

TILLAMOOK FIRE DISTRICT

11/13/2018

The regularly scheduled monthly meeting for Tillamook Fire District was held on Tuesday, November 13, 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
Eric Swanson, Director (phone in)
Brian Cameron, Director
Tim Hamburger, Vice-Chair

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

Guests: Jason Sterling, Bill Anderson, Dale Kamrath

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

Minutes: David Mattison had a question of word usage in the minutes and Chair Reeves indicated that the minutes should differentiate between special meetings and regularly scheduled board meetings. Eric Swanson suggested that the minutes also be corrected to say that Chair Reeves clarified what the policy stated regarding vacation accrual. A motion to approve the minutes from November 5, 2018 with corrections was made by Dave Mattison and seconded by Tim Hamburger. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

Administrative Update: Acting Chief Descloux recommended that the board discuss the vacation accrual policy upon Tim's request. After review and input from guests the Board recommended we need to clarify the policy and may need assistance from the interim chief to ensure that Chuck is taken care of.

LGIP signature packets were sent out to the board for access and reporting including reporting status for the upcoming interim chief. More transfers from the LGIP account were made to the checking account to cover equipment costs and general fund expenses.

The SDIS insurance payment was made on time but not before the next posting was mailed out.

The point stipend policy was amended to add duty shift coverage. Eric Swanson recommended that we change the amendment to duty coverage and remove shift which is indicative of hours of productivity.

A motion to accept the point stipend policy amendment with revisions as discussed was made by Tim Hamburger and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

CIS life insurance with open enrollment was accessed just prior to the closing date. CIS recommended that more than one staff or board member be added to the account for benefit access.

EDX access with Web Administrator privileges should be extended to at least one board member along with the fire chief.

PERS will need final wages and vacation amounts entered online to close Rick out.

Wilson Heirgood called to indicate that the packet for insurance adjustments are due by Friday. The best practices survey for a 3% discount will be due. There was no appraisal information obtained before the meeting. Chair Reeves stated she will come over on her lunch hour to assist Descloux with amending the insurance paperwork.

There has been a significant decrease in EMS calls this month and less response to non-dispatched calls.

Debra Reeves and Brian Cameron both need to go to Umpqua to add their names to signature line.

AFLAC submitted a bill for last month to be paid online, Descloux will contact Wendy Downing with questions regarding the account.

Chair Reeves asked if Descloux could obtain a recent copy of a financial statement from our bookkeeper.

Eric Swanson spoke with the fire chief from Cannon Beach. They have an upcoming workshop with SDAO for fire districts to learn about additional fire funding options. There is a possibility that we could participate in a joint workshop with Cannon Beach at the Nehalem fire department facility.

Non-Agenda Items: The regular board meeting adjourned to executive session at 6:02 p.m.

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

A motion was made by Eric Swanson and seconded by Tim Hamburger to appoint two board members to work with Dale Kamrath to create an employee contract for interim chief that can be brought back to the board once approved by both parties for approval. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

Eric and Debra will be on a two member committee for the employee contract and will work with SDAO as needed.

Concerns of the Board: Brian Cameron spoke with Tassi O'Neill at the County to gather information about operating levy creation. Tassi provided some example operating levies from 2017 that could be used as models for the future. If the board wanted to get the levy on the May ballot we would need to have it ready for submission by March. The advantage to the May 21, 2019 election is that it will not require a double majority.

The existing policy indicates that every board meeting attended will result in a stipend. Board members will contact Acting Chief Descloux if they wish to receive the appropriate stipends for the extra meetings attended the last couple of months.

The board detail will work with Dale and see if a special meeting needs to be scheduled in the next couple weeks.

Adjournment: A motion to adjourn the meeting at 7:28 p.m. was made by Dave Mattison and seconded by Eric Swanson. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

Respectfully submitted,
Rueben Descloux
Acting Chief

Board Chair Debra Reeves