DRAKES CROSSING

RURAL FIRE PROTECT DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

Minutes – November 18, 2021

**REGULAR BOARD MEETING**

CALL TO ORDER: Regular monthly meeting by Angie Frye at 7:04 p.m.

Board members present: Angie Frye, Roxanne Walstrom, Kandi Pavela, Tim Hansen, and   
Mike Rich

Board members absent: None

Others present: Terry Walstrom, Assistant Chief; and Steffanie Hupp, District Clerk; Paul Brown, Firefighter; Matt Chavarria, Firefighter; Julie Brown, EMR; and Ethan Hupp, Lieutenant

ADDITIONS OR CORRECTIONS TO THE AGENDA: R. Walstrom asked if New Business can be discussed before Old Business. R. Walstrom asked to rearrange the order of New Business items as more items need to be discussed if the meeting goes long and to have Mike Rich sworn in at the beginning of the meeting so he can vote as necessary.

MINUTES: T. Walstrom noted some punctuation under Standing Committee and New Business: Community Project-Ziply. It was moved and seconded (R. Walstrom/T. Hansen) to approve the Regular Meeting Minutes for October 21, 2021, with the corrections. Motion passed unanimously.

CLERK’S REPORT: S. Hupp reported that the district received a $4,000 donation from Hupp Farms for the Beachie Creek Fire. S. Hupp forwarded the 2020-21 financial statements to the CPAs to do our annual in-lieu of audit report. However, the CPAs informed S. Hupp that the district passed a threshold of $150,000 in expenses. Due to this, the district is required to do a separate review this year, which is more detailed than the in-lieu of audit. S. Hupp has been sending the CPAs all documents that they have been requesting. S. Hupp informed the Board the district typically has a $40 in-lieu of audit fee, but because of the more detailed review, it’s going to cost an estimated $4,000. S. Hupp recommends for future budgets this cost should be included because this type of review may need to happen again. R. Walstrom asked if we were given a timeline when this would be completed? S. Hupp responded all financials have to be submitted to the Secretary of State by December 31st, so she believes that is the deadline.

PAY BILLS: It was moved and seconded (R. Walstrom/T. Hansen) that the board accepts the bills that were paid as listed on the Previous Month’s Transactions. Motion passed unanimously.

1. **LGIP interest:** September 2021: $136.69

NEW BUSINESS:

1. **Oath of Office for New Board Member:** Mike Rich will fulfill the remaining term for Drew Miles board position term effective 11/18/2021. The Oath was read by A. Frye and repeated by M. Rich. S. Hupp gave the new board member packet to M. Rich (including SDAO Elected Officials Guide, Public Meetings Checklist, Executive Session Checklist, ORS 198, ORS 478, and budget information).

1. **Janitorial Payroll:** A. Frye recommends making this position into a subcontractor instead of a district employee. This would save the district from paying payroll taxes. T. Hansen clarified that the district would be subcontracting to clean and they would take care of their taxes. A. Frye responded with yes. R. Walstrom replied that the district may want a letter of resignation to back up the janitorial services being stopped on the payroll. S. Hupp originally stated that this could potentially begin on 1/1/22, but she came back and clarified that the district would have to wait until the current budget fiscal year ended, and the next budget will need to include a new line item for subcontractors.
2. **Resolution 21-3: Declaring Surplus Vehicle**: Chair A. Frye read Resolution 21-3 to declare the 2005 Ford F150, VIN 1FTPW145X5FB16612, as a surplus vehicle. There was a motion made and seconded (T. Hansen/R. Walstrom) to approve the 2005 Ford F150 a surplus vehicle. There was a motion made and seconded (R. Walstrom/K. Pavela) to approve this resolution as written. The board unanimously agreed.
3. **Resolution 21-4: Declaring Surplus Vehicle:** Chair A. Frye read Resolution 21-4 to declare the 1995 International Brush Tender, VIN 1HTSEAAR2SH642904, as a surplus vehicle. There was a motion made and seconded (R. Walstrom/M. Rich) to approve the 1995 International Brush Tender a surplus vehicle. There was a motion made and seconded (R. Walstrom/T. Hansen) to approve this resolution as written. The board unanimously agreed.
4. **Resolution 21-5: Declaring Surplus Vehicle:** Chair A. Frye read Resolution 21-5 to declare the 1991 Ford F350 Brush Type 6, VIN 1FDKF38G0MKA77662, as a surplus vehicle. There was a motion made and seconded (R. Walstrom/K. Pavela) to approve the 1991 Ford F350 Brush Type 6 a surplus vehicle. There was a motion made and seconded (T. Hansen/R. Walstrom) to approve this resolution as written. The board unanimously agreed.
5. **Resolution 21-6: Adopting Accepting and Receiving Unanticipated Grant Revenue:** Chair A. Frye read the resolution to adopt accepting and receiving unanticipated grant revenue from the Ford Foundation Grant. There was a motion made and seconded (R. Walstrom/K. Pavela) to approve the resolution as written. The Board unanimously agreed.
6. **Select Budget Officer for 2022-2023 Budget:** R. Walstrom nominated Fred Patterson to be the Budget Officer. There was a motion made and seconded (R. Walstrom/T. Hasen) to approve Fred Patterson, Chief, to be Budget Officer for the 2022-2023 Budget. The board unanimously agreed. T. Hansen asked if this is what has been done in the past. T. Walstrom responded that this is a new policy that has been put in place, to select a Budget Officer.

