

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, January 22, 2014
Regular Session 1900 Hours
Canby Fire Station Meeting Room**

ATTENDANCE:

<input checked="" type="checkbox"/>	Board President Aaron Branum	<input checked="" type="checkbox"/>	FC Ted Kunze
<input checked="" type="checkbox"/>	Board Vice President Buner Ellis III	<input checked="" type="checkbox"/>	DC Tom O'Connor
<input checked="" type="checkbox"/>	Secretary Treasurer Dawn Depner	<input checked="" type="checkbox"/>	DC Robb Milano
<input checked="" type="checkbox"/>	Director Laura Green	<input checked="" type="checkbox"/>	BC Todd Gary
<input checked="" type="checkbox"/>	Director Steve Thoroughman	<input checked="" type="checkbox"/>	CFO Lori Fawcett
		<input checked="" type="checkbox"/>	EA Kris Rocha

Also in attendance: Captain Tighe Vroman, FF Bob Bunnell, FF Matt English, FF Nic Newcomb, FF Damien Peters, Lt. Pat Fuge, Dr. Richard Davies, Councilman Todd Rocha, Citizen Jeff Robinson and the Family of Andy Hein.

CALL TO ORDER:

The meeting was called to order by Board President Aaron Branum at 1903 hours.

ANDY HEIN MEMORIAL PRESENTATION:

Chief Kunze presented the family of Mr. Andy Hein with a nameplate for CFD's "In Memory Of" plaque with words of gratitude and thanks for his service to CFD and the community.

CITIZEN INPUT (Agenda Items):

None.

CONSENT AGENDA:

The minutes from the Regular Board of Directors meeting held December 18, 2013, were approved with one addition:

Director Depner would like her request that her personal attorney expenses be covered by the District be recorded in the minutes.

A motion was made by Vice President Buner Ellis III to approve the consent agenda. The motion was seconded by Director Steve Thoroughman and unanimously approved.

TREASURER'S REPORT:

- **Bills:** CFO Fawcett reported on the following:
 - *Jordan Ramis, PC* in the amount of \$827.00.
 - *Rodney J. Beck* in the amount of \$288.00.
 - *Ben Newcomb* in the amount of \$1,300.00.
 - *Clearwater Environmental Services* in the amount of \$1,645.00.

- **Financials:** CFO Fawcett reported on the following:
 - State Pool Interest remained static at 0.54%
 - Local Investment Pool shows a total of \$2,791,485.61

- TAN shows a total of \$17,812.33
 - Current Deposits & Earnings show a total of \$224,200.04
 - Current Expenses show a total of (\$316,282.45)
 - Total available to the District is \$2,984.293.90
 - Prior Year Taxes shows 76.87% received for FY14.
 - URD Fund shows a total of \$120,725.33
 - Ambulance Service has received 62.79% of expected revenue.
 - Fees Income shows a total of \$11,133.79 for FY14.
- **Payroll:** CFO Fawcett reported the payroll costs for the month of December, as follows:
 - December 3, 2013 = \$127,418.92
 - December 17, 2013 = \$88,184.22
 - December 31, 2013 = \$96,179.99

CORRESPONDENCE:

- Thanks were sent from the Goodman family for the kindness and professional care given to “Baby Gabe” when called to their home.
- Thanks were given to Chief Gary for his hard work on the “Light up the Night” event.
- Thanks were given to C-Shift from Ms. Judy Berkey for their assistance in cutting off her ring.

LIAISON REPORTS:

CFD Volunteer Association

No report.

Canby City Council

No report.

Canby URD

Director Thoroughman reported that the City Council is exploring other locations on which to build a library. This subject took up most of the URD meeting time.

STAFF REPORTS:

FC Ted Kunze, DC Tom O’Connor, DC Robb Milano and BC Todd Gary reviewed their Staff reports. (**see attached reports for reference.*)

OLD BUSINESS:

ESCI Consultant Project

Chief Kunze reported that the evaluation project is moving forward well. They expect to meet the March 1st deadline.

Fire Chief/CEO Job Description

Chief Kunze asked that a motion be made to approve the CEO Job description with allowance to speak with Prothman about recommendations. Director Laura Green has edits to review with Chief Kunze. No motion was made.

Fire Chief Recruitment

Copies of the signed contract were provided by Chief Kunze to each member of the board.

Volunteer Discipline Policy

Chief Kunze provided a copy of the policy to each of the Board members for their review.

NEW BUSINESS:

Approval of FY 2014/2015 Budget Calendar

Chief Kunze distributed a copy of the FY 2014/2015 Budget Calendar for review.

A motion was made by Vice President Buner Ellis III to approve the FY 2014/2015 Budget Calendar. Director Dawn Depner seconded the motion and it was unanimously approved.

Appointment of Budget Officer

A motion was made by Director Steve Thoroughman to appoint Chief Kunze as Budget Officer. Vice President Buner Ellis III seconded the motion. The motion was unanimously approved.

Request from FF Newcomb for exemption to Bd. Policy # 1024 – Residency Requirement

Chief Kunze provided a handout of the Board Policy #1024. Physician Advisor, Dr. Richard Davies, confirmed that historically it has not been a problem to waive the residency requirement.

Vice President Buner Ellis III asked FF Newcomb to speak on his own behalf. FF Newcomb shared that he maintains as much OT as possible in order to remain at the bottom of the callback board.

FF Bob Bunnell shared that historically this policy was important due to the two-person shifts. It is no longer a valid issue for Canby Fire.

A motion was made by Vice President Buner Ellis III to exempt FF Nic Newcomb from Board Policy #1024. Director Dawn Depner seconded the motion and the motion was unanimously approved.

ACTION REVIEW:

- Chief Kunze and Director Depner will work together to develop a policy for Board member grievances.
- Director Dawn Depner requested that conversation regarding her personal attorney fees be added to the Board of Directors meeting agenda for February 26, 2014.
- Director Laura Green will review edits of the Fire Chief/CEO Job Description with Chief Kunze.
- Chief Kunze will contact SDAO regarding whether the Board is ethically able to pay Director Depner's personal legal bill.
- Chief Milano submitted an Exit Interview proposal to Chief Kunze for review.

CITIZEN INPUT (Non-Agenda Items):

None.

GOOD OF THE ORDER:

- Chief Kunze notified the Board that he will be on vacation January 29 – February 4. The afternoon of February 5th he will be heading to the SDAO conference, and returning on the 10th.
- CFD's Annual Awards Banquet will be held on March 1st, 2013 at Cutsforth's Town Hall above Thriftway beginning at 5:30 p.m.

ADJOURN TO EXECUTIVE SESSION:

Vice President Buner Ellis III made a motion to adjourn from the Board of Director Regular Session to Executive Session per ORS 190.660 (2)(d) Labor Negotiator Consultations. Director Dawn Depner seconded the motion. The motion was unanimously approved.

Adjourned from Regular Session to Executive Session at 2140 hours.

Director Steve Thoroughman made a motion to adjourn from Executive Session and re-convene Regular Session. The motion was seconded by Director Dawn Depner and unanimously approved.

Adjourned from Executive Session and re-convened Regular Session at 2156 hours.

Director Laura Green made a motion to adjourn from Regular Session. The motion was seconded by Vice President Buner Ellis III and unanimously approved.

NEXT REGULAR MEETING:

Date:	Wednesday, February 26, 2014
Time:	Regular Meeting at 1900 hours
Location:	CFD Station 62 Meeting Room

Adjourned from Regular Session at 2158 hours.