

# **CENTRAL CASCADES FIRE & EMS REGULAR BOARD MEETING MINUTES April 13, 2010 @ 5:00 PM**

I. Opening of Meeting: Steve Stewart (to order at 5:00pm)

-Roll Call: Members present were: Steve Stewart, Bill Gibbs, Brad Kahler and Richard Carlson. Nick Goevlinger was absent. Fire Chief, Tim Cramblit was in attendance.

-Agenda Review: Steve requested additions under good of the order.

-Presidents Correspondence:

=The President reviewed recent correspondence sent to the USPS and the subsequent response from Kim Anderson. Added correspondence was also presented from USPS operations as well as U.S. Senator Jeff Merkley indicating they would be contacting the USPS and would have a staff member contact us with questions and results. Copies will be made available to Carol for her information. Dick recommended that he correspond with Mr. Anderson and ask Mr. Anderson when a change in ZIP code would fall under his purview? The Board agreed. The Chief summarized his recent events on this subject and they are in parallel with the position of the District.

II. Secretary's Report: Dick Carlson

-March minutes were as presented via email with minor corrections for spelling and grammar. **Bill Gibbs motioned to accept minutes as presented and was seconded by Brad Kahler. Vote was unanimous. Motion passed.**

-Question was raised if the changes could be made and resent for inclusion in the web site. These were the latest electronic copy and would be sent to Brad for inclusion in the web site.

III. Treasurers Report: Nick Goevlinger

-Steve requested that without April's financial report we postpone the report until next month. The Board agreed.

IV. Operations Report: Tim Cramblit

-Tim distributed an operations report.

-Tim thanked Dick for the efforts on Safety and equipment which is a lot of work and appreciated.

-The 2010 AFG grant process has begun and we are dealing with a 30 day window for rejection notifications. Our request for water tender has not been rejected and although a good sign we should know if we are successful by the end of the coming week. He was turned down on the fire prevention grant and is awaiting notification on the safety grant. We will be resubmitting that grant based upon changes in standards on July 1 that will be more supporting of the request.

-The VFA 2010 grant closes on Friday. Tim expects input on the PPE, fit test equipment, pagers, foam and other fire equipment soon. He expects that hose and pump testing equipment and hose roller equipment may be successful because of the safety and standards requirements which may help in the review.

-Equipment is all in service. Questions were raised on braking on 1261 and it has improved recently.

-Training calendar was developed with Brad and some details are being worked currently. We are working closely with several other agencies and improving selection options.

-Our new recruit is Jeremy Krohn and he is currently proceeding through FF1 training. Training is spread around the county. As he completes his 6 month cycle we will be reimbursing him for those costs. They are very reasonable.

-Tim had received requests for training records and response records for 2009 from ISO. Once provided they will be in a position to judge our requests for a change in rating.

-Kathy Altman has been scheduled for IPO training with State Fire Marshal's office.

-Gerry Jansen is still working on the Web Site and hopes to complete action items soon.

-Tim requested continued attention on sign in/out logs. Our registry on SDAO is current but we also need the logs completed on all calls, visitations, rosters and training drills. These are up to date.

-The North County Study Group has completed the fire stratification survey and continues to work on operating efficiencies. Currently a review is underway to determine the cheapest options on hose and ladder testing. Tim is working on the hose testing equipment and believes it will be cheaper and better and orients volunteers to requirements and team building.

-The Eugene and Springfield study on a Health Services District or some form of consolidation continues and they have made organizational changes in reporting structure. These may consolidate roles and standardize some roles. In addition they have received some funding which will get them through this year. These changes seem to have taken pressure off the issue. They still have a forecast of being \$6 million short next year. Tim will report periodically as information becomes available.

-Tim reported on input from Sally that rural transport funding from Medicare has been reduced by 10.6%. This only worsens the possible losses next year.

-No added input from Oregon Aviation.

-Tim attended meetings on the wildfire protection plan. As you recall the 2004-05 plan needed updating badly. Several risk assessments and fuel reduction programs have helped and these are critical to qualify for added grants that will benefit our community. In addition evaluating past problems and the improvements will give a bench mark where we can plan future changes. The past goals have been evaluated and our agency has met all the planned changes.

-Tim attended the recent MCI/ASA dispatch meeting and they are working on several dispatch improvements. He is encouraged by this progress and we will benefit from proposed changes. Multiple response/incident protocol is going to help us all.

-Tim met with ODOT and again received positive feedback on snow clearance where HWY 58 water sources are identified. Swede Barber is retiring so we may have to start our education process again.

-Tim reported on changes to National NIMS requirements. These will impact most of us and we need to review needs and complete by the deadlines. Please provide copies of completions so records can be updated.

-A question was asked about any changes as a result of the Gilchrist forest and ODF responsibilities. None are expected at this time but Tim will follow for any impacts or changes.

-Comments were offered on ECMS web site not showing our helipad sites. Sally will follow as these are reviewed to see if further action is required.

-Clarification was made on helipad lights which are part of new SDAO safety grant and will be added later in the new fiscal year.

-Sally reported on Facility Usage and distributed a written report. Several routine meetings were held in March and increased usage will be taking place as weather increases usage.

-Sally distributed an EMS report for the month. There were no EMS calls for the month. Training was attended at Oakridge and SunRiver. A report on our proposed refrigerator purchase with Debra Collins, R.N. at Public Health in Gilchrist resulted in a delay until she identifies the required protocol. Sally clarified Medicare reimbursement reductions and feedback from the ECMS meeting. The first POLST call was reported in the ECMS meeting and all were surprised at the speed of the registry response. Bill notified the members he is now registered in POLST. A short discussion was held on volunteer hours and the need to record undocumented hours for the monthly report since there is not a method to credit ourselves with these hours.

