

TILLAMOOK FIRE DISTRICT

4/8/2019

The regularly scheduled board meeting for Tillamook Fire District was held on Monday, April 8, 2019, at 5:15 p.m. at the Tillamook Fire Station, 2310 Fourth Street, Tillamook, Oregon.

Directors Present: Debra Reeves, Board Chair
Dave Mattison, Secretary-Treasurer
Tim Hamburger, Vice-Chair
Brian Cameron, Director
Eric Swanson, Director

Staff Present: Dale Kamrath, Interim Chief
Alan Christensen, Lieutenant
Rueben Descloux, Fire Marshal
Chuck Spittles, Captain

Guests: Brandon Abbot, Rick Burden, Aaron Burris, Alex Burris, Kris Davis, Brenda Descloux, Kris Grimes, Chaz Hall, Joel Hamburger, Paul Edwards, Dave Helmricks, Pat Kelly, Jennifer Mallare, Chis Miller, Tom Miller, Kyle Sheets, Jason Sterling, RJ Wynia, Kassie Helmricks, Miguel Perez, Becca Perez, Cody Mann

Call to Order: The board meeting was called to order by Board Chair Debra Reeves.

Minutes: A motion to approve the March 11, 2019 minutes was made by Eric Swanson and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

A motion to approve the March 18, 2019 minutes was made by Dave Mattison and seconded by Eric Swanson. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

Financial Statement / Correspondence: The financial statements were not available for distribution before the meeting. A check registry for March was produced and reviewed by the Board. Chair Reeves had a question about the SDIS payment which was for medical insurance.

A motion to pay the March 2019 bills was made by Tim Hamburger and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

SDIS forwarded EAP program correspondence for paid and volunteer firefighters. The program for board members and volunteers would cost the District \$14.27 a year per member.

The SDAO / SDIS best practices update was forwarded as well as the reimbursement for non-disabling claims information under the work comp program. There is a claim in 2018 that can be paid in full to keep the mod factor down. This buy back was recommended by SDIS and Dale will check on the total amount due.

A motion to pay the verified 2018 reimbursement amount for non-disabling claims was made by Dave Mattison and seconded by Eric Swanson. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

PUD mailed out correspondence about a rate increase. The rate increase of 5% will go into effect in a couple of months.

Executive Session: Chair Reeves indicated that there is employee payroll discussion and Dale's performance evaluation which can be held in executive session if the employees wish. All four staff members waived their right to executive session, indicating it could be discussed in an open meeting.

Fire Chief Report: Chief Kamrath reported that he is still waiting on February and March financials to start in on the budget. The audit has been submitted to the State Treasurer, new RIT bags are in service, pump repairs have been made on E12 along with other vehicle maintenance and services, new safeties are being installed on garage doors and Chuck attended the mechanic conference. Training for the month includes EMS drills, driver and fire training as scheduled.

Dale forwarded a copy of the Fire Chief job description discussed in part at the last meeting. After discussion the main focus was on residency requirements and the consensus was that a maximum of one year would be allowed to establish residency. There we discussion about disciplinary authority and the grievance policy process to the board. Policy books should be reproduced for access by all volunteers and staff to review. The policies were reported to be online but the website is currently down for maintenance.

The audit report and more specifically the management letter reported there were deficiencies in the audit. There was discussion including the control process.

The second item discussed were volunteer stipends. The auditor's report from 2017-2018 indicated that the volunteers did not receive their full stipends. There was board discussion of the audit, stipends and executive sessions.

The third item was concerning staff payroll rates and documentation. Dale will seek clarification from our auditor to confirm what he wanted.

Dale reported that employee time sheets had been reviewed and explained the issues with comp time and vacation time accruals in the past. Dale reviewed the vacation and comp policies with the board showing that vacation currently maxes out at 240 hours and comp at 80. Dale will seek input and clarification from the bookkeeper to ensure the pay rate is correct. There was discussion about sick leave language, overtime, vacation and making sure the proper rate is being applied.

A motion to accept the recommendation for sick leave accrual with amended bereavement language was made by Eric Swanson and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

The meeting was paused for battery replacement and memory transfer.

Eric addressed the group to make sure they understand he is not a rubber stamp and as a board member wont just come in to the station to look at records without board direction. Chair Reeves followed up Eric's address to the group about the process and how long it actually takes to review.

Assistant Chief Paul Edwards asked the board if they would be ready to address the stipend issue at the next board meeting.

The board discussed Dale's performance after receiving copies of the evaluation form from Dale. The board consensus was that Dale was meeting their goals and had no recommendations for improvement.

Fire Marshal Report: FM Descloux submitted copies of his report electronically.

Non-Agenda Items: Aaron Burris suggested that as we approach the third hour for the meeting, the board may wish to impose a time limit for future board meetings. There were concerns from multiple members of the audience.

Dale proposed an agenda form change so he could track meeting data easier.

A motion to adopt the agenda format changes was made by Eric Swanson and seconded by Tim Hamburger. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

Concerns of the Board: Chair Reeves would like the District to upgrade their Adobe program to professional so future file packets could be merged into a single document.

Tim Hamburger voiced his concern about a conference call with the auditor between Chair Reeves and Eric Swanson. Chair Reeves replied that if more than two members met with the auditor it would constitute a meeting and require posting. Chair Reeves noted that auditor Richard Winkel had setup the telephone conference call with Eric, which include her to answer Eric's concerns with the 2017-2018 audit. Chair Reeves and

Eric both stated that their discussion of Eric's concern with the auditor resulted in a non-matter which would not require a board meeting.

Brian Cameron suggested that the entire board hold a special meeting so they can all review the stipend reports. After board discussion they agreed that there will be a special board meeting held on April 24th, 2019 at 5:15 PM.

Adjournment: A motion to adjourn the meeting at 8:30 p.m. was made by Tim Hamburger and seconded by Eric Swanson. Ayes were received from Debra Reeves, Dave Mattison, Brian Cameron, Eric Swanson and Tim Hamburger.

Respectfully submitted,

Board Chair Debra Reeves