

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

Minutes of Board Meeting – July 17, 2013

Steve Olienyk, President of the Board, called the meeting to order at 5:30 p.m.

BOARD MEMBERS PRESENT: Directors Steve Olienyk, Cindy Spinner, Lori Gates, John Scott, and Rob Ward were in attendance.

OTHERS PRESENT: Chief Buchanan, Division Chief Janet Huston, Division Chief Marvin Tipler, Captain Mike Spinner, Firefighter Kyle Orozco, and Firefighter Tyler Payne were in attendance.

APPROVAL OF MINUTES: Director Spinner made a motion to approve the minutes of the regular board meeting held on June 19, 2013. The motion was seconded by Director Gates and was approved by unanimous vote.

NOMINATIONS/ELECTIONS OF OFFICERS:

Director Olienyk made a motion to nominate John Scott as President and Director Ward seconded the motion. Director Ward made a motion to nominate Lori Gates as Vice President and Director Spinner seconded the motion. Director Gates made a motion to nominate Rob Ward as Secretary/Treasurer and Director Spinner seconded the motion. All three motions were approved by unanimous vote.

Director Spinner made a motion to elect the nominees; John Scott as President, Lori Gates as Vice President, and Rob Ward as Secretary/Treasurer. The motion was seconded by Director Olienyk and was approved by unanimous vote.

COMMUNICATIONS: None

PUBLIC COMMENTS: Fire Captain Mike Spinner read aloud a letter of support for Sean Barrett for the next fire chief. He indicated that the letter was signed by 45 individuals. He will make a copy for the record.

FIRE DISTRICT INCIDENT REPORT: The report reflecting the activity during June 2013 was reviewed and various incidents were discussed.

FIRE DISTRICT TRAINING REPORT: The report reflecting training in June 2013 was reviewed and discussed.

FIRE DISTRICT PARTICIPATION REPORT: The report reflecting volunteer participation for the month of June 2013 was reviewed.

SAFETY MEETING MINUTES: The June Safety Meeting minutes were reviewed and discussed.

REGULAR AGENDA:

REVIEW OF THE BILLS:

Chief Buchanan reported that the Local Government Law Group, a division of Speer, Hoyt Law Firm, recommended that we include a policy regarding public record requests in our Policies and Procedures manual. Lauren Summers provided the verbiage in accordance with the Attorney General's Public Records and Meetings Manual.

Director Ward made a motion to approve the Public Records Policy to be included in our Policies and Procedures Manual. The motion was seconded by Director Spinner and was approved by unanimous vote.

Chief Buchanan reported that Battalion Chief Harry Moore has retired from the Oregon PERS System and is currently working under a service contract that will expire on August 23, 2013. He indicated that he will be replacing the Battalion Chief position with a Senior Captain, and will offer the position to the next person in career seniority, Firefighter/Engineer Brian Jagoe, with the possibility of a future promotion to Battalion Chief. Chief Buchanan further indicated that we also advertised within our own organization for a replacement Firefighter/Engineer. To date, we have received 15 applications. Those individuals meeting the minimum requirements will take a physical fitness test and participate in an oral board review. Chief Officers will make their recommendation and Chief Buchanan will make the final decision.

MOTION: Director Gates made a motion to ratify bills paid during the past month totaling \$112,266.58 and transfers from the Money Market Account to the Checking Account also made during the past month. The motion was seconded by Director Spinner and was approved by unanimous vote.

FINANCIAL STATEMENTS: The financial statements were provided and discussed.

FUTURE AGENDA BUSINESS: Board President Scott stated that the next regularly scheduled board meeting will be Wednesday, August 21, 2013 at 5:30 p.m.

At 6:05 p.m. Board President Scott called for a recess of the regular meeting to enter into Executive Session in accordance with ORS 192.660).

The regular meeting was reconvened at 6:14 p.m. There were no actions required as a result of the Executive Session, and there being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

JANET L. HUSTON
Division Chief of Administration

The People, fire fighters and Captains Signing this letter are signing in support of Fire Marshal, and Division Chief Sean Barrett as the next fire chief of Siuslaw valley Fire Rescue.

We recognize that this may or may not influence your decision as a board, but we as a group feel it is important for you to know how we feel in this process.

