

TILLAMOOK FIRE DISTRICT

10/15/2018

The regularly scheduled monthly meeting for Tillamook Fire District was held on Tuesday, October 15, 2018, 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 (5:38 p.m.)
Eric Swanson, Director
Brian Cameron, Director

Directors Absent: Tim Hamburger, Vice-Chair

Staff Present: Rueben Descloux, Fire Marshal
Alan Christensen, Lieutenant
Chuck Spittles, Captain

Guests: Akin Blitz, Aaron Burris, Daryl Hamilton, Chaz Hall, Joel Hamburger, Jason Sterling, RJ Wynia, John Stein, SDAO; Bill Anderson, SDAO; Michele Bradley, SDAO

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

After roll call the meeting was adjourned to Executive Session at 5:16 p.m.

The regular board meeting reconvened at 7:02 p.m.

Introductions: John Stein and Bill Anderson were introduced as SDAO representatives who will be doing an internal organizational audit with staff and volunteers. This information will enable them to find the best candidate for an interim Chief based on District and personnel needs.

They will also ensure that the District is meeting the standards of coverage and identify priorities for the immediate and long range needs. There will be a mandatory debriefing scheduled under direction of the Board based on the SDAO representatives.

Akin Blitz shared the significance of his findings after interviewing staff and volunteer Captains. There have been some substantial impacts to the District which will need to be addressed by SDAO during their audit.

Minutes: Dave Mattison indicated that Eric Swanson's name was misspelled on page one. A motion to approve the minutes from October 8, 2018 with corrections was made

by Dave Mattison and seconded by Brian Cameron. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson and Brian Cameron.

Administrative Update: Acting Chief Descloux reported that we have received an updated October 10, 2018 Letter of Engagement from our bookkeeper that will need to be approved. Payroll was processed, signed and delivered to staff. Bills and invoices are being scanned to file and will be delivered to our bookkeeper. They were being submitted monthly but due to events Descloux will ask if they want it bi-weekly.

A motion to approve the new contract presented by Marilyn Phegley, CPA dated October 10, 2018 was made by Brian Cameron and seconded by Dave Mattison. Ayes were received from Eric Swanson, Debra Reeves, Dave Mattison and Brian Cameron.

Our auditor Richard Winkle, CPA received the data files for audit purposes. Richard submitted a letter of request to compile information so that he can travel to the fire station and review the information for audit completion. Chair Reeves asked Descloux if he could work on compiling the data for the audit.

New tires were ordered for the front end on R49.

Our SDAO representatives are familiar with FEMA grant funding and the process involved. They will be working to ensure that the funding is managed as the new SCBA are already here except for the bottles.

Non-Agenda Items: Captain Sterling reported that our fire crews responded to and extinguished a commercial marijuana grow facility in Nestucca. The fire happened while crews were covering Station 87 in Hebo during a different second alarm fire.

Lieutenant Christensen asked about background check requirements for new volunteers and will receive input from the SDAO representatives next week. If there is the possibility of another Executive Session next week, Alan would like the opportunity to allow volunteers wishing to attend to stay home until the recess following the session.

Concerns of the Board: Brian Cameron indicated that the SDAO consultants are here to help with the transition process. Eric Swanson reiterated that the SDAO chiefs wish to get to know staff and volunteers to ensure that they can find the best fit.

Adjournment: A motion to adjourn the meeting at 7:27 p.m. was made by Eric Swanson and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson and Brian Cameron.

Respectfully submitted,
Rueben Descloux
Acting Chief

Board Chair Debra Reeves