



DOUGLAS COUNTY FIRE DISTRICT NO. 2

1290 N.E. CEDAR STREET ♦ ROSEBURG, OREGON 97470
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DOUGLAS COUNTY FIRE DISTRICT NO. 2 REGULAR BOARD MEETING

Held: TUESDAY, FEBRUARY 16, 2016, 5:30 P.M.

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

ATTENDANCE

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

Others Present: Chief Marlar, Rob Bullock, Ray Shoufler, Danna Wafer, Loyce Krogel.

REGULAR MEETING

CALL TO ORDER

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

RECOGNITION

Oath of Rank/Badge Pinning. Chief Marlar announced the hiring of two (2) EMS Supervisors, three (3) Paramedics, and one (1) EMT.

Chief Marlar administered the Oath of Rank to Cale King who was pinned by his son.

STAFF REPORT

D/C Bullock continued his presentation of the Apparatus Purchase Plan started during the preceding Budget Workshop.

NEW BUSINESS

Apparatus Replacement.

Mr. Markovich moved, second Mr. Jackson, approval to authorize the purchase of three (3) ambulances, two (2) brush rigs, and one (1) staff vehicle and authorizing the ordering of an engine and a tender with the purchasing option to be determined and pricing as outlined in the staff report presented February 16, 2016.

Mr. Palmer requested that the motion be more specific with reference being made to the staff report presented at the Budget Workshop.

Motion carried unanimously.

CONSENT AGENDA

**Mr. Palmer moved, second Mr. Markovich, approval of the Consent Agenda.
Motion carried unanimously.**

FINANCE

Approval of Accounts Paid.

**Mr. Markovich moved, second Mr. Palmer, approval of Accounts Paid.
Motion carried unanimously.**

Financial Statement. Danna Wafer gave an overview of the Financial Statement stating that everything is holding well.

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

OLD BUSINESS

EMS Division Procurement Process Update. Chief Marlar reported that three (3) potential providers have expressed interest. Final RFP Proposal are due Friday, February 19th at 4:00 pm. The Selection Committee is scheduled to score proposals on February 23rd. He reminded Board members that there will be a Special Board Meeting on Tuesday, March 1, 2016, to award the contract.

NEW BUSINESS

FY17 Budget Officer.

**Mr. Markovich moved, second Mr. Palmer, approval of Danna Wafer as FY17 Budget Officer.
Motion carried unanimously.**

FY17 Budget Calendar.

**Mr. Palmer moved, second Mr. Jackson, approval of the FY17 Budget Calendar.
Motion carried unanimously.**

RFQ for Annual Auditor. Danna Wafer asked about requesting quotes from other accounting firms as she is curious about what is out there.

RECOGNITION

Oath of Rank/Badge Pinning.

Chief Marlar administered the Oath of Rank to Paramedic Arik Higdon who was pinned by his daughter.

RFQ for Annual Auditor Continued. Danna Wafer

reported that GASB requires the audit to be separate from the Financial Statement. Staff recommended using Nuener Davidson for the year ending June 30, 2016's annual audit and we would complete financials with assistance from Steve Tuchscherer's office. We will plan on going out for RFQ next year.

**Mr. Jackson moved, second Mr. Palmer, approval to hire Neuner Davidson for the annual audit.
Motion carried unanimously.**

Board Policy Review 1.1-1.15. Chief Marlar reported that the policies had been reviewed in detail. All are current and up to date with the exception of Policy 1.9 which has been changed to reflect current practice.

Mr. Markovich asked about the wording, "selected materials" in Policy 1.5.2a. Chief Marlar responded that the updated document was in the Drop Box. He will email a copy to Mr. Markovich.

**Mr. Jackson moved, second Mr. Palmer, approval of Board Policies 1.1-1.15 with the noted change in Policy 1.9.
Motion carried unanimously.**

CHIEF'S REPORT

Chief Marlar reported that the 1177 ambulance replacement is here and is being finished up for service.

Chief Marlar reminded Board members of the annual Awards Banquet on Saturday, February 27, 2016.

Chief Marlar reported that the repair for the water damage at Station 658 was complete. Costs for repair will be covered by Special Districts up to \$5000.00.

Chief Marlar reported that Station 659 has been repaired.

Chief Marlar reported that Saturday, February 13, 2016, the Outstanding Service Award from SDAO was presented to Douglas County Fire District No. 2 in recognition of the response to the UCC incident on October 1, 2015.

Chief Marlar reported that with the sale of the EMS Division, the Fire District will drop below 50 employees which may change the insurance requirements for the District.

Chief Marlar reported that BOLI now requires paid sick leave for part-time employees.

Chief Marlar reported that administration will be moving to Dixonville temporarily. Ray Shoufler is working with PP&L on replacing old air conditioning units and lighting with new efficient units and lights. They are looking at a generator for the server.

The August Board meeting was tentatively scheduled for Tuesday, August 23, 2016.

D/C Bullock reported that he has scheduled some training with outside instructors. The expense will be split with the City of Roseburg.


PRESIDENT'S REPORT

Board President Jackson scheduled a Board Planning Workshop on Tuesday, March 1, 2016, at 3:30 p.m.

ADJOURNMENT

Board President Jackson adjourned the meeting at 6:50 p.m.

Approved this 15 day of MARCH, 2016


Secretary