



DOUGLAS COUNTY FIRE DISTRICT NO. 2

1290 N.E. CEDAR STREET † ROSEBURG, OREGON 97470
541.673.5503 † FAX 541.673.5505

DOUGLAS COUNTY FIRE DISTRICT NO. 2

BOARD OF DIRECTORS MEETING

Held: TUESDAY, December 15, 2015, 5:30 P.M.

Location: HEADQUARTERS, 1290 N. E. CEDAR ST., ROSEBURG, OREGON

ATTENDANCE

Board Members: Paul Jackson, Jim Lee, Roy Palmer,
Pat Treece, John Markovich.

Others Present: Greg Marlar, Rob Bullock, Ray
Shoufler, Teresa Mutschler, Danna Wafer, Loyce
Krogel.

REGULAR SESSION

CALL TO ORDER

Board President Paul Jackson called the meeting to order
at 5:30 p.m.

RECOGNITION

Oath of Office/Badge Pinning. Chief Marlar
administered the oath of office for EMT Aaron
Thompson and Bobby Lybarger. Individuals were
pinned by family members and Chief Marlar.

CONSENT AGENDA

**Mr. Lee moved, second Mr. Palmer, approval of the
Consent Agenda.**

Mr. Markovich asked to remove the Regular Session
minutes from November 17, 2015, for clarification.

**Mr. Markovich moved, second Mr. Treece, approval
of the Regular Session minutes from November 17,
2015.**

Motion carried unanimously.

Motion carried unanimously.

FINANCE

Approval of Accounts Paid.

**Mr. Palmer moved, second Mr. Jackson, approval of
the Accounts Paid.**

Mr. Palmer noted a potential conflict of interest with
check number 59757. Mr. Jackson noted a potential
conflict of interest with check number 59754.

Motion carried unanimously.

Financial Statement. Danna Wafer reported that 93% of the budgeted amount of current taxed had been received and 63% of prior taxes.

The pre-A/R balance is \$51,000.

Funds had been received from the Stouts Creek Fire EMS standby.

Mr. Treece moved, second Mr. Palmer, approval of the Financial Statement.
Motion carried unanimously.

OLD BUSINESS

EMS Division Procurement Process Update. Chief Marlar reported that he is still working with legal counsel. He is hoping for a final draft the first part of January, 2016. He stated that he is realistically looking at a start date of July 1, 2016.

The Board of Directors will have a Special meeting after the RFP is finalized to approve document.

Chief Marlar reported that a new location will be needed for Headquarters. Airport Suites was suggested. Mr. Palmer would like some more options to consider. Mr. Treece agreed with Mr. Palmer. Mr. Palmer suggested considering using office space at the Melrose station. Mr. Markovich asked about moving to the Dixonville station in the interim.

Board Policy 2.5 Public Records—2nd Reading no edits or changes.

Mr. Palmer moved, second Mr. Treece, approval of Board Policy 2.5 Public Records.
Motion carried unanimously.

NEW BUSINESS

Board Resolution 07-2016 Enterprise Supplemental Budget.

Mr. Markovich moved, second Mr. Palmer, approval of Board Resolution 07-2016 authorizing Supplemental Budget for the Enterprise Fund for fiscal year 2015-2016.
Motion carried unanimously.

Board Resolution 08-2016 St 653 Training Driveway Project.

DC Bullock reported that the project is complete.

Mr. Lee moved, second Mr. Markovich, approval of Board Resolution 08-2016 authorizing the use of up to \$20,000 in funds for the driveway and water system installation at Station 653 as part of Phase III Training Grounds project from the fiscal year 2015-2016 Construction Fund.

Motion carried unanimously.

Staff Report Rescue Team Cataraft Project—Grant. DC Bullock presented the staff report on the Cataraft project for the Rescue Team.

Board Resolution 09-2016 Equipment Fund Cataraft Project.

