



## 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, February 17, 2015, 6:30 P.M.

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

### ATTENDANCE

Board Members: Joe Waldron, Roy Palmer, Jim Lee, Paul Jackson.

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

### REGULAR SESSION

#### CALL TO ORDER

Board President Paul Jackson called the meeting to order at 6:37 p.m.

#### RECOGNITION

Oath of Rank and Badge Pinning. Chief Marlar gave the Oath of Rank for Paramedic to Matt Hallman. Mr. Hallman was pinned by his wife.

#### CONSENT AGENDA

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

Mr. Waldron noted a potential conflict of interest with checks numbered 58242 and 58306.

**Motion carried unanimously.**

#### FINANCE

Financial Statement. Danna Wafer reviewed the financial statement. January ambulance transports are the highest in the last three (3) years with over 800 transports. EMS revenues are the best in January for the past 2 years.

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

**Motion carried unanimously.**

#### OLD BUSINESS

Sutherlin Transition Workgroup Update. Chief Marlar reported that the next meeting is scheduled for Wednesday, February 25, 2015. He stated that he wants to add a 12-hour car to add additional coverage in the Sutherlin Ambulance Service Area.

NEW BUSINESS

FY16 Budget Officer.

**Mr. Waldron moved, second Mr. Palmer, approval to appoint Danna Wafer as Budget Officer for FY16. Motion carried unanimously.**

FY16 Budget Calendar. Chief Marlar reported that the Budget Committee meeting will be on Tuesday, June 4, 2015, at 6:00 p.m. with an additional meeting on Tuesday, June 11, 2015, if necessary. The Budget Hearing will be Tuesday, June 23, 2015, at 6:30 p.m.

**Mr. Palmer moved, second Mr. Jackson, approval of the FY16 Budget Calendar as presented. Motion carried unanimously.**

Staff Report—Sutherlin ASA Model. Chief Marlar presented the Staff Report. Chief also reviewed the financial model and forecast of Enterprise Fund with the Sutherlin AA added through FY18.

Mr. Waldron stated that this is the third major unbudgeted item proposed this year. He is concerned about the projected negative Unappropriated Fund Balance in FY18 for Enterprise Fund.

Chief Marlar responded that revenue comes in with a lag of up to two (2) to three (3) months.

Mr. Lee asked where the vehicle will be housed. Chief Marlar responded that the vehicle will start at Headquarters and will move up as called. Mr. Lee asked where the money will come from. Chief Marlar responded that it will be absorbed in the Ending Fund Balance for 3-4 months.

Chief Marlar stated that he sees one of the challenges they will have is staffing for the additional ambulances.

Mr. Waldron asked why this issue was not anticipated with the Annexation election. Mr. Waldron asked why this wasn't forecast better. Could the contract have been extended another year? Chief Marlar advised that we always know that if the annexation was not successful we would have to continue to serve the Sutherlin ASA in a different manner. Chief Marlar reminded that we have left the option open to the City of Sutherlin to come back to the table to discuss service delivery options.

Chief Marlar stated while he realizes that this model has financial risks and challenges, he believes that it is far less of a financial risk to the District than the other

options regarding servicing our current ASAs.

Mr. Lee asked if we had calculated the additional time that Station 654 or Station 655 would be available with an additional 12-hour car. Chief Marlar responded that we anticipate the 12-hour car would be available for about half the calls. Mr. Lee asked if the four (4) months provide enough information for a budget. Chief Marlar responded that he is building the budget based on the projected numbers and trend.

Chief Marlar stated that the four (4) month period is not an experiment. It is adjusting and finessing the final model in order that the transition will be successful on July 1, 2015.

**Mr. Palmer moved, second Mr. Jackson, approval to authorize the addition of a 12-hour ambulance to EMS Division.**

Mr. Lee is concerned about the money issues.

Mr. Jackson stated that the importance of having firemen in a fire station cannot be overstated. He also stated that a 12-hour car was needed years ago.

**Mr. Jackson voted for; Mr. Lee voted for; Mr. Palmer voted for; Mr. Waldron voted against.  
Motion carried 3-1.**

Local 2091 Collective Bargaining Agreement. DC Bullock reported that labor and management have come up with a tentative agreement over open articles. There is some final word editing to the agreement that has been completed. The bargaining unit will be voting on Saturday, February 21, 2015. The contract will be brought back to the board for approval at the March 17<sup>th</sup> meeting.

Policy 1.14 Public Contracting Rules.

**Mr. Lee moved, second Mr. Palmer, approval to adopt Policy 1.14 Public Contracting Rules.  
Motion carried unanimously.**

## CHIEF'S AND STAFF REPORT

Chief Marlar reported that he had been appointed to the Oregon Fire Chiefs Board of Directors.

Chief Marlar reported that he is awaiting Senate Confirmation approval on his appointment to the DPSST Board and the Fire Policy committee.

Chief Marlar reported that he will be in Arizona from February 27-March 15, 2015, for spring training. DC Bullock will cover.

Chief Marlar reported that Winston is open to discussion on renting/leasing an engine to the District for the Calapooia District. We will also have a brush rig that will be housed there.

Chief Marlar reminded Board members that the first date to file for re-election was February 9, 2015, and the last date to file is March 19, 2015.

