted; Chief feels everything is good with them.

No other business discussed. The meeting adjourned at 7:20 p.m.

Respectfully submitted,