

BOARD OF DIRECTORS
Kim Batchelor
Sue Curths
Tom Marks
Bernie Otjen
Mike Welter

CHIEF OF DISTRICT
Terry Riley



FOUR CORNERS STATION
MIDDLE GROVE STATION
PRATUM STATION
MACLEAY STATION
BROOKS STATION
CLEAR LAKE STATION
LABISH CENTER STATION
COLLEGE STATION

**MARION COUNTY FIRE DISTRICT
BOARD OF DIRECTORS**

Meeting Minutes
June 16, 2016
4910 Brooklake Rd NE
6:00 pm

The board meeting was called to order at 6:12 pm by Director Welter directly following the Budget Hearing. Also present was Director Marks, Director Curths and Director Batchelor. Director Otjen was not present. Others present were Chief Riley, Anna Kraemer, and DC McMann.

Agenda: Approved as presented.

Special Reports/Outside Visitors/Proclamations: None

Minutes: Board Meeting Minutes of 05/19/2016 were approved as presented.

Public Comment: None

Secretary/Treasurer Report: Director Curths stated that the District is 91% through the budget year. Out of shift overtime is still over budget, but overall the budget looks good.

Old Business: None

New Business:

1. Ordinance 2013-03 Amendment presented for a second reading by the Board. Copies were available for any interested parties in attendance. *Motion to adopt Ordinance 2013-03 amendment made by Director Marks. Seconded by Director Batchelor. Unanimous.*
2. Resolution 2016-03, Ambulance Fee Increase. Ambulance fees are updated annually to keep fees equal with neighboring agencies. Resolution read by title by Director Batchelor. Copies available to the public. *Motion to adopt Resolution 2016-03 made by Director Marks. Seconded by Director Batchelor. Unanimous.*
3. Resolution 2016-04 Adopting the Budget, Making Appropriations and Imposing the Tax read into record by Director Marks. Copies available to the public. *Motion to adopt Resolution 2016-04 made by Director Batchelor. Seconded by Director Cuths. Unanimous.*
4. Resolution 2016-05 Establishing Policies for Fund Balances read by title only by Director Marks. Copies available to the public. *Motion to adopt Resolution 2016-05 made by Director Marks. Seconded by Director Batchelor. Unanimous.*
5. Abstract of Election Results were presented as required by the Marion County Elections Office. *Director Curths made a motion to accept the abstract of election results as presented. Seconded by Director Marks. Unanimous.*
6. Job Description changes were presented for consideration by the Board.

- a. FF/EMT/Paramedic job description was edited to include NIMS certifications and Pumper Operator certifications.
- b. EE/Engineer job description was edited to include NIMS certifications and to make the EMT language consistent with other descriptions.
- c. Shift Captain job description was edited to include Chemeketa Student Supervision responsibilities in accordance with the newly approved Chemeketa IGA for the student program at Station 8. The plan is to staff E305 with a Captain in addition to a Captain on E315. Director Batchelor stated that he approves of the move to Captains on both engines. It allows for personnel rotations to prevent burn out and to keep both set of skills current. Job description changes also established a years of experience standard for promotion into that position.
- d. Fire Marshal/Division Chief is a hybrid job description of the Fire Marshal and Deputy Fire Marshal duties and would include a reclassification of Captain Paula Smith to the position of Division Chief which is in line with her peers in equal positions in the fire service.
- e. Single Role EMT/Paramedic has been amended to return the minimum certification level to EMT. In 2015 the job description was amended to allow only those certified as paramedic to apply. This further limited the available pool of applicants which has led to a shortage of available applicants on the entrance list. By reducing the minimum certification the District opens options for a larger applicant pool.

*Director Marks made a motion to approve all job descriptions as presented.
Seconded by Director Batchelor. Unanimous.*

Chief Report:

1. Chief Riley participated in a Cascadia Rising exercise last week at the Emergency Operations Center all day on Thursday. It went smoothly, and it was helpful to discover the weak points in the plan so that they can be improved. All agencies worked well together.
2. The newsletter that was mailed every 2 weeks during the levy will be back off to once monthly and will focus on staying in touch with our community.

Individual/Organizational Input:

VFFA: None

Local 2557: None

Good of the order:

1. Director Welter reported that he had received a letter from the Secretary of State's office indicating that there were no significant findings on the District filed audit. He applauded the good work of staff.

Public Comment: None

Next Meeting: July 21, 2016 at 6:00 p.m.; 4910 Brooklake Rd NE, Brooks, OR

Adjourn at 7:10 p.m. for Executive Session under ORS 192.660 2(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Reconvene at 7:35 p.m.

New Business (cont'd): CBA consideration stricken from agenda.

Adjourn at 7:35 p.m.

MCFD No.1 Board President

MCFD No.1 Board Secretary