-Holly reported on the recent COLVRT elections and recent activities. New Board members include Brad as Treasurer and Marian as Secretary. Sally will hold a support role. A canned food collection program has begun and the collection point will be Mark's store. Assembled baskets will be available in the station and routine deliveries will be made to the food bank in Crescent. The existing fundraisers will continue with a possibility for minor additions or changes. Insurance coverage was discussed briefly. This issue is still under review. Tim will be making a recommendation to the Board as it develops from the committee evaluation provided to the Chief. These will ultimately be covered in revised Policies and Procedures.

#### V. Unfinished Business: All

-Action Register was reviewed by Dick. Pages 9-10 were distributed for review. Several items were completed and dates adjusted. Items were clarified. Annual planning calendar was delayed for Brad's participation. Items considered for the calendar will include all Board notifications. One example would be the annual Board meeting schedule for the July meeting. In that case July would include the meeting calendar by motion and subsequent distribution. Other examples were discussed including SDAO Best Practices and required actions in the Policies and Procedures. It was agreed that we would all collect lists for collection at our May meeting. We will work for a June meeting completion. A brief review of the schedule to judge auditor performance for any recommended changes before July 1 was held and the date was changed to May to allow for Nick's return.

- Town Hall meeting was confirmed for August 12 and Emergency Services was also confirmed for May 20 early in the agenda.
- The Regional Study Group did not meet in April. If there is Board related input Dick would report it as part of this agenda item.
- Dick reported that on his correspondence to the USPS. He has filed those copies as submissions to the PRC. These are filed under two open docket items which are the Closure of Post Offices and the Appeal of Crescent Lake Post Office Closure. These are usually accompanied by cover letters or comment letters to the Postal Regulatory Commissioner. As a result the Board will often see several documents.
- Steve reported on his call to Cheryl Hukill wherein he stressed the need for something to be done. The County does not have funding to support a solution. He also talked to her about the need for guidance at the committee levels. The sub committee's next meeting date was discussed and Steve has agreed to call her again for an update and any changes in position. The County will have to be a part of any solution. A lengthy discussion followed and the consensus of the Board was to continue leadership exchanges with the County until some progress is made. **Thank You, Steve.** Concern was expressed from several members that when current contracts terminate the County will not be prepared with an alternative. This could impact our District dramatically.
- Annual Calendar was discussed earlier under Action Register.
- Bill reported that their Air Life membership and coverage has been considered "lifetime" but this has been an error and they are not covered. By policy would they be covered through the District? Definitely, yes! Some discussion followed. The District will insure he is on our annual volunteer list which is being submitted on May 2. Brad will follow the item for closure. Thanks Bill for bringing this to our attention.

## VI. New Business: All

- Steve introduced the Fire Chief's annual performance appraisal and asked Tim if he desired to go to a closed session. Tim responded, no. Steve asked for comments from each Board member. Dick felt Tim's contributions in all categories were outstanding and his contributions went far beyond reasonable expectations. Brad felt Tim has delivered outstanding results. Comments and agreement followed. Bill commented that he considered his performance and Administrative skills outstanding. Steve indicated he had one word to evaluate Tim's performance and it was "exemplary" in each category as well as overall. We are very thankful and appreciative for Tim's time, effort, dedication and faithful perseverance. **Thank You, Tim!** Tim thanked the Board and attending participants for their support and wanted to recognize Brad, Dick and Nick for their roles and contributions. Steve wanted to recognize every contributor to the Districts success and these are all possible with Tim's leadership. Dick asked that individual Board member inputs be directed to him so the written summary could be completed. The summary would be directed to Steve for comments and final version to the Board in advance of meeting for acceptance by motion in the May meeting. All agreed.
- A question was asked on status of Board recognition for the Chief from February. This is almost final and will be announced via email when completed.

## VII. Good of the Order: All

- Tim summarized the NIMS required courses and questioned if all received their notifications. Clarification was made on course changes.
- Bill queried the possibility of adding a microwave oven and refrigerator on second floor. Discussion followed on plan and details of finishing the counter with sink. Bill felt this should be considered.
- Brad mentioned that operations were considering grant opportunities for an additional building. Bill indicated he would look into that. Consideration should include previous studies that found metal buildings to be the most reasonable at that time.
- Steve reminded several members of the annual Odell Lake HOA officers, Crescent Lake HOA officers and Forest Service Potluck at John/Kathy Gartland's cabin # 50 on Crescent Lake. It is scheduled for May 21<sup>st</sup> at 6pm.
- Steve also announced the meeting on May 22<sup>nd</sup> at the Community Services Center at 10am. Meeting will be regarding ingress and egress to lake sites for emergency services. Some clarification and discussion followed.
- Bill introduced the need to have a public announcement on Forest Service Fee's for camp ground or park usage. Several commitments have been made to announce these locally and there is some confusion as to status. Discussion followed. More information is required.

#### VIII. Schedule next meeting: President

- Next regular meeting is May 20, 2010 at 5pm and will be preceded by our second annual budget meeting @ 2pm.until 3:30 pm. These meetings will be held at the Community Services Center. Sally has agreed to coordinate a potluck dinner following the budget meeting.
- Meeting Adjourned at 6:37pm.

Submitted for approval,

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May 20, 2010

R.R. Carlson, Secretary

Secretary's file with following:

- Agenda
- President's Correspondence
- Treasurer's report
- Operation's Report
- EMS Report
- Action Register