Sean Barrett has a long standing, working relationship for over 25 years with each and every one of us. We trust his decision making skills both as a fire prevention officer and when he is the duty chief for the department.

Not only does he have the support of the Firefighters and Captains, but he has the support of Western Lane Ambulance and Florence Police. We as firefighters hear this first hand on incident scenes and at public events.

We feel that his experience with the department, training, and first hand relationship with the community is the quality that we all have been looking for, for the future of this department.

This is why you see these signatures, to show our support for Division Chief Sean Barrett, as Chief of Siuslaw Valley Fire Rescue.

Thank you.

Print

Jenny Snapp
Pete "Boa" Wannan
Ted H Martin

Sign

Jenny Snapp
Pete H Wannan
Ted H Martin

1/6 MS

Print

Sign

Patrick Rocchio

Patrick Rocchio

Cody Reck

Cody Reck

Jesse Reynen

Jesse Reynen

Pablo Crescioni

Pablo Crescioni

Trisha Wymore

Trisha L. Wymore

Tim Teel

Tim Teel

Ken L. Lemmonds

Ken L. Lemmonds

Ken L. Lemmonds

Kyle Drozco

Kyle Drozco

Kyle Sanchez

Kyle Sanchez

KENNETH D. KETTELMAN

Kenneth D. Kettelman

CHRISTINA KETTELMAN

Christina Kettelman

JARED C SMITH

Jared C Smith

David Beck

David Beck

Tyler Payne

Tyler Payne

Liz Irbichello

Liz Irbichello

The People, fire fighters and Captains Signing this letter are signing in support of Fire Marshal, and Division Chief Sean Barrett as the next fire chief of Siuslaw valley Fire Rescue.

We recognize that this may or may not influence your decision as a board, but we as a group feel it is important for you to know how we feel in this process.

Sean Barrett has a long standing, working relationship for over 25 years with each and every one of us. We trust his decision making skills both as a fire prevention officer and when he is the duty chief for the department.

Not only does he have the support of the Firefighters and Captains, but he has the support of Western Lane Ambulance and Florence Police. We as firefighters hear this first hand on incident scenes and at public events.

We feel that his experience with the department, training, and first hand relationship with the community is the quality that we all have been looking for, for the future of this department.

This is why you see these signatures, to show our support for Division Chief Sean Barrett, as Chief of Siuslaw Valley Fire Rescue.

Thank you.

Print

Sign

Cris Holden

Cris Holden

Paul King

Paul King

J.A. Philiber

James A. Philiber

3/6 MS

Print

Sign

Kama Wells

Kama Wells

TERI MYERS

Teri Myers

The People, fire fighters and Captains Signing this letter are signing in support of Fire Marshal, and Division Chief Sean Barrett as the next fire chief of Siuslaw valley Fire Rescue.

We recognize that this may or may not influence your decision as a board, but we as a group feel it is important for you to know how we feel in this process.

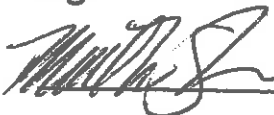

Sean Barrett has a long standing, working relationship for over 25 years with each and every one of us. We trust his decision making skills both as a fire prevention officer and when he is the duty chief for the department.

Not only does he have the support of the Firefighters and Captains, but he has the support of Western Lane Ambulance and Florence Police. We as firefighters hear this first hand on incident scenes and at public events.

We feel that his experience with the department, training, and first hand relationship with the community is the quality that we all have been looking for, for the future of this department.

This is why you see these signatures, to show our support for Division Chief Sean Barrett, as Chief of Siuslaw Valley Fire Rescue.

Thank you.

