

TILLAMOOK FIRE DISTRICT

11/5/2018

The special meeting for Tillamook Fire District was held on Tuesday, November 5, 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

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

Minutes A motion to approve the minutes from October 22, 2018 was made by Dave Mattison and seconded by Brian Cameron. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron

Administrative Update: Acting Chief Descloux reported that our retired employee received payment. Overtime for last month was bought down for each employee by 20 hours. We are working on scheduling time off to keep the comp time down. Along with overtime there was a policy question brought forward regarding vacation time accrual. Chair Reeves clarified under policy that new accruals begin with day one of the active year.

Our bookkeeper wants a signed letter authorizing them to receive and reconcile our Quickbook files.

A motion to approve Marilyn Phegley's office to take over the Quickbook financials was made by Dave Mattison and seconded by Brian Cameron. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

A motion to revise the financial signature cards at UMPQUA and our LGIP account authoring all board members and Rueben access was made by Brian Cameron and seconded by Tim Hamburger. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

Access was made to the State Pool account for transferring funds to our checking. Stipend reports were printed out of ER after a quick tutorial from Nehalem Bay Fire over

the phone. The duty shift stipend may need to be added to policy for reimbursing volunteers for a daytime shift coverage during times of short staffing. Descloux will work on adding or amending an existing policy with the new stipend information.

There are some online accounts like Microsoft and Amazon that we are not sure how the payments were being made.

Sea Western split up the bill so the Association and District will each pay half for the new turnouts.

SDAO general liability and values form will need to be updated. We will need to find when the stations were last appraised to better insure them.

Fire Marshal duties are being completed for building permits but inspections have been put on hold.

Non-Agenda Items: Chuck has gained access to the FEMA grant and has been declared the point of contact for the grant. He has also updated the SAM account and will request the money be transferred after the remainder of the SCBA equipment has arrived.

Alan indicated that there are a number of people interested in returning to volunteer with the District. A small group of them will be at the next drill to be fit tested for SCBA regardless of their return date.

Concerns of the Board: Bill Anderson with SDAO indicated that there is a candidate interim who has expressed some interest and may be interviewed during the November 13, 2018 board meeting.

Bill also presented a draft time table for the fire chief selection process, a consulting services agreement and a draft scope of work proposal. The evaluation analysis is recommended to be completed prior to the new chief's arrival to serve as a "road map". In an attempt to maintain the proposed timeline, Bill recommends the Board approve the job description, scope of work and process during the December board meeting.

Brian Cameron indicated he would like some information about an upcoming operating levy from our neighbor. Eric Swanson will be added to the agenda to share some information about Cannon Beach.

Adjournment: A motion to adjourn the meeting at 6:28 p.m. was made by Dave Mattison and seconded by Brian Cameron. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

Respectfully submitted,
Rueben Descloux

Board Chair Debra Reeves

Acting Chief