



## DOUGLAS COUNTY FIRE DISTRICT NO. 2

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DOUGLAS COUNTY FIRE DISTRICT NO. 2

BOARD OF DIRECTORS MEETING

Held: TUESDAY, May 19, 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, Sandy Bratton.

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

### REGULAR SESSION

#### CALL TO ORDER

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

#### RECOGNITION

Oath of Rank/Badge Pinning. Chief Marlar administered the oath of office to new EMT Kyle Dage and new Paramedics Nolan McGinnis, Max Randall, and Brennan Fong. Chief Marlar pinned Mr. McGinnis. Their fathers pinned the other individuals.

#### CONSENT AGENDA

**Mr. Waldron moved, second Sandy Bratton, approval of the Consent Agenda.**  
**Motion carried unanimously.**

#### FINANCE

Financial Statement. Danna Wafer reviewed the financial statement. She reported that pre-A/R is down to \$100,000 from original \$2.6 million. A/R has dropped 43% since using Systems Design. There has been a 25% increase in charges since last year.

Mr. Waldron noted a potential conflict of interest with checks numbered 58717, 58764, and 58802.

Mr. Jackson noted a potential conflict of interest with checks numbered 58757 and 58788.

**Mr. Lee moved, second Sandy Bratton, approval of the Financial Statement.**  
**Motion carried unanimously.**

#### OLD BUSINESS

Sutherlin Transition Workgroup Update. Chief Marlar reported that a location for the EMS station has been identified and secured at Calapooia Fire Station. BC

Mutschler is in the process of hiring personnel for the 24-hour car to start July 1, 2015.

D/C Bullock reported that he has met with the City of Sutherlin Fire Chief LaBelle to start the process of returning equipment. It may be possible to purchase an ambulance and defibrillators from Sutherlin. He is working on re-setting run cards. The mechanics are working on removing Fire District No. 2 branding from equipment that will remain in Sutherlin. The labor union has met to discuss personnel issues.

Chief Marlar reported that two (2) personnel will be laid off June 30, 2015. Both individuals are securing other local employment.

Calapooia Construction Project/Updated IGA. D/C Bullock gave an overview of the construction project at Calapooia and of the updated IGA with Calapooia. He stated that District #2 will be responsible for the construction of the bedrooms and bathroom. They will be done by June 30, 2015. The kitchen remodel will be completed by 12/31/2015. In exchange for the station improvements, the Calapooia Board is waiving the rental fees for housing the EMS crew at the station.

**Sandy Bratton moved, second Mr. Waldron, approval of the updated IGA with Calapooia. Motion carried unanimously.**

FY16 Budget Update. Chief Marlar reported that the Budget books have been distributed. He stated that there is a significant drop in the Ending Fund Balance from the end of this year to the end of June 2016. He has concerns about this trend over the next few years.

Chief Marlar reminded Board members that the Budget Committee meeting will be Thursday, June 4, 2015, at 6:00 p.m. at Headquarters. Dinner will be served.

Staff Report Medix Ambulance Purchase Update. Chief Marlar reported that the estimated delivery date for the new ambulances is the end of June or first of July, 2015. The cost of the two (2) additional ambulances will exceed the original passed Resolution 03-2015 by \$5,000.

**Mr. Palmer moved, second Mr. Jackson, approval and ratification of the additional expenditure of \$5,000 for the two (2) ambulances purchased by the chief, as previously authorized in District Resolution**

**03-2015.**

**Mr. Palmer voted for; Mr. Jackson voted for; Mr. Lee voted for; Sandy Bratton voted against; Mr. Waldron voted against.**

**Motion carried 3-2.**

Diagnosis Day. B/C Mutschler gave a report on the recent Diagnosis Day.

**NEW BUSINESS**

Fire Chief's Evaluation Process. Board President Jackson asked Board members to turn in their evaluations.

Board Resolution 09-15 Supplemental Budget Enterprise Fund.

**Mr. Palmer moved, second Mr. Waldron, approval of Resolution 09-2015 authorizing supplemental budget for the Enterprise Fund for Fiscal Year 2014-15.**

**Motion carried unanimously.**

Board Resolution 10-15 Sutherlin Fund Closure.

**Mr. Waldron moved, second Mr. Jackson, approval of Resolution 10-15 authorizing all residual equities from Sutherlin Fund to be transferred to General Fund ending Fiscal Year 2015.**

**Motion carried unanimously.**

Board Resolution 11-15 Inter-fund Transfers.

**Sandy Bratton moved, second Mr. Waldron, approval of Resolution 11-15 authorizing the transfer of budgeted funds from the General Fund into the Equipment Fund and the Construction Replacement Fund.**

**Motion carried unanimously.**

IGA for Surplus Fire Apparatus Lease(Calapooia).

Chief Marlar reported that the lease would begin July 1, 2015. Students are currently practicing on the apparatus.

**Mr. Palmer moved, second Sandy Bratton, approval of the IGA for surplus fire apparatus lease.**

**Motion carried unanimously.**

Local 307 Collective Bargaining Agreement. B/C

Mutschler reported that the bargaining unit had voted to approve the contract. Employees under this agreement

will move to salary July 1, 2015.

All Board members, except Mr. Palmer, did not see the staff report in their Board packet prior to the meeting.

Board members discussed the longevity pay incentives.

Mr. Palmer asked what the Board hoped to gain by waiting until next month to ratify the contract.

Board President Jackson stated that he did not want Board members to vote on something they were unfamiliar with.

Mr. Lee stated that a summary is just a summary. In order to vote on the contract, he would like to see the contract. He wants to understand what the Board is agreeing to.

Chief Marlar will upload a copy of the contract for Board members to read. This will be an agenda item at the June 4, 2015, Budget Committee/Board meeting.

## CHIEF'S AND STAFF REPORT

Ambulance Purchase Update. Chief Marlar reported that the ambulances have been ordered and he expects delivery the end of June, 2015.

Chief Marlar reminded Board members of the Budget Committee meeting on Thursday, June 4, 2015.

Chief Marlar reported that a burn-to-learn had been held on May 16<sup>th</sup> with Winston Dillard Fire District. About thirty (30) people attended.

Chief Marlar reported that this week is EMS Week. Headquarters is hosting a barbecue for crews.

Chief Marlar reported that he had been reappointed to the Board for Oregon Fire Chiefs.

D/C Bullock reported that he had met with Sutherland administration and they are ironing out issues. He has high hopes for Fire District No. 2.

D/C Bullock reported that the tactical medical team is progressing. They have been training the past month and a half.

D/C Bullock reported that employees have taken firearm safety training. All have passed.

D/C Bullock reported that the training grounds will be up and going the end of May or beginning of June, 2015. He asked the Board to consider allotting more funding for paving and hydrants to keep the project going.

B/C Mutschler reported that she has been interviewing people to fill the position on the 24-hour car in Sutherlin.

B/C Mutschler reported that with the addition of the 1193 car volume has increased. There have been 161 calls in a six-week period. She stated that it is working the way they had wanted.

ADJOURNMENT

There being no further business to come before the Board at this time, Board President Jackson adjourned the meeting at 8:08 p.m.

Approved this 23 day of June, 2015.

  
Secretary