Print	Sign
<u>Michael W. Spina</u>	<u> 7-15-13</u>
<u>Adam Borg</u>	<u> 7/15/13</u>
<u>Daniel Morgan</u>	<u>Daniel Moy 7-15-13</u>

5/6 MS

Print

Sign

Mary Grigsby

Mary (Baumeister) Grigsby

Ron Johnston

Ron Johnston

Tadd McCann

~~Tadd McCann~~

Rickey Gunsolley

Phil L. Small

Phin ^{Gunsolley} Gunsolley

Phin Gunsolley

Chris Gibson

Chris Gibson

Tim Snapp

Tim Snapp

Charlie York

Charlie York

Diana Bulgrin

Diana Bulgrin

Christine Bulgrin

Christine Bulgrin

DAVE BULGRIN

Dave Bulgrin

FRANK ROMERO

Frank Romero

Betty Romero

Betty Romero

Bill ^{Roberts} Roberts

Bill Robert

Vergie Roberts

Vergie Roberts

Donny Barnett

Donny Barnett

Russell Wilmore

Russell Wilmore

Deane Zimmerman

Deane Zimmerman

Monthly Incidents for Board

Alarm Date Between {06/01/2013} And {06/30/2013}

Incident	Type	Date	Location	Description
13-0000132-0	FIRE	06/01/2013	Goosepasture	6118 Dispatched & cancelled en route, ATV
13-0000133-0	FIRE	06/05/2013	19TH ST & Highway 101	553 Public service
13-0000134-0	FIRE	06/05/2013	1451 SPRUCE ST	311 Medical assist, assist EMS crew
13-0000135-0	FIRE	06/05/2013	4300 Highway 101	735 Alarm system sounded due to malfunction
13-0000136-0	FIRE	06/06/2013	2975 OAK ST	512 Ring or jewelry removal
13-0000137-0	FIRE	06/06/2013	924 RHODODENDRON DR	354 Trench/below-grade rescue
13-0000138-0	FIRE	06/09/2013	Highway 36 at MP 18	6112 Dispatched & cancelled en route, MVA
13-0000139-0	FIRE	06/09/2013	4752 TREEWOOD CT	111 Building fire
13-0000140-0	FIRE	06/15/2013	375 9TH ST	7431 Smoke detector activation, no fire - Burnt food
13-0000141-0	FIRE	06/15/2013	1353 10TH ST	111 Building fire
13-0000142-0	FIRE	06/16/2013	5 miles south of S. Jetty Rd.	3111 Medical assist, ATV incident
13-0000143-0	FIRE	06/16/2013	Highway 101 at MP 180.4	322 Motor vehicle accident with injuries
13-0000144-0	FIRE	06/16/2013	89952 Highway 101	561 Unauthorized burning
13-0000145-0	FIRE	06/20/2013	3451 Highway 101	411 Gasoline or other flammable liquid spill
13-0000146-0	FIRE	06/21/2013	83367 SPRUCE ST	561 Unauthorized burning
13-0000147-0	FIRE	06/24/2013	04933 OCEANA DR	1113 Minor fire, contents
13-0000148-0	FIRE	06/25/2013	91291 Highway 101	324 Motor Vehicle Accident with no injuries
13-0000149-0	FIRE	06/26/2013	Highway 36 @ MP 1	6112 Dispatched & cancelled en route, MVA
13-0000150-0	FIRE	06/28/2013	87735 Highway 101 /Space 34	5313 Smoke or odor investigation
13-0000151-0	FIRE	06/28/2013	E. Glenada Road	552 Police matter
13-0000152-0	FIRE	06/30/2013	North Fork Wilhelm Creek	322 Motor vehicle accident with injuries

EMS Incident Cnt: 0

Fire Incident Cnt: 21

Total Incident Count 21

Siuslaw Valley Fire

Department Journal

06/01/2013 to 06/30/2013

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
Sat Jun 1, 2013				
08:00	TRAIN		Entry Level Firefighter Academy Central Station	18.00
		Station 01		
Sun Jun 2, 2013				
08:00	TRAIN		Entry Level Firefighter Academy Central Station	20.00
		Station 01		
Mon Jun 3, 2013				
17:30	TRAIN		Entry Level Firefighter Academy Central Station	18.00
		Station 01		
Tue Jun 4, 2013				
08:00	TRAIN		Burn to Learn Prep and Practice Central Station	18.00
		Station 01		
17:30	TRAIN		Entry Level Firefighter Academy Central Station	14.00
		Station 01		
19:00	TRAIN		Burn to Learn Property in the City	78.00
		Station 01		
Wed Jun 5, 2013				
17:30	TRAIN		Entry Level Firefighter Academy Central Station	22.00
		Station 01		
Thu Jun 6, 2013				
17:30	TRAIN		Entry Level Firefighter Academy Central Station	22.00
		Station 01		

