



## DOUGLAS COUNTY FIRE DISTRICT NO. 2

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

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DOUGLAS COUNTY FIRE DISTRICT NO. 2  
BOARD OF DIRECTORS MEETING  
Held: TUESDAY, August 18, 2015, 5:30 P.M.  
Location: STATION 3, 2830 MELROSE RD., ROSEBURG, OREGON

### ATTENDANCE

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

Others Present: Greg Marlar, Rob Bullock, Ray  
Shoufler, Teresa Mutschler, Danna Wafer, Colleen  
Powell.

### DEMONSTRATION:

At 5:30 p.m., a demonstration of the new training  
grounds was given to the Board of Directors with KPIC  
and some public in attendance. Tate Powell, Marc  
Nichols and Kevin Steele were recognized for the hard  
work and time they put forth in this project.

### REGULAR SESSION

#### CALL TO ORDER

Board President Paul Jackson called the meeting to order  
at 6:10 p.m.

#### CONSENT AGENDA

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

Mr. Markovich had a concern with the minutes under  
OLD BUSINESS. He wanted the amount of the PERS  
error reflected in the minutes.

Danna Wafer pointed out highlights in Accounts Paid.

Mr. Markovich asked why we continued to pay the City  
of Sutherlin for water and sewer. It was explained that  
they are the utility provider for the Calapooia Station.

President Jackson inquired of the tow charge for 1178.

**Motion carried unanimously.**

#### FINANCE

Financial Statement. Danna Wafer reviewed the  
financial statement. Danna explained that the old  
Sutherlin A/R is added into the General Fund but the

District will continue to show the Sutherlin A/R until it is at a zero.

Chief Marlar reviewed a document and graph with the Board addressing the difference between ending fund and ending cash balances. The Enterprise Fund is projected to end FY16 at \$473,574 in cash. If we purchase the ambulances, monitors, and PERS correction outright, then we would only have around \$75,000.00 cash to begin the next fiscal year. Chief Marlar proposed to purchase the monitors and lease the ambulances.

Mr. Markovich stated that he has reviewed the last 4 years of audits and thought that the Chief was conservative on the budget.

Mr. Markovich asked about the service maintenance contacts and inquired about pre-loaded accounts in July.

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

#### OLD BUSINESS

Board Policy 6.1 Fixed Assets Update 2<sup>nd</sup> Reading. Chief Marlar pointed out that corrections to page 3 were made as per discussion from the first reading at the July 21 meeting.

**Mr. Markovich moved, second Mr. Palmer, approval of the Board Policy 6.1. Motion carried unanimously.**

Chief Marlar explained the Oregon Budget Law on use of unappropriated ending fund balance. It was explained that unless increased through a resource, which would increase the EFB, the budgeted unappropriated ending Fund Balance cannot be appropriated or expensed during the applicable budget period.

#### NEW BUSINESS

Staff Report FY15 Contractual/Bad Debt Adjustments. Danna Wafer presented information regarding the A/R allowance and the non-collectible A/R created by Intermedix billing company. Staff and auditing company tried to determine a fair percentage that they thought was uncollectible and came up with 64%. In actuality, System Design was able to collect 7% more resulting in a larger ending cash balance. This adjustment has been made as a journal entry into the

system. The ongoing contractual allowances will be monitored on a monthly basis and adjustments made quarterly or every 6 months, if applicable.

Staff Report Training Grounds Phase III. D/C Bullock asked the Board for permission to go forward with Phase III of the training grounds. He would like to have the next area paved for drivers training, hose drills, and outside fire training. He also stated that he would like to get started on the non-burn training center. D/C Bullock asked for permission to go out for a 15 day RFP bid to have the paving project completed before the weather gets bad.

**Mr. Palmer moved, second Mr. Treece, approval to go out for bid on Phase III paving on the training grounds.**

**Motion carried unanimously.**

Staff Report ZOLL X Series Monitor Purchase. Chief Marlar asked the Board to purchase three (3) new X series Zoll monitors to replace aging E series monitors. He recommended that we purchase them. If approved, staff will come back with a supplemental budget in September to accommodate the purchase of the monitors out of Capital.

**Mr. Jackson moved, second Mr. Palmer, approval to purchase three (3) Zoll X series monitors.**

Discussion was that this was a non-budgeted purchase and Mr. Markovich wanted to know where they were going to be placed. Chief Marlar stated that all new monitors would be on the first out equipment. He stated that the E series monitors were causing problems with Mercy Medical Center and the faxing of the 12-lead results. The existing E-series monitors will be used on back up ambulances. The X series monitors have Wi-Fi capabilities.

**Mr. Jackson voted for; Mr. Palmer voted for; Mr. Treece voted for; Mr. Markovich votes against.**

**Motion carried 3-1.**

Board Resolution 02-2016; St. 651

Drainage/Construction Fund. Chief Marlar explained that the drainage at the Dixonville station was causing issues with the asphalt. The District received a bid for \$6350.00 to install a curtain drain at Station 651.

