The board meeting was called to order at 6:00 pm by Director Franke. Also present was Director Downer, Director Marks, Director Otjen, and Director Welter. Others present were Chief Henson, BC Wineman, BC McMann, Danielle Bethell, Bob Palmer, Marc Wiesner, Ron Rosgen, Tim Rosgen, and Anna Kraemer.

Agenda: Amended agenda approved as presented.

Special Reports/Outside Visitors/Proclamations:
1. Volunteer Coordinator Danielle Bethell introduced new volunteers Kara Bonham, Tim Murkland, Adam Lara, Josh Erwin, and Jacob Jordan to the Board. New volunteer Skylar Daugherty was unable to attend.
2. Chief Henson recognized Captain Ron Rosgen and announced that Ron was retiring from his post as Captain and moving to Support Services. Chief Henson thanked Ron for his 34 years of volunteer service and appreciated that he was going to remain affiliated with Support Services. Director Franke read a letter to Ron on behalf of the Board acknowledging and appreciating his service.
3. Chief Henson reported on Chief Robinson’s retirement party that took place last week. June 28th will be Chief Robinson’s last day of service after 33 years. The AC duties will be transitioning to Captain Terry Riley who has recently been promoted to the position of AC. AC Riley will officially begin his post on July 1, 2013.
4. Letters of appreciation have been sent to Nathan Hemenway and Andy Jorgenson for their service as Lieutenants. Both have voluntarily demoted to Firefighter due to time constraints for school and family obligations.
5. A thank you letter has been received from Willamette Valley Christian School in appreciation of our donation toward their annual benefit auction.
6. Career and volunteer personnel participated in another smoke alarm campaign on June 1st at Green Oaks Mobile Ranch.

Minutes: Minutes of May 16, 2013. Motion to approve by Director Otjen. Second by Director Downer. Unanimous.

Public Comment: None

Secretary/Treasurer Report: Director Welter stated that he had been watching a few line items closely over the past several months and that the end of the year numbers are very close to budgeted, which is not easy to do. He applauded the staff on their great job of managing the funds of the District.
Old Business:

1. BC McMann reported on the progress of the Station 1 construction project. The RFP has closed and Dalke has been awarded the CM/GC contract. We are currently negotiating on the max price for the project. The septic system will have to be moved and four test pits have been drilled and are awaiting approval by the county. The septic should be completed in late July or early August with the site work for construction to begin August 19th.

2. Director Marks reported that the audit committee met with the auditors in accordance with board policy. BC McMann added that the auditors were comfortable with our process and will be out at the end of July to begin their field work, with a final report expected in September.

New Business:

1. The new audit firm sent a letter for Board signature that clarifies the roles and responsibilities of the firm and the District. Director Marks made a motion to accept the Roles and Responsibilities letter from the audit firm. Seconded by Director Otjen. Unanimous.

2. Chief Henson brought the question of changing legal counsel to the Board for consideration. As with audit firms, periodic changes to the legal counsel of records offer a new perspective and insight to the operations of the District. Our counsel of record, Ken Jones, is moving into semi-retirement and will be working fewer hours as he transitions to fulltime retirement. As an alternative general counsel, Chief Henson recommended consideration of the firm Beery, Elsner, and Hammond as this firm assisted us on the Keizer annexation issue and is well versed in many of our procedures. Director Downer agreed and stated that he was pleased with the services provided by Chris Crean of this firm on that issue. Director Franke agreed that the first option should be Beery, Elsner, and Hammond as we have worked with them and have been pleased with their services. Director Otjen made a motion to authorize Chief Henson to explore new legal counsel of record for the District, specifically Beery, Elsner, and Hammond. Seconded by Director Welter. Unanimous.

3. Abstract of elections results from the May 21, 2013 election were presented for approval. Director Marks made a motion to accept the election results. Seconded by Director Downer. Unanimous.

4. Resolution 2013-03. This resolution amends the fees for emergency medical services. Salem Fire and Keizer Fire District have recently adopted this new fee structure. Historically the neighboring agencies have tried to keep rates the same so that citizens are not faced with differing fees when served by a neighboring agency through mutual aid, etc. Director Otjen made a motion to adopt Resolution 2013-03. Seconded by Director Marks. Unanimous.

5. Resolution 2013-04. This resolution raises the rate for Capital FireMed membership from $50/year to $60/year. Salem Fire and Keizer Fire District have recently adopted this new fee structure and our adoption will maintain the consistency for FireMed members in the same area. The last increase to this rate was in 2006. Director Marks made a motion to adopt Resolution 2013-04. Seconded by Director Otjen. Unanimous.

6. Resolution 2013-05. This resolution requires fund balances to be reported in classifications that “comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent”. The ending balance for all funds are designated by category in
this resolution as set forth by GASB 54. Motion to adopt Resolution 203-05 made by Director Marks. Seconded by Director Downer. Unanimous.

7. Resolution 2013-06, Adopting the Budget, Making Appropriations, Imposing the Tax and Categorizing the Tax was presented for approval. Director Otjen made a motion to approve Resolution 2012-06, reading it into record. Seconded by Director Welter. Unanimous.

Chief Report:
1. Chief Henson reported that all volunteer and career personnel have been sized for new bunker gear. The District was able to join an existing contract in the State of Washington for the gear. We plan to purchase the gear on a 6-year lease payment with a total cost of $255k - $275k. We will receive reimbursement for the volunteers outfitted with the new gear thanks to the SAFER grant that was received. We expect the new gear to arrive in late August or early September.
2. Single Role EMT Paul Corwin has resigned from MCFD1 to take a position as a Firefighter/Paramedic with Eugene-Springfield. His last day will be June 22nd.
3. The next Single Role applicant on our list is Bill O’Connell who is also a current volunteer with us. He will begin his career position as a Single Role to fill the vacancy left by Paul Corwin. Bill has been volunteering with us and is already trained on our policies and procedures so he will require a shorter training time than a non-volunteer. Chief Henson added that he is happy to be promoting from within our organization.
4. Chief Henson shared that the staff involved in the cardiac save a few months ago have been invited to attend a surprise 50th birthday party for that patient this Saturday.
5. BC Wineman shared information about the STEMI activation successes over the past year. A report from Salem Hospital shows that field activations are saving lives and offering better outcomes to patients. Due to the success of this trial program, authorization for STEMI field activations have now been granted to all area pre-hospital care agencies including Salem Fire and Keizer Fire. BC Wineman said that he expects a similar trial program for stroke activations in the future.

Individual/Organizational Input:
1. VFFA: None
2. L2557: None

Public Comment: None

Good of the order:
1. Director Franke noted that the July meeting will begin with election of officers. Per Board policy he has fulfilled his 3 consecutive years as President and a new President will need to be elected.

Next Meeting: July 18, 2013, 6:00 pm, 4910 Brooklake Rd NE, Brooks, Bldg 2.

Adjourn: 7:15 p.m.