

**CANBY FIRE DISTRICT
BOARD OF DIRECTORS MEETING**
Wednesday, November 20, 2013
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"/>	AM Lori Fawcett

Also in attendance: FF Bob Bunnell, FF John Footman, FF Nic Newcomb, Capt. Pat Fuge, FF Jordan Haag, FF Brad Stoner, AA Kris Rocha, Dr. Richard Davies, Citizen Mary Depner, and Citizen Mary Jane Zuern.

CALL TO ORDER:

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

CITIZEN INPUT:

None.

CONSENT AGENDA:

The minutes from the Regular Board of Directors meeting held October 23, 2013, were approved with the following additions:

*On Page 4, New Business, Upcoming Collective Bargaining Agreement Openers:
Citizen Mary Jane Zuern felt that Chief Kunze had a conflict of interest in participating in union negotiations due to the Canby Fire District "me too" contract.*

*On Page 5, New Business, Consultant – Management Project:
Dawn Depner and Steve Thoroughman volunteered for, and were appointed by consent to participate on the Consultant Committee.*

The Board of Directors confirmed that the current depth in which the minutes are recorded is more than adequate for their purposes. They agreed that they do not require a greater depth than what is currently being maintained.

A motion was made by Director Steve Thoroughman to approve the consent agenda. The motion was seconded by Director Dawn Depner and unanimously approved.

TREASURER'S REPORT:

- **Financials:** FC Kunze reported on the following:
 - State Pool Interest remained static at 0.54%
 - Local Investment Pool shows a total of \$488,296.88

- TAN shows a total of \$17,812.35
 - Current Deposits & Earnings show a total of \$326,362.56
 - Current Expenses show a total of (\$236,573.94)
 - Total available to the District is \$770,312.91
 - Prior Year Taxes shows 57.26% received for FY14.
 - URD Fund shows a total of \$120,715.24
 - Ambulance Service has received 43.80% of expected revenue.
 - Fees Income shows a total of \$5,804.79 for FY14.
- **Bills:** FC Kunze reported on the following:
 - Feeney Wireless in the amount of \$6,512.80
 - Bullard Law in the amount of \$10,476.50
 - Brothers in Battle in the amount of \$700.00
 - **Payroll:** FC Kunze reported the payroll costs for the month of September, as follows:
 - October 08 = \$125,902.16
 - October 22 = \$93,378.07

It was confirmed that Rod Beck is the District's Attorney, also known as the Attorney of Record. His services were recently requested in order to review the contract with ESCI, prior to engaging with their consulting services.

It was also confirmed that the conclusion of the ULP Hearing has been extended due to problems with the courtroom recording.

CORRESPONDENCE:

- A local high school student sent his appreciation for his "awesome experience" that he had in being able to job shadow with the crews."

LIAISON REPORTS:

CFD Volunteer Association

DC Rob Milano attended the most recent VA meeting. He shared that "First Nominations" were called for upcoming VA Board positions. Nominations will be called for again at December's meeting and then the election will commence to determine the 2014 VA Board members.

A lot of discussion took place involving the logistics of the numerous holiday activities that are scheduled to take place throughout the month of December. One of those activities includes the Annual Christmas Dinner which will be held December 15th at 5 p.m. If you plan to attend, please bring a centerpiece for the raffle. Also, if interested those with small children are encouraged to bring a wrapped gift for their child that Santa Claus can give to them as his special gift.

Canby City Council

No report.

Canby URD

No report.

STAFF REPORTS:

Chiefs Ted Kunze, Tom O'Connor, Robb Milano and Todd Gary reviewed their Staff reports.
(*see attached reports for reference.)

OLD BUSINESS:

Standard of Cover

The SOC content was discussed with the Board agreeing that process finalization would be sought after the completion of the ESCI Consultant project. The Board voiced appreciation to DC O'Connor and the SOC Committee for their numerous hours dedicated toward developing such a comprehensive report.

Consultant Project

Chief Kunze reported that the contract with ESCI was executed on November 1, 2014, per Board direction. He presented the final contract to those in attendance. Chief Kunze shared that the Consultant has definitive timelines that will need to be met in order to meet the March 1st deadline that the Board has requested. The Consultant has requested to meet individually with various "stakeholders" and has sent us a list of items that he will need. Chief Kunze requested that the Board of Directors sign-up for a timeslot prior to leaving tonight's Board meeting.

