



Sisters-Camp Sherman Rural Fire Protection District
“Protecting Life and Property through Quality Service”

Minutes of the May 19, 2009 Board of Directors Meeting and Budget Hearing of the
Sisters-Camp Sherman Rural Fire Protection District

Board President Dave Elliott called the meeting to order and opened the Budget Hearing at 5:02 p.m. Directors attending: Peter Storton, Don Boyd, Chuck Newport and Al McKenzie. Staff attending: Julie Spor, Chief Robertson, Chief Enoch, Captain Ast, Captain Brown. Volunteer President Jeff Liming and Black Butte RFPD Budget Committee Member Roger.

No comments were received regarding the 2009-2010 Budget and potential conflicts of interest were declared by the following Board members: Chuck Newport whose son is a volunteer with the department, Peter Storton whose son is an employee for the department and Don Boyd whose employer does business with the department. A minor change to the debt service fund Beginning Fund Balance was reviewed with no comments.

RESOLUTION 2008-2009-041 unanimously approved. Imposing and Categorizing taxes for the District as follows: (1) General Fund at the rate per \$1,000 of assessed value of \$2.7317 for operations; and (2) Debt Service Fund in the amount of \$192,000 for bonds. Motion by Director Newport, second Director Storton.

Board President Elliott closed the Budget Hearing at 5:07 p.m.

Volunteer President Jeff Liming gave the Association report:

- Thanks for continued support of the Association. Reminded Directors that there is no separation of career and volunteers and that all are a part of the Association.
- Chief Enoch is assigning personnel for Rodeo coverage and they are working together on parade participation. Invited all to be a part of the parade.
- Quilt show activities are coming up.
- Funded 7 - \$750 scholarships for graduating SHS students this year. Received 30 applicants and we had a great committee to review them. Working on strengthening our application process for next year.
- Director Newport asked about numbers of association members who staff rodeo and quilt show activities and President Liming approximated 16-20 for rodeo and 20 for quilt show.

Consent Agenda: unanimously approved –

- April 21, 2009 Board meeting and Budget meeting minutes, financials, bank statements/reconciliations, check register, operating fund summaries and ambulance report. Chief Robertson noted that we are right where we told the Board we would be at with Revenue to date. Motion by Director Newport, second Director McKenzie.

Resolution & Reserve Fund Expenditures: Unanimously approved-

- 2008-2009-042 Employment Fund, last payment to Cameron Building Maintenance on administrative offices cleaning contract. Motion by Director Storton, second Director Boyd.
- 2008-2009-043 Equipment Reserve Fund, Visa bill for Boyce Equipment, new cab for 6x6. Motion by Director Newport, second Director McKenzie.
- 2008-2009-044 Retainage Account. Partial release of retainage funds to Woodburn Construction. Chief Robertson just received this request yesterday from the architect. Chief, Director Newport and Captain Brown reviewed the request and checked off those items they were comfortable releasing retainage funds for. He also noted that we are still holding back approximately \$30,000 on some of the other major issues and those funds will cover the repair of those items if Woodburn does not complete them. Motion by Director McKenzie, second Director Newport.

Administration-

- 48/96 Schedule – Chief Robertson said we had a good presentation last month from the career staff on this schedule. Chief hasn't found any significant problems with the schedule. Staff will be watching a few things very closely, one of which will be continuity of work particularly with project managers (Captains) being off for 10 days at a time on an occasional basis. Wants the Board to be comfortable with the decision. Chief believes we can take care of missed mandatory training with makeups and reminded the Board this would be a one-year trial and that the trial can be aborted at any time if issues arise. Chief also noted that any issues he's heard of with the schedule have been with larger departments and he doesn't feel we'll experience those issues here. Chief believes this will be a win/win and will implement the plan June 3, 2009.
- Building/Construction update – Retainage was already discussed. We still have major issues of flooring, radiant heating and roof. Working on stove repair/replace issue upstairs. Sheetrock repair has been finished, but Captain Brown will be keeping a close eye on that repair job. Overhead door was fixed. Finish date with Woodburn Construction is planned for July 28.
- Patient Survey Results – Medics/EMT's do a fantastic job. Every patient we contact/transport receives a survey. Cumulative results give the department a 9.79 out of 10.
- A draft Risk Management Plan was presented to the Board to review. Chief Robertson said that since we moved into the new building, our focus has been to manage and eliminate risk whenever we can. Chief Karjala will be updating annually and will work closely with Safety Committee.
- Chief Robertson informed the Board of a "near miss" with the old tender (734) in Camp Sherman. Captain Schell picked it up to take it to his house the night before he was to drive it over the pass for a repair and noticed a vibration. After investigation of the vibration he found that the right front wheel had almost come off. This was a big wakeup

call and we've done a comprehensive review of the incident. Chief Karjala, as the Health and Safety Officer, along with the Safety Committee are meeting regarding recommendations including the possibility of hiring a part-time mechanic in the future and revising our Code 3 response policy. Chief Robertson noted that with the size of our fleet and other duties, Captain Lovegren has a hard time managing it all. Director McKenzie encouraged the hiring of the part-time mechanic and Director Newport agreed it made sense.

- Susan is back part-time for the next 5 weeks. Jan Liming has done an admirable job per Chief Robertson.

The call activity report was reviewed and Captain Brown thinks we will still finish the year out with less than 1000 calls.

No further business was discussed and the meeting adjourned at 5:38 p.m.

Respectfully submitted,