**TILLAMOOK FIRE DISTRICT**

**3/8/2021**

The regular board meeting for Tillamook Fire District was held on Monday, March 8th 2021 at 5:30 p.m. at the Tillamook Fire Station, 2310 Fourth Street, Tillamook, Oregon.

Directors Present:

Tim Hamburger, Chair

Brian Cameron, Vice-Chair

Casey Burden Secretary/Treasurer

Roy Ellerbroek, Director

Allen Burris, Director

Staff Present: Daron Bement, Fire Chief

Alan Christensen- Training Officer

Rueben Descloux - Fire Marshal

Guests: Jason Sterling, Daryl Hamilton, Kris Davis

**Call to Order:** The regular board meeting was called to order at 5:30 PM by Board Chair Tim Hamburger. Roll call was taken.

**Tillamook Volunteer Firefighters Association:** No speaking members of the TVFA were present during this meeting.

**Non-Agenda Items / Public Comment:** None

**Minutes:** The regular board minutes from February 8th, 2021 were approved.

A motion to approve the February 8th, 2021 Board Meeting minutes was made by Casey Burden and seconded by Roy Ellerbroek. Ayes were received from Brian Cameron, Roy Ellerbroek, Allen Burris, Tim Hamburger and Casey Burden, motion carried.

**Financial Statement / Correspondence:** The financial statements, check transactions and accounts payable sheets were reviewed and approved without questions.

A motion to “pay the bills” and approve all financial documents as written was made by Allen Burris and seconded by Brian Cameron. Ayes were received from Tim Hamburger, Roy Ellerbroek, Casey Burden, Brian Cameron and Allen Burris.

**Fire Chief Report:** Chief Bement reported the District has paid personnel expenses through June 30,2021 in the amount of $ 369,033. Materials and Services $134,435 and Capital Outlay $61,977 for a total of $565,445 through the end of the fiscal year.

CPA Winkel will be onsite for our Annual Audit 2019-2020.

Call Volume for the month was 47 incidents for February which is lower than previous months.

Chief Bement reports that staff is working diligently to finish the upstairs remodel. It is nearing completion and in the final stages. The remodel completion should be ready for inspections soon.

Chief Bement reports that the draft from Port Of Tillamook Bay has arrived. He will discuss it later in the meeting on a separate item as he has presentation on this subject.

Chief Bement reports that FM Descloux has been working with the developers around the area and there are several projects coming up and in progress.

Staff 91 has an airbag recall with no apparent fix. BC Spittles is aware and it has been logged. The Rear brakes have also been replaced on 7191.

BC Spittles is working to get a demonstration for new hydraulic tools to replace and hand down the set on R49, also increase the number of tools available to keep up with demand during heavy traffic weekends when resources are spread thin.

FC Bement reports on the record that he was approached by a potential volunteer that had offered a space on Highway 6 near Alice’s Country house. After discussion with staff, it was determined that this might not be a good direction for the district and we should look at Station 73 Cape Meares as a priority. Ideas were requested from the crews at St. 73 to ask around. One response for a spot at 7th and Bayocean Road was mentioned, however, it is in an inundation zone. It may be difficult to find reasonably priced land in the area.

Crews returned to in person drill and have had successful trainings. Trainings include: Apparatus Familiarization and Small engine power tools.

Building construction and new apartments walkthrough on 12th street

EMS training also resumed this month. Trainings include: advanced airways and new protocols from our new medical directors.

**Fire Marshal Report:** FM reported detailed calls for the month, discussion on Holden Creek Village Apartments update and Fred Meyer remodel and radio transmitter project.

**Old Business:** Policy workshops have been set for the Thursdays prior to board meetings at 5:30 hours, setting aside 1-2 hours to work on Lexipol policies that can then be approved at the board meeting the following Monday. This will continue until no longer needed.

Policies that were reviewed this month for approval: 400 Fire Inspections, 402 Investigations, 602 HIPPA, 612 Training Records, 700 Use of District-Owned and Personal Property, 1001 ODL Requirements, 1004 Position Descriptions,1010 Overtime, 1011 Emergency Call Back, 1015 Personnel Records, 1020 Uniforms

A motion was made by Allen Burris to approve the policies that were reviewed as written in the most recent workshop, seconded by Brian Cameron. Ayes were received from Tim Hamburger, Casey Burden, Roy Ellerbroek, Allen Burris and Brian Cameron.

Board Chair Hamburger wanted to acknowledge on record that board policies are in place regarding chain of command and dealing with personnel issues at the board level. He wanted to remind that all members should be cognizant of the policies and attempt to be better at following the procedures that are written.

Also, discussion was heard regarding Fire Chief Bement’s Authority within the department. Chief Bement has the right to hire, fire and retain and discipline both employees and volunteer staff if necessary. Board members should be a last resort if there is not a satisfactory action or results from seeking administration follow-up.

There was some discussion amongst the members of the board and the fire chief regarding recent issues with stipends and pay of volunteers.

**New Business:** Sleeper Polices were discussed and brought up as requested last month by the board. The policies were sent out to directors via email. Not all had received or understood that the policy was for review due to this, discussion was tabled for a later date.

Discussion was heard regarding the upcoming budget committee. Board Chair Hamburger advised that board members could reach out to past members and see what their status of interest is regarding serving again. FC Bement mentioned that other special district have members serve in 3-year terms and asked if that would be okay with this governing body moving forward, there was not opposition.

Presentation on the property at the Port of Tillamook was made to the board regarding potential training grounds. There is a 2-acre parcel is available, FC Bement would like input from the board on the draft that was sent to everyone. Board Chair Hamburger asked if we could have a real estate professional or legal review of the document prior to the signing of the document. All agree that this would be a good course of action.

**Concerns of the Board:** Allen wanted to ensure that all members had filed for election that were going to run again, Director Ellerbroek states that he will not be running again and Leonard Ingles has filed for his position. Director Burden mentioned that it shows who has filed for specific positions on the county elections website.

**Adjournment:** A motion to adjourn the meeting at 6:41 p.m. was made by Allen Burris and seconded by Casey Burden

Ayes were received from all members and the motion carried, meeting adjourned.

Respectfully submitted, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Chair Tim Hamburger

Daron Bement, Fire Chief