

**Siuslaw Valley Fire and Rescue**  
2625 Highway 101 North, Florence, OR 97439

**Minutes of Board Meeting – July 20, 2016**

John Scott, President of the Board, called the meeting to order at 6:00 p.m.

**BOARD MEMBERS PRESENT:** Directors John Scott, Tony Phillips, John Carnahan and Lori Gates all present. Director Woodbury absent.

**OTHERS PRESENT:** Chief Langborg, Julie Brown Finance/HR Manager and Division Chief Marvin Tipler.

**APPROVAL OF MINUTES:** Motion by Director Carnahan to approve the minutes of June 15, 2016 as presented, with correction. Director Phillips seconded-motion passed.

**APPROVAL OF MINUTES:** Motion by Director Carnahan to approve the minutes of July 14, 2016, the Board Evaluation, as presented. Director Phillips seconded-motion passed.

**COMMUNICATIONS:** None

**PUBLIC COMMENTS:** None

**CHIEF'S REPORT:**

Chief Langborg provided his Chief's Report. Chief Langborg gave an update on the current status of the Strategic Plan. Chief Langborg reported on the date for the ISO, it will be on October 20, 2016.

Chief Langborg inquired if the Board would like for him to contact WHA regarding some possible training, the consensus was to make contact and bring back the information.

The process for hiring of the new Operations Manager will begin next Monday with group of Captains and Volunteers to help identify the ideal candidate.

Chief Langborg passed out a draft transition plan for Chief to assume full administrative responsibility and the Interim Director from WLAD, Brian Burrignt to phase out.

Chief Langborg reported that of the three seismic RFP's that were sent out he had only received two back and both exceed what had been budgeted. The original amount budgeted was based on another district of similar size. The Board asked for a resolution to be brought to the August Board meeting reflecting the transfer from contingency to the appropriate line item.

Chief Langborg handed out the two policy revisions for the Board to review and bring back any input that they might have.

## **OPERATIONS REPORT:**

Division Chief Tipler asked if there were any questions on his written report submitted in the board packet. There were no questions. He reported that he will be retiring as of August 1, 2016 but has agreed to contract back for three months.

## **FINANCE/HR:**

Finance/HR Manager Julie Brown reported that Dick Maxwell will be completing his field portion of the annual Audit on August 10<sup>th</sup> and 11<sup>th</sup>.

Julie reported on her continuing work in her shared position with WLAD. She made comment that while the hours spent between both districts was still above normal that there has been a decrease. Julie reported on current HR statistics

**MOTION TO RATIFY BILLS:** Director Gates made a motion to ratify bills paid during the past month in the amount of \$123,673.84 and transfers from the Money Market Account to the Checking Account also made during the past month. The motion was seconded by Director Carnahan and the motion passed unanimously.

**FINANCIAL STATEMENTS:** The financial statements were provided, with no questions from the board.

## **FIRE PREVENTION:**

Division Chief Barrett reported that the OSHA rule regarding facial hair has been around for a long time. We have been following the policy it has just never been written down before.

## **AGENDA ITEMS:**

### **Item 1:** Auto Aid Agreement with Mapleton

Discussion- Director Carnahan asked if this would affect our response times. The Chief said that it would be up to the Duty Chief to make the decision of what equipment to send based on the circumstances. Director Scott asked if we weren't needed would they cancel us fairly quickly and the Chief said yes. The st

After discussion, the Board directed the Chief to sign the agreement with Mapleton Fire Department

### **Item 2:** Respiratory protection policy

Chief Langborg presented the proposed policy and a little further background, the Board gave verbal approval of the policy.

### **Item 3:** Seismic Grant RFP

Chief Langborg presented the options of the two RFP's.

The Board gave direction to the Chief to go with the less costly of the two proposal's and once we receive a bill bring a resolution to the next Board meeting to transfer the difference from the budgeted amount and the actual cost, from contingency to the appropriate line item.

**Item 4:** IGA Advisory Committee

Chief Langborg said that the IGA Implementation plan included the establishment of an IGA Advisory Committee, to provide oversight on the IGA and report back to both respective Boards. The committee will also include a citizen at large to provide another objective viewpoint. The first meeting will be scheduled for August. The representative from SVFR will be Director Carnahan with Director Gates as an alternate.

**Item 5:** Chief Director Job Description

The job description is a combination of both districts. Residency is a requirement and the Chief will notify the Board president of each district when he is going to be out of the District for an extended time and who will be assuming his duties for each district.

**Agenda item 6:** Full Time Administrative Assistant Job Description

The Chief presented the job description, which had been included in the IGA planning process. We did not account for the 5% increase in our budget Resolution 2016-09: Director Carnahan made a motion to approve the resolution approving the 5% increase for the Administrative Assistant. Director Gates seconded the motion and the motion passed unanimously.

**FUTURE AGENDA BUSINESS:** No items from the Board.

**EXECUTIVE SESSION:** None

Meeting closed in regular form at 7:00 pm

Respectfully submitted,  
Julie Brown  
Finance/Human Resources Manager  
Recording Secretary