



## DOUGLAS COUNTY FIRE DISTRICT No. 2

1400 Buckhorn Rd ☎ Roseburg, OR 97470

541-673-5503 ☎ Fax 541-673-5505 ☎ www.dcfld.org

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DOUGLAS COUNTY FIRE DISTRICT NO. 2

BOARD OF DIRECTORS MEETING

Held: TUESDAY, NOVEMBER 15, 2016, 5:35 P.M.

Location: STATION 5, 6000 GARDEN VALLEY ROAD, ROSEBURG, OREGON

### ATTENDANCE

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

Others Present: Chief Marlar, Rob Bullock, Ray Shoufler, Danna Wafer, Brian Gurney, Kevin Steele, Tate Powell.

### REGULAR SESSION

#### CALL TO ORDER

Board President Treece called the meeting to order at 5:35 p.m.

#### CONSENT AGENDA

**Jim Lee moved, second Paul Jackson, approval of the Consent Agenda.**  
**Motion carried unanimously.**

#### FINANCE

Danna Wafer gave an overview of the financial status of the District.

The following potential conflict of interest with AP checks written was noted:

Mr. Lee - check number 61378

Roy Palmer – check numbers 61429, 61384

Paul Jackson – check number 61382

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

A brief discussion ensued. John Markovich asked about the status of Mr. Banducci. Chief Marlar recommended that the Board wait until after January 1 to proceed with any further actions to collect from Mr. Banducci. Chief also referenced Board Ordinance 01-2017 Cost Recovery Fees to be discussed later in the meeting.

**“Do the right thing.”**

Also discussed was a possible change to the Supplemental Budget, adding an additional \$3,000 to line item 1-1-806 to cover the unanticipated costs of a backup system.

Mr. Markovich asked what would happen to our Debt Service portion of taxes collected with the final payment of our Bond obligation in January. It was noted that the auditor would be asked for a recommendation.

## OLD BUSINESS

Station 652 Renovation Project Update. Tate Powell reported that the remodel was in the final stages. The plastering was to be done any day with the concrete portion currently being completed. The crew move in date is still on track for the first part of December. He also noted that he thought the project would be about \$9,000 under budget.

Chief Marlar gave kudos to Tate Powell and Ray Shoufler for doing a great job.

Consulting Firm Proposal. Chief Marlar reported contacting ESCI, and then detailed the study process, especially noting that they would have a video conference going over everything in the project outline. Many issues/items the study would address would include, but not be limited to the current Winston/Dillard IGA, feasibility of a Fire Authority, creating changes to current boundaries, as well as station locations. Chief Marlar feels comfortable that ESCI will meet the District's expectations.

John Markovich felt the report would be beneficial but was concerned that the District might not be able to pursue the consulting firm's recommendations due to upcoming financial constraints: PERS rate increases, health insurance increases, the ending of the SAFER grant funding.

Pat Treece asked the Board if the District should go ahead with the Study. A discussion followed. Roy Palmer felt the study would take every facet of the organization and compare with National Standards. The comparison will help to determine areas of focus helping the District plan for the future as well as giving an outside perspective.

**Mr. Lee moved, second Roy Palmer, approval authorizing the use of \$38,604 in funds for the services of ESCI to perform an organizational analysis.**

**Motion carried unanimously.**

NEW BUSINESS

Board Resolution 07-2017 Supplemental Budget  
General Fund.

The Board accepted the Supplemental Budget with the addition of \$3,000 to Information Services expense line.

**Mr. Markovich moved, second Mr. Palmer, approval of Resolution 07-2017, accepting the Supplemental Budget as presented with an additional \$3,000 to be added to Information Services.**

**Motion carried unanimously.**

Board Resolution 08-2017 Inter-fund Transfer Ladder  
Truck

**Mr. Lee moved, second Mr. Palmer, approval of Resolution 08-2017 authorizing the inter-fund transfer for the annual lease/purchase payment for the Ladder Truck.**

**Motion carried unanimously.**

Board Policy 1.17 Whistleblower Protection (1<sup>st</sup>  
Reading)

Chief Marlar stated that the design of this policy was to ensure that employees could raise concerns about wrongdoing without fear of discrimination or dismissal.

Staff Report LPG Car Fire Prop. D/C Bullock reported on the Car Fire Prop stating that the amount approved in the budget was \$54,285 however; there was a slight increase of \$2,311. The prop will help assist in the Firefighter 1 certification, as well as being expandable to other types of LPG projects. Discussion followed with Mr. Lee stating frustration of unfunded mandates, but recognizing the importance. Pat Treece added how beneficial the prop would be for training.

**Mr. Lee moved, second Mr. Palmer, approval of the LPG car prop purchase out of the Construction Fund.**

**Motion carried unanimously.**

Board Ordinance 01-2017 Cost Recover Fees (1<sup>st</sup>  
Reading)

Chief Marlar stated that this ordinance would give enforcement behind collections, a policy necessary to have in place before vigorously pursuing collections.

Staff Vacation Accrual

Chief Marlar recommended the Board align the 40 hour administration vacation accruals with the shift 40 hour vacation accrual, making them the same.

**Mr. Palmer moved, second Mr. Jackson, approval to align the administrative vacation accrual with 40 hour shift accrual per the CBA.**

CHIEF'S REPORT

Chief Marlar reported that Staff will continue to research the actuarial update that auditor Jeff Cooley recommended at the October meeting when presenting the Audit.

Chief Marlar told the Board that in next month's packet a copy of the updated Employee's Handbook will be included for their review. He also stated that the Administrative Office will be closed on November 24<sup>th</sup> and 25<sup>th</sup> for the Thanksgiving holiday.

Chief Marlar reported an upcoming meeting with a billing company that provides fire, Hazmat, and motor vehicle billing. They have provided significant revenue streams for other departments, and would like to see if they could do similarly for the District.

D/C Bullock reported that the tactical team consists of two groups. One of the groups has been sworn in as special sheriffs to help assist in tactical situations.

F/M Shoufler reported that last month the annual Fire Prevention show for kids was held at Home Depot. Despite bad weather, both days were well attended. Andy Hatfield and Dwayne Gettys helped at the event.

ADJOURNMENT

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

Approved this 20 day of December, 2016

  
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Secretary