Woodburn Fire District
Board of Directors Meeting

Tuesday, April 10, 2018 Station 21

Attendance: President Piper, Director Cotter, Director Leiva, Director Baker and Director Yager
Absent:
Staff Present: Chief Budge, Dawn Nelson, Jeremy Peil, Nick Ryan, Dan Agee, Ryan Johnson, Mark VanLieu, Dennis Hagenhauer
Guests: Steve Brewer – Hubbard Fire

Administration:

Called to order at 19:00 by President Piper
Roll Call

Minutes from the February 13, 2018 Board of Directors meeting were presented.

Director Cotter made a motion to approve the minutes. Director Yager seconded the motion. The motion carried, unanimous.

Treasurer's report was read by Director Baker;

As of March 31, 2018:

Columbia Bank Checking	$109,340.08
Local Government Investment Pool 1	$3,248,523.82
Local Government Investment Pool 2	$652,167.26
Total Resources	**$4,012,026.04**
Payment of February/March Bills/PR Payables:	$338,206.65
Payment of February/March Net Payroll:	$206,793.48

Director Yager made a motion to approve the treasurer's report. Director Cotter seconded the motion. The motion carried, unanimous.

Discussion & Information Items

1. Fire Marshal Recruitment – Chief Budge gave an update on the hiring process for a part time fire marshal. The district had the candidate participate in a live inspection, a plans review, and an oral interview. Having passed all assessments the District has made an offer to James Gibbs. Mr. Gibbs just recently retired from Arizona State University as their head fire marshal. Arizona State is a large organization with many campuses and over 100,000 students. Mr. Gibbs also served 31 years in the US Air Force and retired from the Reserves as a chief master sergeant responsible for 16 bases. Mr. Gibbs has all required certifications for the job and a master's degree in organizational leadership. President Piper inquired if we had more than one applicant. The chief responded by explaining there were four individuals who applied but three were removed after the phone interviews because they were not able to dedicate 20 hours of time during the work week to the district because they were employed with other organizations.

2. POCV Retirements – Chief Budge announced that there had been two retirements recently. Last month Ed Everts gave his notice of retirement and this month Bryan Will announced. Chief commented that it was sad to see them go they have been a great resource to the district. There will be a party on May 21st (drill night) to celebrate their retirements.

3. Hubbard Mutual-Aid Enhancement– Chief Budge introduced Chief Brewer from Hubbard who was present to discuss the strong mutual-aid relationship between our two districts. Chief Budge explained that it has been a long and strong relationship and now with cooperation through Hubbard there is an opportunity to add another response layer to our District on the weekends. Hubbard generally has an engine staffed on Saturdays and has offered to be of assistance on second out calls when WFD volunteers are unable to respond. Each Saturday the on duty lieutenant has the option to call Hubbard and ask for assistance. This is not meant to interfere with our volunteers responding. If Hubbard is contacted and then WFD volunteers respond they can cancel Hubbard and respond to the call. For information in 2017 WFD responded with assistance to Hubbard 23 times and in return Hubbard assisted WFD 65 times, the disparity in call assistance is due to the higher volume of calls WFD receives. Chief Budge feels this is a strong relationship that continues to grow stronger.

   Chief Brewer echoes the chief's sentiments. Hubbard is blessed to have 23 passionate volunteers. They also have some volunteers who are paid staff in other organizations that act as duty officers and their main purpose is to train the volunteers. It is a huge benefit to both communities to have this strong working relationship. President Piper and Director Baker both agree that the collaboration is of great benefit to both communities.

Action Items

1. Resolution 2018-01 Surplus Property Declaration – Chief Budge explained that now the new engine is in service we have an opportunity to surplus some equipment. The 1995 International Mini Pumper has been identified as an appropriate piece of equipment to surplus. We have a standing offer of $13,000 already but with approval of the resolution will be listing it on GovDeals for 30 days with a reserve of $13,000. President Piper read Resolution 2018-01. Director Baker mad a motion to approve Resolution 2018-01 as presented. Director Yager seconded the motion. The motion carried, unanimous.
2. Tax Levy Exploration Approval – Chief Budge explained that the district is looking for a consensus approval to explore seeking an operating levy for the November ballot. As discussed at the board retreat, the district cannot maintain its current staffing model beginning in the fiscal year 2019-20 mostly because of the increases in PERS. A Safer grant had been previously discussed but is not available for maintaining staffing in this grant cycle. The district will, however, be seeking a SAFER grant for a Recruitment and Retention Officer in this grant cycle. First look at the numbers it appears that the ask would be for around $.20 for a five year levy. The hope would be that we could then maintain the staffing levels after five years without an additional levy. As part of the levy option he would like to enhance the fire marshal position to full time with all the new development happening in the city. He would also like to enhance one of the lieutenant positions to a captain level. For a $300,000 the tax bill would be about $50. With the change in ISO rating last year the average homeowner saw about a $50 decrease in their homeowners insurance with greater savings to bigger properties. This would be a great talking point to take out to the community in favor of the levy. President Piper thinks the idea has merit to explore but would like to see budget projects for 10 years out past the end of the levy, commenting we only want to ask once and do it right. Director Baker shares some of the sentiment of President Piper and also believes that it would be detrimental to the community of this size to loose staffing. He

believes the community would stand behind the district in favor of the levy. There was consensus from the board for staff to move forward with exploration of a levy option.

Executive Session

Director Yager made a motion to adjourn to executive session in accordance with ORS 192.660(2)(i)/192.660(8) To evaluate the performance of an officer, employee or staff member and ORS 192.660(2)(b) To consider dismissal or discipline of or complaints against an officer, employee, staff or agent. Director Cotter seconded the motion. The motion carried, unanimous. The board adjourned to executive session at 19:26.

Director Cotter made a motion to reconvene the regular meeting. Director Yager seconded the motion. The motion carried, unanimous. The board reconvened into regular session at 20:14.

President Piper commented that part of the executive session was to review the performance of the chief. The board feels that Chief Budge has performed very well in his first few months. The board is pleased and happy with what he is doing.

Miscellaneous

None

Public Comment

None

Director Yager moved to adjourn. Director Baker seconded the motion. The motion carried, unanimous. The meeting adjourned at 20:16.

APPROVED: _____ Date: 5-8-18
Charlie Piper, Board Chair

ATTEST: _____
Dawn Nelson, Office Administrator
Woodburn Fire District