**Mr. Markovich moved, second Mr. Jackson for a**

**curtain drain to be installed at Station 651 for up to \$7000.00.**

**Motion carried unanimously.**

2014 SAFER Grant Acceptance. Paul Sackinger had applied for the SAFER grant and it was originally applied for under attrition. FEMA granted the request of the District to change the grant from attrition to retention. The amount of the grant is \$648,657.00 for payroll and fringe benefits. Chief Marlar would like to start the grant effective January of 2016. The only requirement of the grant is that by accepting the grant, the District must keep 39 positions for the life of the two (2) year grant. Once the grant expires, the District does not need to maintain those positions.

**President Jackson moved, second Mr. Treece to accept the SAFER grant beginning January 2016.**

**Motion passed unanimously.**

#### CHIEF'S AND STAFF REPORTS

Chief Marlar reported that the two (2) ambulances order last budget year will be delivered August 28, 2015. One will go to Station 9 in Sutherlin and the other will go to Station 8 in Myrtle Creek.

Chief Marlar will be out of the office next week. He will be in Atlanta for the Fire Chief Convention. He also reported he will not be able to attend the September 15 board meeting as he will be out of the country, but that D/C Bullock will be there.

Chief Marlar advised the board members of the joint conference at Seaside this year November 5<sup>th</sup>-7<sup>th</sup>. If a board member is interested in going, they need to contact Chief Marlar or Colleen Powell.

Chief Marlar advised that the annual audit would be beginning September 14, 2015.

Chief Marlar updated the Board on the temporary help in the front office due to emergency medical issues.

DC Bullock reported that the Tactical Team received a grant from Cow Creek Tribal help to purchase tactical gear. He stated that he is receiving good support from the community.

DC Bullock reported that the training tower is ready.

DC Bullock reported that the tactical ambulance is up and running.

FM Shoufler reported that the Fair went well and got lots of compliments regarding the Districts presence. He acknowledged the crews and volunteers as doing a great job.

BC Mutschler reported the EMS crews were finishing up Zoll X series training. She also reported that crews were doing an ICD-10 documentation drill by Systems Design. ICD-10 is implemented in October of 2015.

#### PRESIDENT'S REPORT

President Jackson complimented the training grounds and Tate Powell, Marc Nichols and Kevin Steele for the hard work they did. He stated that he was proud to be part of the organization.

Mr. Palmer stated that he would not be able to attend the September 15 meeting.

#### EXECUTIVE SESSION IN ACCORDANCE WITH ORS.192.660(2)(f)

Board President Jackson moved the meeting in to Executive Session in accordance with ORS.192.660(2)(f) regarding 7:18 p.m.

The Regular meeting reconvened at 8:35 p.m.

**Mr. Markovich** made a motion to approve Resolution 01-2016 Joint Resolution of the Board of Directors and Local Contract Review Board Exempting the purchase of demonstration ambulances from public contracting requirements and approving a special procurement to purchase two Medix 2016 ambulances. **Motion was seconded by Mr. Palmer.** Further discussion included that we will finance these two ambulances through a lease purchase over the next 3 years. **Motion carried unanimously.**

ADJOURNMENT

Being no further business, meeting was adjourned at  
8:38 PM.

Approved this 24 day of September, 2015.

Jin Lee  
Secretary



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### DOUGLAS COUNTY FIRE DISTRICT NO. 2 SPECIAL BOARD MEETING

Held: TUESDAY, AUGUST 18, 2015, 6:00 P.M.

Location: STATION 3, 2830 MELROSE RD., ROSEBURG, OREGON

#### ATTENDANCE

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

Others Present: Greg Marlar, Rob Bullock, Ray Shoufler, Teresa Mutschler, Danna Wafer, Colleen Powell.

#### SPECIAL MEETING

##### CALL TO ORDER

President Jackson called the meeting to order at 6:05 p.m.

##### NEW BUSINESS

##### Special Procurement Hearing.

Mr. Jackson opened a Special Procurement Hearing at 6:05 p.m.

Staff Report- Chief Marlar asked for approval to purchase two new demo ambulances and asked the Board to lease the ambulances. Chief reported they had received two (2) competitive quotes on like demo ambulances. They were quoted at \$32,000 and \$64,000 higher for each ambulance respectively. John Markovich asked if the transportation fee of \$3000.00 was part of the original cost of the ambulance. Chief Marlar said that it was not.

There was no public comment.

The Special Procurement Hearing was closed at 6:10 p.m.

President Jackson wanted to wait to vote on Resolution 01/2016 until after the Executive Session meeting.

ADJOURNMENT

There being no further business at this time Board  
President Jackson closed the meeting at 6:10 p.m.

Approved this 24 day of September, 2015.

J. Lee  
Secretary