



March 17, 2009 – Minutes of the Board of Directors Meeting of the Sisters-Camp Sherman Rural Fire Protection District – Sisters Admin Building

President Dave Elliott called the meeting to order at 5:00 p.m. Directors attending: Peter Storton, Chuck Newport, Don Boyd and Al McKenzie. Staff attending: Chiefs Robertson and Enoch and Admin Houck. Volunteers attending: Liz McKittrick.

Deleted: Public

No public comments received.

Liz McKittrick presented Association report: Award dinner very successful with huge turnout. Association received a new quilt and axe presented by Brett Miller. Tate and Tate catered and the food was excellent. Easter approaching we have 6,000 eggs to distribute. March 30th is the 5th Monday barbecue and movie night. All members and directors are invited to attend.

Consent Agenda: Unanimously approved:

February 17, 2009 minutes, motion Director Storton, second Director Newport.

Resolutions:

2008-2009-33 Motion Director Storton, second Director McKenzie

2008-2009-34 Motion Director Newport, second Director Boyd

2008-2009-35 Motion Director McKenzie, second Director Newport

2008-2009-36 Motion Director Storton, second Director Newport

Discussion regarding resolution 36 and the release of retainage funds in the amount of \$21,211.25. Director Boyd recalled February meeting consensus was not to release retainage funds until completion and that holding retainage will allow the District additional leverage to have the work completed. Both Chief Robertson and Director Newport believe the amount being asked to release is for work that is completed and by retaining \$60,000 still allows for adequate leverage and funds to have the work completed. Directors Storton, Newport and Elliott believe we must continue to show good faith especially if the situation digresses to mediation, etc. Director Boyd believes we are the ones showing good faith as we have followed the contract and that it is Woodburn Construction that is not following the contract. Chief also informs that subs are contacting Woodburn for payment and Woodburn is stating they are not getting paid because we are not releasing retainage. Although we do not know who Woodburn has paid, it is not our fault the subs are not getting paid for their services and we are to direct the calls back to Woodburn construction.

Administration: Budget Committee member: Director Newport will contact Laurence Dyer. He has considerable experience. The Board,

RESOLVED unanimously, if he accepts, to appoint Laurence Dyer to complete the open budget member's term that expires in 2010. Motion Director Storton, second Director Boyd.

Budget Calendar revision selecting April 21st at the budget committee meeting date was unanimously accepted by the Board.

2009-2010 salary comparison was discussed as presented. Chief Robertson discussed the current economic climate now facing us. Budget staff worked hard and looked at all variables and could recommend using the current salary schedule budget for step increases but no cost of living. This was made possible by deferring the

purchase of personal protective equipment (turnouts) and by administrative staff accepting responsibility of administration office maintenance. Chief presented a synopsis of the proposed budget and included a draft budget.

Director Storton liked the synopsis report but took issue with two items: 1) disliked statement that step increases could be taken back in the 2010-2011 budget; and 2) does not like administrative staff doing building maintenance. He is very concerned about member's morale and feels we initially didn't realize the time, effort and cost of maintaining the facility. He asks if Chief is still considering a part time person. Chief explained we did run the numbers as the person would be responsible for cleaning, landscaping and windows. However it would consume too many hours and would require us to pay benefits. Director Boyd believes allowing step increases would keep morale up. Chief Enoch also explained the cleaning expense moneys were kept in the budget if we needed them. Director Elliott felt we had become a spoiled district as we had never previously had to consider such measures but feels we are still doing well.

Building Update: Discussed previously. Chief and Director Newport continue to work diligently.

Sick Leave Donation/Gift Policy: Directors reviewed proposed policy. This affects administrative personnel only. As we have only a small pool to draw from it will not affect district costs. After discussion, the Board,

RESOLVED unanimously and approved the proposed sick leave donation/gift policy as presented.

Motion Director Newport, second Director McKenzie.

Fire Chief Report: No questions on call activity report.

We previously signed an agreement with Cameron cleaning for building maintenance. With budget constraints we have decided to keep the contract for two months before terminating. Director Storton is very concerned and would like the contract to remain in effect. Director Elliott asks for a motion;

RESOLVED to terminate contract for cleaning administrative office; motion Director McKenzie, second Director Boyd. Directors McKenzie, Boyd, Elliott and Newport are ayes. Director Storton is nay.

Discussion ensued regarding staff workload and morale. Chief Enoch explained we wanted to keep morale up for the line crew and therefore, they were not asked to accept additional workload by doing cleaning in the administrative offices. Chief Enoch explained that all administrative staff agreed that in the particular economic climate we find ourselves in, they did not want to expend moneys for this project and accepted responsibility for keeping their own offices clean. All will pitch in and specifically mentions this includes Chief Officers. Director Storton is very concerned. He reports he is hearing there is a general feeling of a loss of morale due to such enormous workloads and there is a feeling of intimidation if comments were to be made to Chief Officers. Chief Robertson responds with his concerns of hearing people are intimidated. He does not believe this is so, that he maintains an open door, has always questioned how personnel are doing. He requests when Directors hear such comments they direct the person to contact the Fire Chief.

Jan Liming: Admin Houck will be taking a medical leave. Jan Liming was offered and has agreed to fill-in in the front office assisting Admin Spor. Jan Liming is very qualified and will be paid off the salary schedule at \$15.74 per hour. The position will be covered by the Employment Reserve and will utilize the funds saved from the termination of the cleaning contract.

New Vehicle: The department is accepting a new 6X we received through state surplus. It is a 94 with 6,000 miles. We will outfit and paint next year.

Past Director Chan Cathcart: Is not doing well but is home and is accepting visitors.

HIPAA: Reminder to Directors of privacy rules and the need to continue to be careful in conversations. Because of these rules itemized documentation for employees for insurance reimbursements will no longer be attached.

Enterprise Zone: Director Elliott states this is just like urban renewal where the Fire District does not have any influence.

No further business discussed and the meeting adjourned at 6:20 p.m.

Respectfully submitted,