OLD BUSINESS:

1. **Mandatory Vaccine Policy:** A. Frye shared that she feels this policy does not pertain to our district. T. Walstrom responded that the policy came from SDAO, all districts are required to enact this policy to be in ordinance of OHA rules. A. Frye would like to have a new policy that fits our district better. The Board agrees that all policies can be revised, however, someone needs to reach out to SDAO for recommendations and to resubmit for revisions. Once this is done it can be brought back to be discussed and/or adopted. A. Frye will follow up with SDAO. During this time the current policy is in place as is until revisions are brought back to the Board.
2. **District Clerk Work Remotely:** S. Hupp mentioned that the OHA FAQ states that if a person does not have direct contact with patients you don’t have to be vaccinated. How does SDAO view the OHA rule? Do I still fall under SDAO vaccination requirements? T. Walstrom responded with SDAO views our district as a medical facility because we have the potential to have someone come to the facility to receive care. It was discussed among the board and Assistant Fire Chief T. Walstrom that a rule will be put into place that the district will only treat patients in the bay. With this new rule, any personnel that does have direct patient contact does not fall under the current vaccination policy. Due to this new rule, S. Hupp will continue working at the districts’ firehall.
3. **Community Project – Ziply Update:** A. Frye shared that the Ziply project is in a holding pattern due to the district waiting for the DAS contract. T. Walstrom asked for clarification of what this means. A. Frye responded that DAS needs to write the contract as they are distributing the funds. The contract is what the Council of Governments (COGS) is wanting to determine if they will administer the funds for the district.
4. **Policy and Procedures:**(R. Walstrom led the discussion for each policy and procedure that was discussed)
5. Policy Template – this is a policy in place, but the new template is to establish a policy format. It is the same as it has been with the minor suggestion from SDAO to add “Adopted by B.O.D. on said date as written.” There was a motion made and seconded (T. Hansen/M. Rich) to approve this revised policy as written. The board unanimously agreed.
6. New and Revised Policy (001) – this is a policy already in place, but changes are being made from District Clerk to Office Administrator. A. Frye says that titles should be capitalized also. There was a motion made and seconded (T. Hansen/K. Pavela) to approve this revised policy with corrections. The board unanimously agreed.
7. Meeting Minutes Policy (011) – the district can digitize meeting minutes using a recorder, they stand for themselves, they don’t have to be manually printed, copies can be made of the digital recording. The Board agrees unanimously to try the digitally recorded minutes for January-March 2022. Tabled until April 2022 Board Meeting.
8. Chief Job Description – this is not a policy. This description was discussed at the last Board Meeting, but a few corrections needed to be made. The revised job description was brought back. The term inflation increase needs to be changed to merit increase. The Board unanimously agreed that no more changes need to be made besides changing the terms inflation and merit.
9. Fire Chief Employment Agreement – this is not a policy, goes with the job description. More time is needed, tabled until the next regular Board Meeting.
10. Goals and Objectives – Policy 101.2 is a current policy for goals and objectives. It is being shared to show it on record when making goals for the next review.
11. Goals for Fire Chief – The Board is to come up with and to set goals for the Chief for the coming year. It was suggested that each Board Member come to the January Board Meeting with goals they’d like to give the Chief and will be part of his review for the following year.
12. Cyber Security Policy – SDAO provides our insurance. They provide a list yearly to receive discounts on our rates. One of the items on the list this year is implementing a Cyber Security policy, doing so the district would receive a 2% discount. For the district to comply with the policy guidelines more would be spent than the 2% discount. The district does not have to have this policy unless we want the discount. The Board unanimously agreed to not do the Cyber Security policy.
13. Office Administrator Job Description – this is not a policy. SDAO reformatted it to follow their guidelines. The job description is reviewed yearly to make sure everything is correct. The probation period was filled in to be 90 days. The updated job description will go into effect the first physical year after review, February 2023.
14. Duties of Office Administrator – not valid any longer due to duties are listed in the job description.
15. Discipline and Termination Policy – A. Frye had a question regarding who needed to be present if a termination had to happen, does everyone need to be present? R. Walstrom stated that all decisions have to be made with all Board Members present. A proxy can be sent to vote if a Board Member knows in advance that they will not be available. The Board discussed in detail how many months for severance compensation. It was agreed that it should say “may” not “shall”. It was agreed to have the policy state “may be an up to a maximum amount of 3 months”. A. Frye would like clarification on what long-term disability is. R. Walstrom responded that she will ask SDAO and have it defined more clearly. R. Walstrom will send the suggested revisions back to SDAO. Tabled until the next regular Board Meeting.
16. Pay, PERS, and Vehicle of Fire Chief – this is a suggestion. Provides examples of packages that can be put together. It is discretionary by the Board. Tabled until the next regular Board Meeting.

STANDING COMMITTEES:

1. **Grant Report/Updates:** R. Walstrom shared that she is currently working on the FEMA AFG Grant. The current status is getting the online login information fixed, she is working on narrative for the grant and E. Hupp has been doing bids in the meantime. With this grant R. Walstrom is asking for new SCBA’s packs for the district, these are a big priority due to current ones not being up to multiple standards. The total amount being asked for is approximately $170,000, this covers 18 SCBA’s with 2 RIT packs, backpacks, masks, and regulators. Part of the grant requirement is that the district would need to pay a 5% match of the $170,000 which is approximately $8,500.   
     
   E. Hupp shared that the Type 6 in Utah should be ready to be picked up the first week of December.

CHIEF’S REPORT: **A.** **Call-outs:** Assistant Chief T. Walstrom reported that there were 4 callouts in the past month. See attached report.   
  
CORRESPONDENCE AND ANNOUNCEMENTS:

1. **Next Meeting Date:** The next regular board meeting is Thursday, January 20, 2022, at 7:00 p.m.

ADJOURN The motion to adjourn met with unanimous agreement at 9:28 p.m.

Respectfully submitted by Steffanie Hupp, District Clerk