

# TILLAMOOK FIRE DISTRICT

## 9/11/2018

The regularly scheduled monthly meeting for Tillamook Fire District was held on Tuesday, September 11, 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  
Tim Hamburger, Vice-Chair  
Brian Cameron, Director

Staff Present: Rick Adams, Fire Chief

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

**Minutes:** A motion to approve the minutes from July 10, 2018 with amendments 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.

A motion to approve the August 14, 2018 meeting minutes 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.

**Bills:** A motion to pay the August 2018 bills 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.

**Correspondence and Financial Statement:** A motion to approve the amended June 30, 2018 financial statement 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.

A motion to approve the July 31, 2018 financial statement was made by Brian Cameron and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

**Fire Chief Report:** Chief Adams reported that he spoke with Mr. Wenkel who requested a copy of the Quick Books data file for review. The file has been requested from bookkeeping.

The Scott representative, another sales vendor, questioned our meeting minutes, findings and made a public record request. Chief Adams contacted legal counsel to confirm the

request and question a procurement challenge. Legal assured us that the procurement cannot be contested due to the closed bid process through HGACBuy.

Engine 12 ran into and damaged the apparatus bay door. The incident was being reviewed by the safety committee. Chuck came in and repaired the lower two sections of the door the following day. Sunday, Engine 12 broke a warning light on the back after the driver hit a tree branch during some driver training.

The last sleeper in the station has bought a house and will be moving out in the next 30 – 45 days. We had four new recruits with one who was let go after Chief found he had not been participating in the online training. Chief feels that we should have at least two of the three recruits make it through the probationary period.

Chief ordered new Class B Uniforms and apparel for staff with. He wants to improve our presentation with badges and nametags being worn again. The shirts and pants will be Nomex material meeting NFPA requirement for station wear.

**Fire Marshal Report:** FM Descloux submitted electronic copies of his report.

**Non-Agenda Items:** none

**Concerns of the Board:** Chief Adams asked the Board if we could move business meeting nights from Tuesday to Monday. This would allow FM Descloux to attend the meetings to take notes for minutes to improve accuracy.

Tim Hamburger asked if we have someone else who could function in an administrative capacity for financial purposes, this stems from a recent medical absence. Chief indicated that our bookkeeper can write checks if needed and are responsible for payroll.

Chief received his PERS report and indicated he is eligible to retire this year. Healthcare would be a drawback to retiring which would require three years of out of pocket expenses. Chief doesn't have a definitive answer regarding retirement after this January, but doesn't know if he would like to work another full summer.

Eric Swanson asked if Chief would consider working on funding for additional staff such as an operating levy. Chief has been looking at the FEMA Safer Grant and some other opportunities.

Brian Cameron shared some of his ideas about a public awareness campaign. Not only for the need for volunteers but funding to hire additional staff. Events held by the department could be used for promotion rather than fund raising.

Chair Reeves asked when the board should start discussing Strategic Planning again. Chief indicated that he will put it on the agenda for next month.

A motion to change the Board meeting to the second Monday of every month beginning next month was made by Eric Swanson and seconded by Tim Hamburger. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

**Adjournment:** A motion to adjourn the meeting at 6:21 p.m. was made by Brian Cameron and seconded by Dave Mattison. Ayes were received from Debra Reeves, Dave Mattison, Eric Swanson, Tim Hamburger and Brian Cameron.

Respectfully submitted,  
Rueben Descloux  
Fire Marshal

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Board Chair Debra Reeves