Chief Marlar mentioned the recent incident in Dorena of a house fire outside District boundaries. He gave kudos to Dwayne Gettys for mentioning that Fire District No. 2 could contact the media to use this incident to revisit the annexation process.

DC Bullock reported that on Thursday, February 19, 2015, he and Tate Powell will be travelling north to learn more about a container burn room.

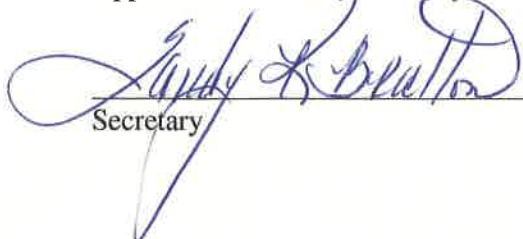
FM Shoufler reported the Fire District No. 2 will have a space at the Home Show. He has contacted the Sprinkler Coalition for props. Kids' backpacks and color books will be available.

BC Mutschler reported that she is in the process of relicensure for the EMS Division. She also reported that a contract had been signed with LifeFlight.

ADJOURNMENT

There being no further business to come before the Board at this time, Board President Jackson adjourned the meeting at 8:23 p.m.

Approved this 17 day of MARCH, 2015.

  
Secretary



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### DOUGLAS COUNTY FIRE DISTRICT NO. 2

#### BUDGET WORKSHOP

Held: TUESDAY, February 17, 2015, 4:30 P.M.

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

#### ATTENDANCE

Board Members: Joe Waldron, Roy Palmer, Paul Jackson.

Others Present: Greg Marlar, Rob Bullock, Danna Wafer, Loyce Krogel.

#### CALL TO ORDER

Board President Paul Jackson opened the workshop at 4:43 p.m.

#### BUDGET CALENDAR

Chief Marlar presented the proposed Budget Process calendar. Board members present agreed to hold a Budget Committee meeting on Tuesday, June 4, 2015, at 6:00 p.m. with dinner provided. An additional Budget Committee meeting on Tuesday, June 11, 2015, if needed. The Budget Hearing will be held on Tuesday, June 23, 2015, at 6:30 p.m.

#### REVENUE ASSUMPTIONS

Chief Marlar presented the Revenue Assumptions. There is a current collection rate for taxes of 92%. He based the proposed budget on a 2% increase with the 92% collections rate.

Ambulance revenue is 8.12% over budget through January, 2015. Transport volume is up an average of 14% over the same period last year. Budgeting for a 2% increase in ambulance revenue from call volume growth.

Contractual allowances have increased to 56.5%.

FireMed subscriptions will remain the same.

The Sutherlin Fire contract will end June 30, 2015.

There is no payment expected to the City of Roseburg for Division of Assets.

#### SALARY AND WAGE ALLOCATIONS

Chief Marlar presented an explanation of wage allocations. There are currently 71 full-time employees. He proposes a 2.5% for the firefighters. EMS

negotiations begin in February, 2015. A 0-4% increase based on evaluations and CPI is proposed for Administration staff.

HEALTH INSURANCE

Chief Marlar reported that health insurance is expected to increase 7%.

PERS

Chief Marlar reported that PERS is increasing significantly.

CAPITAL

Chief Marlar presented a list of proposed purchases, improvements and projects.

TRANSFERS

Chief Marlar presented an overview of the proposed Fund Transfers for the upcoming budget year.

ENTERPRISE FUND

Chief Marlar reported that he planned to add a 24-hr car and a 12-hr car to the Enterprise side.

The Board members present agreed to a 2% increase with 92% collections and a 2% increase in ambulance call volume and 39 full-time fire employees.

CLOSURE

Board President Jackson closed the Budget Workshop at 6:00 p.m.

Approved this 17 day of March, 2015.

  
Secretary



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DOUGLAS COUNTY FIRE DISTRICT NO. 2  
BOARD OF DIRECTORS MEETING and LOCAL CONTRACT REVIEW BOARD  
TUESDAY, February 17, 2015, 6:30 P.M.  
AT HEADQUARTERS, 1290 N. E. CEDAR ST., ROSEBURG, OREGON

### ATTENDANCE

Board Members: Paul Jackson, Roy Palmer, Jim Lee,  
Joe Waldron.

Others Present: Chief Marlar, DC Bullock, FM Shoffler,  
BC Mutschler, Danna Wafer, Loyce Krogel.

### CALL TO ORDER

Board President Jackson called the meeting to order at  
6:31 p.m.

### NEW BUSINESS

Board President Jackson opened the Public Contracting  
Rule Hearing at 6:33 p.m.

Chief Marlar gave an overview of the public contracting  
rules.

Board President Jackson asked for comments or  
concerns from interested parties. None were given.

Board President Jackson closed the Public Contracting  
Rules Hearing at 6:36 p.m.

Board Resolution 07-15 Adoption of Public Contracting  
Rules.

**Mr. Waldron moved, second Mr. Palmer, approval to  
adopt Resolution 07-15 Public Contracting Rules.  
Motion carried unanimously.**

### ADJOURNMENT

There being no further business to come before the  
Board at this time, President Jackson adjourned the  
meeting at 6:37 p.m.

Approved this 17<sup>th</sup> day of March, 2015.

  
Secretary