

# TILLAMOOK FIRE DISTRICT

## 5/13/2019

The regularly scheduled board meeting for Tillamook Fire District was held on Monday, May 13, 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 (late)  
Tim Hamburger, Vice-Chair  
Brian Cameron, Director (late)  
Eric Swanson, Director

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

Guests: Brandon Abbot, Sandy Arthur, Stan Arthur, Don Burden, Linnea Burden, Rick Burden, Aaron Burris, Alex Burris, Allen Burris, Kris Davis, Brenda Descloux, Heather Grimes, Kris Grimes, Chaz Hall, Joel Hamburger, Paul Edwards, Pat Kelly, Jennifer Mallare, Gavin McClaskey, Chis Miller, Tom Miller, Jason Sterling, RJ Wynia, Terry Zuercher, Kimberly Leibbrandt, Mark Torrence, Charles Saxon, Kathy Saxon, George McKibbin, Joe Erwert, Cody Mann

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

**Minutes:** The minutes from the April 8<sup>th</sup> and 24<sup>th</sup> meetings had pending revisions not discussed yet and were tabled for approval at the next board meeting.

**Financial Statement / Correspondence:** The financial statement for April was not available for distribution before the meeting. A check registry for April was produced for review and approval. The financial statements for February and March 2019 were available for review and approval.

A motion to approve the February 2019 financial statement was made by Eric Swanson and seconded by Tim Hamburger. Ayes were received from Debra Reeves, Eric Swanson and Tim Hamburger.

A motion to approve the March 2019 financial statement was made by Tim Hamburger and seconded by Eric Swanson. Ayes were received from Debra Reeves, Eric Swanson and Tim Hamburger.

Correspondence was produced for the board including a one-day seminar on 2019 Payroll Law and a press release regarding the passing of the oldest living Medal of Honor recipient.

Dave Mattison arrived at approximately 5:20 p.m.

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

**Fire Chief Report:** Chief Kamrath reported on the expense totals to date from July 2018 to April 2019.

The 2018 audit has been submitted to the state with filing fees paid.

New headlights have been installed on Engines 11, 12 and 17 as well as other apparatus maintenance and repairs.

The volunteer's have purchased new EMS kits, a battery powered chainsaw and (4) AEDs in the amount of \$8,692.03 which have been either been placed on apparatus or in officer POVs.

A training report was given for fire and EMS training and competencies during April.

A new SOG for bill processing to follow up with and track our billing per the auditor recommendations has been implemented.

**Fire Marshal Report:** FM Descloux submitted copies of his report electronically. The percentage for fire responses increased for the month and EMS calls had decreased. Tim Hamburger asked if the automatic 2<sup>nd</sup> alarm for fires has added to the number of fire calls and it has.

**Old Business:** Dale submitted two fire chief job description examples to the board for review with the recommended residency requirements amendment. Members of the board liked the example produced off the Siuslaw description.

A motion to approve the new fire chief job description for Tillamook Fire District was made by Tim Hamburger and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson and Tim Hamburger.

Dale contacted Rich Winkel about possible tax implications for stipend reimbursement. Rich confirmed that it would reflect the money in the year that it was received.

A stipend example report showing the number of points received, actual paid, extra paid and number of points not received was reviewed for the last fiscal year. Debra indicated

that the policy states that one point is given for every call or training activity and all members were in agreement.

Chair Reeves expressed concern that if the volunteers are reimbursed for the last fiscal year, they might still wish for reimbursement for the previous years too. The board may wish to seek legal counsel to protect them and the district. Eric Swanson thinks that we should deal with the fiscal year mentioned in the 2017-2018 audit and reimburse the stipends owed then the board would have to deal with other issues as they arise.

A motion to pay the 2017-2018 stipend errors in accordance with the stipend policy was made by Dave Mattison and seconded by Eric Swanson. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Brian Cameron and Tim Hamburger.

Eric indicated that the process is complicated and subject to error. He asked Dale if he could work on a method to provide some additional security similar to the new bill processing SOG. Tim asked if there have been any errors since mid-October. Dale replied there were errors in the beginning of October but none since. Alan indicated that there have been detailed reports posted for the volunteers by FM Descloux since December 2018.

Paul Edwards the Assistant Chief addressed the board on behalf of the Tillamook Volunteer Firefighter's Association concerning several issues. Chair Reeves requested that the Association submit their concerns to the board in writing.

Dale addressed employee time sheets starting with the sick leave cap amendment. Checking with the bookkeeper, they believe they had something in writing from the district from 2009 to buyback comp time at time and a half. With the internal accrual at time and a half and overtime buy back at the same rate since 2009, Dale indicated we can't go back on that but we can change the buy back rate to straight time. He will notify the bookkeeper in a letter that they will need to pay straight time per Board recommendation.

A motion to pay paid staff overtime based 8 hours per day in a 40 hour work week that it accrues on the time sheet at time and a half and it is paid at straight time was made by Eric Swanson and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Brian Cameron and Tim Hamburger.

Dale discussed the report he generated from 2015-2018. The report showed that staff were having their vacation and comp hours deleted on months that they were over the maximum accrual. Alan verified that the hours were in fact being deleted. Board members questioned the policy to which FM Descloux verified that the policy states that both vacation and overtime exceeding the maximum amount at the end of the month are to be paid or directed to take the time off.

There was Board discussion about contacting a labor attorney about what the board responsibility is to staff, volunteers, the district and the taxpayers. There was concern

about the costs of seeking legal counsel. The board would like Dale to contact a labor attorney through SDAO. The final direction of the board is to seek out the attorney, present the information and bring the advice back to the board in executive session.

**New Business:** Dale had forwarded a copy of the fire chief job announcement from 2009. He updated it with current language and wage scales. The Board like the announcement and would like to move forward. Dale would advertise in the Daily Dispatch which serves the entire western division. Chair Reeves would like the announcement to be open for 60 days.

A motion to direct Dale to post the job announcement for 60 days for Tillamook Fire District fire chief was made by Tim Hamburger and seconded by Eric Swanson. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Brian Cameron and Tim Hamburger.

The budget committee meeting is scheduled for Wednesday, May 29<sup>th</sup>, 2019 at Station 71. The committee is made up of the board and five members at large from the public. The public committee members are being contacted about the meeting and Allen Burris indicated he would be willing to fill any vacancies.

**Non-Agenda Items:** Comments were received by attending members of the public concerning topics that had been discussed in the meeting.

**Concerns of the Board:** Eric Swanson and Kathy Saxon presented the association with a donation on behalf of Adventist Health.

**Adjournment:** A motion to adjourn the meeting at 7:16 p.m. 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.

Respectfully submitted,

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Board Chair Debra Reeves