



## DOUGLAS COUNTY FIRE DISTRICT NO. 2

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DOUGLAS COUNTY FIRE DISTRICT NO. 2

BOARD OF DIRECTORS MEETING

Held: TUESDAY, July 21, 2015, 6:30 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 6:30 p.m.

New Directors Oath of Office. Colleen Powell administered the oath of office for new Directors Paul Jackson, Pat Treece, and John Markovich.

#### RECOGNITION

Oath of Rank/Badge Pinning. Chief Marlar administered the oath of rank for Jeremy Brown, Tyler Bullock, James Furbush, George Wierichs, Kim Kunkel, and Heather Martin. Individuals were pinned by family members and Chief Marlar.

Challenge Coin Presentation. Chief Marlar presented Lt. Scott McKnight with a Challenge Coin for creating and presenting a water safety tips program for Legion Baseball players. Sixty individuals participated.

Chief Marlar presented a Challenge Coin to Fire Marshall Ray Shoufler in recognition of all his work on the Calapooia renovation.

#### CONSENT AGENDA

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

Danna Wafer pointed out highlights in Accounts Paid.

**Motion carried unanimously.**

#### FINANCE

Financial Statement. Danna Wafer reviewed the financial statement.

Mr. Palmer asked about why the revenues from Winston-Dillard are not separate in the budget as the Calapooia payments are separate. Chief Marlar replied it was just not done and Winston's were included in Miscellaneous Revenues. We will do so next year.

Mr. Markovich asked for the tail end of the Sutherlin ambulance revenue to be tracked and reported to the Board.

Mr. Markovich questioned the Ending Fund Balance and if it included the Contractual/Bad Debt Write-off. Staff reported that that had not been completed as we normally do that annually during our audit. Danna will begin to look at completing that now prior to the audit.

**Mr. Palmer moved, second Mr. Jackson, approval of the Financial Statement.**

**Motion carried unanimously.**

#### OLD BUSINESS

Sutherlin Transition Update. Chief Marlar reported that the official transition occurred on Wednesday, July 1, 2015, at 7:00 p.m. Overall the transition went smoothly.

Chief Marlar reported that the City of Sutherlin is electing not to perform public assist calls. Chief Marlar and Board President Jackson have met with the mayor of the City of Sutherlin. Chief Marlar will be meeting with Commissioner Boice tomorrow, Wednesday, July 22, 2015.

The Board of Directors stated that they did not want the Fire District to be the primary fire department for the City of Sutherlin while they have their own volunteer fire department.

FY2016 Budget Changes. Chief Marlar reported that the budget changes had been distributed. He stated that an error had been made in calculating PERS rate for the Enterprise Fund. The budget shortfall could be as high as \$107,000. Chief Marlar said that there is a possibility that a supplemental budget after the first of the year will be required to cover this expense.

#### NEW BUSINESS

Board Officer Elections.

**Mr. Treece moved, second Mr. Markovich, approval of Mr. Jackson as Board President.**

**Motion carried unanimously.**

**Mr. Jackson moved, second Mr. Treece, approval of Mr. Lee as Board Vice-President.  
Motion carried unanimously.**

**Mr. Markovich moved, second Mr. Jackson, approval of Mr. Palmer as Board Secretary.  
Motion carried unanimously.**

Board Policy 6.1 Fixed Assets Update 1<sup>st</sup> Reading. Mr. Markovich asked who determines the fair market value as noted in section three. The Fire Chief is ultimately responsible. Chief Marlar and Danna Wafer will work on the language in the policy.

Proposed County ASA Franchise Fee. Chief Marlar reported that he is waiting for the County to set a public hearing. Douglas County Fire District No. 2 is opposed to fees.

Staff Report Enterprise Fund Capital Priorities. BC Mutschler reported that ambulances are the number one priority. Cardiac monitors are the number two priority.

Mr. Markovich asked questions about the financing of additional ambulances. Chief Marlar will check on budget law concerning transfers and ending unappropriated balances.