Siuslaw Valley Fire

Department Journal

06/01/2013 to 06/30/2013

00:00 to 24:00

Training Classes

Time	Type	Record Id	Description/Location	Staff Hrs
Fri Jun 7, 2013				
17:30	TRAIN		Entry Level Firefighter Academy	20.00
		Station 01	Central Station	
Sat Jun 8, 2013				
08:00	TRAIN		Entry Level Firefighter Academy	20.00
		Station 01	Central Station	
Tue Jun 11, 2013				
09:00	TRAIN		Maintenance and Inventory	16.00
		Station 01	Central Station	
19:00	TRAIN		Maintenance and Inventory	58.00
		Station 01	Individual stations	
Tue Jun 18, 2013				
09:00	TRAIN		Burn to Learn Prep and Practice	12.00
		Station 01	Property outside City Limits	
19:00	TRAIN		Ventilation/Ladders	30.00
		Station 01	Central Station	
19:00	TRAIN		Burn to Learn	40.00
		Station 01	Woahink Lake	
Tue Jun 25, 2013				
09:00	TRAIN		Live Fire Training	18.00
		Station 01	Sutton Station	
19:00	TRAIN		Association/Business Meeting	82.00
		Station 01	Central Station	
20:00	TRAIN		Hazmat Awareness	0.00
		Station 01	Central Station	

Hours incl in entry above.

Total Entries: 18

Total Hours: 506

SAFETY COMMITTEE

June 25, 2013

MINUTES

Those in attendance: Buchanan, Carnahan, Moore, Stober, Tipler, Murphy, Mike Barrett, Jagoe, Connor, Madden, and Warren.

Pistol grip Issues

Discussion relative to our new hand-line nozzles that came with pistol grips; administration has recommended that the grips be removed. There has been objection from two captains that they would prefer the grips be left on the nozzles. The Training Officer was assigned to provide a testing process during normal training this summer for an evaluation by volunteer personnel as to the effectiveness of the grips.

Follow-up Critical Stress debriefing

The chaplain has recommended that we schedule a follow-up debriefing with those fire personnel that actually responded to the incident with Christina Barrett.

New Medical Equipment

Chiefs Tipler and Carnahan explained the new medical equipment that will be placed on the apparatus and at the stations. You will note that the medical equipment was purchased with funds from a state health grant.

Meeting adjourned at 6:40 P.M.

Submitted by:

John Buchanan, Recording Secretary

SIUSLAW VALLEY FIRE AND RESCUE
OPERATIONS AND PROCEDURES MANUAL

SECTION NUMBER:
180.01

EFFECTIVE DATE:
07/08/2013

DIVISION TITLE: BOARD OF DIRECTORS

REVISION DATE:

SECTION TITLE: POLICY ON FEES FOR OBTAINING PUBLIC RECORDS

180.01 PURPOSE

Pursuant to the Oregon Public Records Law (ORS 192.410 to ORS 192.505), Siuslaw Valley Fire and Rescue adopts this policy for recovering costs of obtaining or reviewing public records.

A. This policy applies only to records of Siuslaw Valley Fire and Rescue not exempt from disclosure under the Oregon Public Records Act.

B. All requests for public records must be made in writing and must include the following information:

1. Date of Request;
2. Name of Requester;
3. Address of Requester;
4. Telephone number and/or email address of Requester;
5. A description of the records requested;
6. A statement informing the District whether the Requester wishes to receive copies of the requested documents or inspect the documents in person; and
7. Requester's signature

C. Records requests must be personally delivered to the District office during normal working hours, mailed to the District at 2625 Highway 101 North, Florence, OR 97439 or e-mailed to the District at janet@svfr.org.

D. Readily available records will be provided as soon as possible. Records which are not readily available because of the size or complexity of the request or the nature of the requested records will be produced within a reasonable time. In such case, the District shall inform the individual requesting the records when the requested records will be available for review and/or copying.