Mr. Treece moved, second Mr. Markovich, approval of Board Resolution 09-2016 authorizing the use of up to \$3500 in funds towards the purchase of a new Cataraft for the Rescue Team from the fiscal year 2015-2016 Equipment Fund.

Motion carried unanimously.

2015 Audit Review Neuner Davidson. Jeff Cooley from Neuner Davidson presented the 2015 Audit Review. He stated that the books were in great shape. He gave an unqualified opinion.

Mr. Palmer moved, second Mr. Markovich, approval of the 2015 Audit Review.

Motion carried unanimously.

IGA with Douglas County for management of CERT Team. DC Bullock reported that all members will be transferring to Douglas County.

Mr. Palmer moved, second Mr. Jackson, approval of the IGA with Douglas County for management of the CERT Team.

Motion carried unanimously.

Staff Report Drug Paraphernalia Policy Options. Chief Marlar reported that he will work with the Union on language for the MOU.

Mr. Jackson moved, second Mr. Markovich, adoption of the recommendations as stated.

Motion carried unanimously.

Local 307 MOU EMS Severance Program.

Mr. Markovich moved, second Mr. Treece, approval

of the Local 307 MOU EMS Severance Program.

Chief Marlar reported that he will have a mandatory meeting with EMS personnel to go over the document on December 17, 2015.

Motion carried unanimously.

Seismic Grant for Station 654—Engineer Study. DC Bullock reported that grant monies are available but an engineering study must be completed before applying. Mr. Palmer stated that Station 654 is outgrown. The Board reached a consensus to do the study on Station 652 instead.

Mr. Palmer moved, second Mr. Lee, approval to authorize the survey on Station 652 for the seismic grant.

Motion carried unanimously.

CHIEF'S AND STAFF REPORTS

Chief Marlar reported that both ambulances had been delivered.

The replacement for 1177 will be here in January, 2016.

Chief Marlar reported that the 2014-2015 PERS actuarial have a 9% increase. Our next PERS rates will be established off of our 2015-16 actuarials.

Chief Marlar reported that two (2) new full-time Paramedics and an EMT had been hired.

Chief Marlar reported that he will be in Portland and Bend next month participating in the UCC Lessons Learned discussions.

Chief Marlar reported that the Annual Awards Banquet is scheduled for Saturday, February 27, 2016

Chief Marlar reported on the progress of the formation of a non-profit organization in Douglas County in the aftermath of the UCC incident. Douglas County Responders First Foundation has been created and has an initial Board of Directors. Paperwork is being filed for non-profit status.

Chief Marlar reported that the Business Office will be closed for Christmas on 12/24 and 12/25.

Chief Marlar reported that he will be out of the office in

Arizona starting Friday, December 18, 2015 returning December 29th.

DC Bullock gave an update on the conflagration trailer. He wants to use part of the money received from the Stouts Creek Fire. He is putting together a budget. The trailer would belong to Fire District No. 2. Other organizations would be able to use the trailer and will reimburse the District for any supplies used.

DC Bullock reported on the Tactical Medical Program using embedded medics. There has been a positive response during training. He is working on IGAs with Douglas County Sheriffs' Department and the Roseburg Police Department.

FM Shoufler reported that the recent Fire Investigation class went well.

FM Shoufler reported that there is a water leak at Station 8. Repairs are being addressed.

FM Shoufler reported that DFPA does not issue burn permits during the winter. He would like Fire District No. 2 to do the same.

CITIZEN PARTICIPATION


Mark Nichols reported that Local 2091 will provide dinner for Board members at the January, 2016, Board meeting for Board Appreciation.

Mr. Nichols also stated on behalf of the union that the Board of Directors went above and beyond for the EMS employees with the severance package.

ADJOURNMENT

There being no further business to come before the Board at this time, Board President Jackson adjourned the meeting at 7:38 p.m.

Approved this 19 day of JANUARY, 2016.


Secretary