Mr. Lee stated that if the money is there, he is in favor of purchasing the ambulances.

**Mr. Palmer moved, second Mr. Jackson, approval to authorize Staff to engage in purchasing two (2) additional demo ambulances at \$98,000 each. The preference is to pay cash if cash is available at the time. If not, then enter in to a low interest lease-purchase agreement. Otherwise purchase nothing at all.**

**Motion carried unanimously.**

**Mr. Jackson moved, second Mr. Markovich, approval to authorize Staff to engage in purchasing three (3) cardiac monitors. The preference is to pay cash if cash is available at the time. If not, then enter in to a low interest lease-purchase agreement. Otherwise purchase nothing at all.**

Mr. Palmer asked if grant monies were available. BC Mutschler will check on the availability of grants. Chief Marlar stated that Zoll will allow the purchase cost could be spread over two (2) years with no interest.

**Motion carried unanimously.**

Staff Report 2018 ASA Franchise RFP. Chief Marlar asked for direction from the Board of Directors on their intent to submit a bid for renewal of the ASA franchise.

**Mr. Palmer moved, second Mr. Jackson, approval to continue the District's support and participation in submitting a bid for the 2018 RFP process for ASA areas #3, #4, #5, and #7, in order to have direct control over the delivery of a high quality, professional Emergency Services System.**

Chief Marlar reported that he would like to hire a public relations firm. The Strategic Plan for the District is outdated and he would like to work that in with the proposal. Chief Marlar suggested hiring Campbell and DeYoung. Mr. Markovich asked for references. The Board reached a consensus on further exploring and evaluating a proposal from the firm.

**Motion carried unanimously.**

Staff Report MedCom Ambulance Authority IGA.

**Mr. Jackson moved, second Mr. Markovich, approval to continue the District's support and participation in the MedCom Ambulance Authority IGA to include the 2018 RFP process.**

**Motion carried unanimously.**

## CHIEF'S AND STAFF REPORTS

Chief Marlar reported that the new monitors had arrived.

Chief Marlar reported that the August, 2015, Board meeting would be held at Station 653 on Tuesday, August 18, 2015, at 5:30 p.m. so that Board members can have a tour of the training ground and the burn area.

Chief Marlar reported that LB50 and FY16 Budget Resolution had been filed with the County.

Chief Marlar requested an increase in his vacation hours accrual up to 450 hours for two (2) months. Board had consensus on allowing the two month increase in accrual.

DC Bullock reported that he is still working on the transition with the City of Sutherlin.

DC Bullock reported that the training tower is ready.

DC Bullock reported that the tactical ambulance is up

and running.

FM Shoufler reported on having a third-party compliance engine for fire prevention.

FM Shoufler reported that he had attended a pre-Fair meeting.

BC Mutschler reported that Enterprise had ten (10) new full-time employees since April, 2015.

#### PRESIDENT'S REPORT

Board of Directors Regular Meeting Time. Board President Jackson asked to change the meeting time to 5:30 p.m.

**Mr. Jackson moved, second Mr. Markovich, approval to change the Regular meeting time to the third Tuesday of the month at 5:30 p.m. at Headquarters.**

**Motion carried unanimously.**

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

Board President Jackson moved the meeting in to Executive Session in accordance with ORS.192.660(2)(i) to discuss the employment-related performance evaluation of the Fire Chief at 8:37 p.m.

The Regular meeting reconvened at 9:04 p.m.

**Mr. Palmer moved, second Mr. Lee, approval to accept the new language to the Fire Chief's employment contract and to reduce the severance term from 18 months to 12 months and to include the new language as proposed.**

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

**Motion carried 4-1.**

#### ADJOURNMENT

There being no further business to come before the Board at this time, Board President Jackson adjourned the meeting at 9:05 p.m.

Approved this 18 day of August, 2015.

Roy B Palm  
Secretary