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**Aumsville Rural Fire Protection District**



**490 Church Street, P.O. Box 247, Aumsville, Oregon 97325-0247**

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**BOARD OF DIRECTORS MEETING**

490 Church Street, Aumsville

January 11, 2017

Minutes

Call to order: Meeting called to order by President Heffner at 1732 hours (5:32 pm).

Attendance:

*Board members:* Garvin Smith, Michael Heffner, Wayne Kuhl, Robert Garrison   
*Staff:* Chief Terrill Isaak, Office Administrator Trish Lutgen, Assistant Chief Brad McKenzie  
*Volunteer Firefighters:* Brad Buchholz

Flag salute: Completed.

Approval of Agenda: No additions or changes. **Action:** *Motion was made by Director Kuhl to approve the agenda as presented, motion seconded by Director Smith. And, with no discussion or changes the motion carried unanimous.*

Information/Good of the Order: None.

Minutes: Board meeting minutes December 8, 2016. **Action:** *Motion to approve minutes as presented with no changes by Director Kuhl, motion seconded by Director Smith. And, with no discussion the motion passes unanimous.*

Secretary/Treasurer’s Report: as presented in packet. Director Kuhl asked Chief for clarification on Viser and the Nicholai reimbursement. Viser is the high speed internet and the Nicholai reimbursement was for the Christmas Open House – decorations and food. President Heffner asked about when they would see the LOSAP program again, and the Chief responded that the LOSAP was approved so they would see it again during the budget process for funding.

Public Comment (Agenda items): None.

Old Business:

1. Whistleblower/Chapter 8 Policy.
   1. Discussion ensued regarding the formatting changes to the policy as well as the renumbering due to the approval of the Whistleblower policy. **Action:** *Motion to approve Chapter 8 policy as presented by Director Kuhl, motion seconded by Director Garrison. And, after some additional discussion the motion passes unanimous.*
2. Tablet Pricing.
   1. Director Kuhl requested clarification regarding the purchase price of 5 tablets for $499.95 and in addition there would be a monthly charge of $27.30 each for 2 gig of data, which is the smallest package. The Chief stated that was accurate. Discussion regarding licensing versus applications ensued.
   2. **Action:** *Motion to purchase 5 tablets with the 2 gig of internet access for the board was made by Director Kuhl, motion seconded by Director Smith. Discussion occurred President Heffner suggested that policy be created in regards to the tablets. Chief Isaak stated that we would have something for them next month. The motion passes unanimous.*
   3. Director Smith requested an orientation and training. Chief Isaak stated that we would arrange something for them.

New Business:

1. Appoint Vacant Director Position 2.
2. Rachel Fellis was the only person present with interest in the position. Rachel introduced herself stating that she had 10 years of public safety service with 2 ½ years at the State Fire Marshal’s office and the remainder with the Oregon State Police. Director Kuhl asked if Ms. Fellis was available every second Thursday of the month at 5:30 pm, to which she replied, “yes.” Director Smith asked if Ms. Fellis had Board experience, and she replied with student government in college. President Heffner asked if Ms. Fellis was okay with going through the election process, which she stated she was and it would be a learning process.
3. President Heffner, for full disclosure, stated that he was her supervisor at the State Fire Marshal’s office. It was determined that there is no financial gain for either party. Heffner also stated that he could attest to her work ethic.
4. Directors Garrison and Kuhl agreed that she would bring diversity to the board.
5. **Action:** Motion to appoint Rachel Fellis for the Director Position 2 made by Director Garrison, motion seconded by director Kuhl. And, with no discussion the motion passes unanimous with President Heffner abstaining from the vote.
6. Chief Isaak performed the Oath of Office for Director Fellis.
7. Elect New Secretary.
8. Director Smith nominated Director Kuhl for Secretary. With no other nominations, President Heffner closed nominations.
9. Director Kuhl accepted the nomination. Action: The board voted unanimously to appoint Director Kuhl as Secretary with Director Kuhl abstaining. Congratulations, Secretary Kuhl!
10. Adding a New Signer.
11. Signer needs to be readily available. Director Garrison stated that he is available more often than not during the day and would be available.
12. Director Kuhl stated that his work often made him not available and he didn’t mind turning over the duties to someone else.
13. **Action:** Motion to add Director Garrison as an authorized signer to the Columbia Bank account ending in 9752 made by Director Kuhl, motion seconded by Director Smith. And, with no discussion the motion passes unanimous.

Chief’s Report: as presented in packet. President Heffner sought clarification on whether it would be a good idea for board members to attend the city planning meetings. Chief Isaak clarified that the meetings he attends are preplanning meetings and these items could take up to two years or longer before there is public notice. The main idea was that the board knew what was coming. Discussion occurred around the development of properties and the financial impact it has on the Fire District and the City.

Volunteer Association Report: None.

Public Comment (other than agenda items): None

Executive Session: Per ORS 192.660 (2)(i), the board went into executive session for evaluation of the fire chief at 1832 hours (6:32 pm). The Board returned from executive session at 1945 hours (7:45 pm).

Information:

Correspondence: None.

Good of the Order: It was brought to the boards attention that a previous motion did not include the removal of past Director Anita Devilliers. **Action**: Motion to remove past Director, Anita Devilliers, from the Columbia Bank account ending in 9752, and have the authorized signers on the account be Terrill Isaak (Fire Chief), Garvin K. Smith (Director), and Robert Garrison (Director/Vice President) made by Director Kuhl, motion seconded by Director Garrison. And, with no discussion the motion passes unanimous.

Next Meeting Date:

1. Per ORS 192.660 (2)(i), a special executive session to review the Chiefs evaluation will occur at 490 Church Street, Aumsville OR 97325 on Wednesday, February 1, 2017 at 6pm.
2. Due to Director Smith’s work schedule it was requested to change the time of the meeting. **Action:** Director Kuhl made the motion to change the February 9th meeting to include a start time of 1800 hours (6:00 pm) and an executive session per ORS 192.660 (2)(i) Chief’s evaluation, motion was seconded by Director Smith. And, with no Discussion the motion passes unanimous. The next regular meeting to occur on February 9, 2017 at 1800 hours (6:00pm) at 490 Church Street, Aumsville OR 97325.

Adjourn: **Action:** *Motion to adjourn by Director Kuhl, motion seconded by Director Smith. And, with no discussion or changes the motion carried unanimously adjourning the meeting at 1950 hours (7:50 pm).*

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Heffner, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_