E. The District's nominal fee for search, review, release and copying of any public record, including photographs, are as follows:

1. Copies of public records are \$0.25 per page for letter size copies and \$0.30 per copy for legal size copies. Double sided copies count as two (2) pages. If a request is for a certified copy of a record, the requester will be charged an additional \$2.50 per record.
2. Charges for tape recordings and other electronically stored materials will be calculated based upon the actual cost of the tape, computer disc, etc., plus the time required to make the copy, computed at the rate of \$5.00/quarter hour, with a minimum charge of one quarter hour.
3. If a request for District records requires personnel to spend more than 15 minutes collecting or reviewing the requested records prior to their release or copying, the requester will be bill at an hourly rate of \$5.00/quarter hour for each staff member involved, with a minimum of one half hour (\$10.00) charge. The total

staff time to collect and review the requested records will be estimated by the District, and the estimated fee must be deposited with the District before District personnel will begin collecting, reviewing or copying the requested records. If the amount of time involved is less than estimated, the excess deposit shall be refunded to the requester. If the actual cost is in excess of the deposit, the difference must be paid by the requester before the requested documents are provided. The actual costs of research will be billed to the requester even if District personnel are unable to locate the requested records, or the District determines that the requested records are exempt from disclosure under the Public Records Act.

4. A change of the format of a record (for example, paper records scanned and saved onto a disc) will be billed for actual time for such a change at a rate of \$5.00/quarter hour, with a minimum charge of one quarter hour, plus any additional costs associated with the change of format. Changes of format calculated to address the requirements of the Americans with Disabilities Act will not incur any additional charge.
 5. The District may furnish records without charge or at a substantially reduced fee if the District determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.
 6. If a request is of such size, complexity, or nature that compliance would disrupt the District's normal operation, separate arrangements will need to be made prior to such a release of records in accordance with advice from legal counsel.
 7. If the request requires advice from the District's attorney, the requester will be billed for the actual cost to the District of the time spent by the District's attorney to review, redact and segregate the records. The District will not charge a requester for time spent by the District's attorney in determining the application of the Public Records Law to the request.
 8. If the estimated fee for compliance with a request is more than \$25.00, the District will provide a written cost estimate to the requester and will not proceed/respond to the request until the District receives confirmation that the requester wants the District to respond to the request.
- F. At no time will original records or photographs of the District be removed from the District files or from the place of regular record retention. Original District records and/or photographs shall not be reviewed unless District personnel are available to oversee that review. The charge for District personnel time for monitoring will be at a rate of \$5.00/quarter hour, with a minimum charge of one quarter hour.



Siuslaw Valley Fire and Rescue

2625 Highway 101 North
Florence, OR 97439-9702
(541) 997-3212

To: _____

Date: _____

In accordance with ORS 192.440(2), this is to acknowledge the Siuslaw Valley Fire and Rescue District's receipt on _____ of your request for the following record(s):

1. _____
(Name or description of record)

2. _____
(Name or description of record)

Having reviewed your request, we are able to inform you that:

- Copies of all requested public records for which the District does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.
- The District does not possess or is not the custodian of the requested record(s).
- The District is uncertain whether we possess the requested record(s). We will search for the record and make the appropriate response as soon as practicable.
- The District is the custodian of at least some of the requested public records. We estimate that it will require _____ (estimated time) before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$ _____, which you must pay as a condition of receiving the records.
- The District is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.
- _____ (Relevant state or federal law) prohibits the District from acknowledging whether the requested record(s) exist(s).
- The District is unable to acknowledge whether the requested record(s) exist(s) because that acknowledgement would result in the loss of federal benefits or other sanction pursuant to _____ (Relevant state or federal law).
- The District cannot discern from your request what records you are requesting. Please clarify your request with additional detailed information identifying the records requested.

JANET L. HUSTON
Division Chief of Administration

Siuslaw Valley Fire and Rescue

2625 Highway 101 North
Florence, OR 97439-9702
(541) 997-3212

Request for Disclosure of Public Records

Date: _____

Name of Requester: _____

Requester Address: _____

Requester Phone: _____

Requester Email (Optional): _____

Public Documents Requested (use additional pages if necessary):

1. _____
(Name or description of record)

2. _____
(Name or description of record)

I wish to arrange an opportunity to personally inspect the requested records

I wish to receive copies of the requested records

See Policy on Fees for Obtaining Public Records for a list of applicable fees.

(Requester's Signature)

<p>Records Custodian Use Only Received Date: _____ Receiver's Initials: _____</p>
--