Chief Kunze shared that the consultant is available to attend the requested Board Workshop on December 3rd in the evening. The scope of work can be discussed at that time in greater detail and he will be available to answer any additional questions that the Board may have. The ESCI Project Manager is Lane Wintermute. Director Buner Ellis III asked if a Consultant Committee would be appropriate for this purpose. Chief Kunze shared that normally, given the identified scope of work being requested by the CFD Board, that the goal is to obtain an independent, third-party view. Given that objective, a steering committee is considered somewhat counter-intuitive in order to obtain the objective. Chief Kunze emphasized that in the event of undertaking a strategic plan via a consultant, that a steering committee is most appropriate and necessary.

Upcoming Collective Bargaining Agreement Openers

This agenda item was designated for discussion during Executive Session.

Fire Chief / CEO Job Description

The Board requested for this agenda item to remain in "Old Business" each month until complete. Director Laura Green requested additional time in order to review the job requirements. Chief Kunze offered that he can begin to put together information for the announcement in order for the Consultant to be able to review the content. Chief Kunze also offered to begin advertising preparation specific to the position of Fire Chief / CEO of Canby Fire District. Director Branum requested a timeline for those deliverables. Chief Kunze felt that he would be able to have the material prepared for Board review by January 1, 2014.

NEW BUSINESS:

Review of Executive Session Requirements

Director Branum noted that originally he had thought it appropriate to have the District Legal Counsel provide the Executive Session Requirements, but has since found that SDAO is able to provide the same service at no cost. SDAO is also able to assist the CFD Board in fulfilling their training requirements. The Board decided on the following meeting schedule:

ESCI Consultant and CFD Board Workshop: December 3, 2013
SDAO Board Training: December 10 or 12, 2013
Budget Committee Workshop: December 18, 2013 – 6:00 p.m.
Monthly CFD Board Meeting: December 18, 2013 – 7:00 p.m.

ACTION REVIEW:

- Chief Kunze will schedule the Stakeholder interviews with the ESCI Consultant.
- Admin Manager Fawcett will provide accounts payable detail when checks are requiring Board of Director signature.
- Official Board of Director Calendar platform suggestions will be brought forth. Outlook Exchange and SharePoint were suggested as possibilities.

GOOD OF THE ORDER:

- Chief Kunze reminded that the Regular CFD Board of Directors meeting is scheduled for the third Wednesday of December due to the holidays.
- Chief Kunze shared that he will be sending out documents regarding the upcoming changes impacting the District's HRA VEBA due to the Affordable Care Act. A Board Resolution will need to be adopted to fulfill the new requirements; however, employees will not be directly impacted.
- Chief Kunze attended the funeral of Andy Hines, one of CFD's prior Board of Directors, last Thursday along with other CFD representatives. Mr. Hines service was exemplary and he will be missed.
- Chief Kunze shared that the Eccles 6th Grade Technology Class competed with others across the State of Oregon, and have developed an "app" that is able to locate victims in the event of an earthquake or extensive emergency situation. Chief Kunze commended the group on the wonderful presentation that they gave and has invited them to present their new technology at the next OFCA Conference.
- Director Dawn Depner read a written, personal statement in regard to her recent voluntary resignation from serving as the CFD ING Representative. She shared, "It is with great pride that I serve as an elected official and represent the community of Canby. It has always been and will remain my intention to serve my community, not only in this capacity, but in various other community events that we hold dear to our hearts."
- DC O'Connor shared that many of CFD's crew attended the recent memorial for Oregon City's fallen Officer Robert Libke. It was a moving event and our hearts go out to his family and to the members of the Oregon City Police Department.

NEXT REGULAR MEETING:

Date: Wednesday, December 18, 2013
Time: Regular Meeting at 1900 hours
Location: CFD Station 62 Meeting Room

ADJOURN TO EXECUTIVE SESSION:

Director Buner Ellis III made a motion to adjourn from the regular Board of Directors meeting to Executive Session per ORS 190.660 (2)(d) Labor Negotiator Consultations. Director Steve Thoroughman seconded the motion. The motion was unanimously approved.

Adjourned from Regular Session to Executive Session at 2023 hours.

Director Buner Ellis III made a motion to adjourn from Executive Session and re-convene Regular Session. The motion was seconded by Director Laura Green and unanimously approved.

Adjourned from Executive Session and re-convened Regular Session at 2100 hours.

Director Buner Ellis III made a motion to adjourn from Regular Session. The motion was seconded by Dawn Depner and unanimously approved.

Adjourned from Regular Session at 2107 hours.