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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 REGULAR MEETING MINUTES**

490 Church Street, Aumsville

April 8, 2021

Call to order: The public meeting was called to order by President Garrison at 18:35 hours or 6:35 p.m.

Attendance:

*Board members:* Joshua Phillis, Rob Garrison, Wayne Kuhl, and Rachel Fellis

*Staff:* Chief Roy Hari, Captain Brad McKenzie, and Office Administrator Trish Lutgen

*Special Guests:* Matthew Etzel

Flag Salute: Completed

Board Appointment: Director Kuhl was against the Board appointment as he had another appointee, but it was explained that it does have to go to election, and Mr. Etzel was the only registered candidate. Director Kuhl felt that there could be a write-in candidate. It was decided to wait until after the election to fill the position.

Agenda: **Action:** *Director Kuhl made a motion to approve the April 8th agenda as presented, seconded by Director Fellis. Motion carried unanimous*.

Minutes: March 11, 2021 Meeting Minutes. **Action:** *Director Kuhl made a motion to approve the March 11, 2021 minutes as presented, seconded by Director Fellis. Motion carried unanimous*.

Treasurer Report: As presented in the packet*.* Director Fellis asked about the Maintenance Program and why the income was low. Captain McKenzie stated that Turner has decided to go to someone that is located next door to the station. Chief stated that Lyons sent their guy down to pick Chris’ brain about some of their apparatus, so there is work out there.

Volunteer Association: None present.

Public Comment (Agenda): None.

Old Business:

1. Table 8.6- Time Off: Trish went over the family definition language added from the ASCFME bargaining contract. **Action:** *Director Fellis made a motion to approve policy 8.6 as presented, seconded by Director Phillis. Motion carried unanimous.*
2. Table 8.7- Relations and Conduct: Trish made one major change since the last board meeting. At the end of the section, she took the Voice mail/Electronic Mail/ Internet Access piece out and made it 8.8 Information Security Policy. This was due to the SDAO Best Practices for this year being all about cybersecurity. At the March Board meeting, President Garrison asked Trish to get verbiage from SDAO regarding taking “illegal” from the drug usage section. Trish is still waiting for a response. President Garrison stated that the board should table 8.7 until the response from SDAO is received. Director Kuhl had a clarifying question regarding pages 8-41 and 8-42 being moved to a new section and will be addressed under new business. Trish confirmed that he was correct in his understanding.

New Business:

1. Best Practices & Policy 8.8 Information Security Policy: Trish stated that they have received the Best Practices from SDAO, and it was all about Cybersecurity Risk Mitigation. Trish utilized the sample policy from SDAO to create 8.8 Information Security Policy. She also did not know if the District was already doing these things. She sent a draft to Structured Communications (our IT folks) and asked if we were doing this, if not what would it take to do it, and what was the price tag. The price to the items not currently being done is $8700.00 and there are additional monthly fees on top of that. Trish is working with SDAO and Structure to determine what we can or cannot do.
2. Pay Scale and 8.4 Wages: Chief Hari directed everyone to page 8-18 under 8.4. He informed the Board that he and President Garrison finally were able to meet and go over the pay scale. He took the current wages and picked an anchor position in this case the Firefighter/EMT position. The percent is figured out on the one position and that specific dollar figure is what everyone moves up instead of the percent. This fixes the percent spread across positions. The Firefighter Mechanic was pushed up against the Training Captain. The Office Admin needed to be adjusted so she was similar to her peers. Chief addressed the verbiage to 8.4 which will add CPI to the policy. **Action:** *Director Kuhl made a motion to approve the pay scale changes and the 8.4 wage language in paragraph 6 to include CPI as presented, seconded by Director Phillis. Motion carried unanimous*.
3. Volunteer Awards – Policy 13 – Awards Program. We would like to propose that we double the HRA VEBA rate from $3 to $6 per call. There is minimal impact to the budget. President Garrison asked if the District has response minimums. Chief responded that there is and it’s a struggle with folks making their minimums. **Action:** *Director Kuhl made a motion to approve the rate change from $3 to $6 in policy 13-Awards Program, seconded by Director Phillis. Motion carried unanimous*.
4. Bank Signers – Due to Director Smith resigning from the Board, we need to update signers at Columbia Bank. Director Fellis felt that it would be best if we added all of the Board Members due to when fire season starts some board members will be less available. **Action:** *President Garrison made a motion to remove Garvin Kyle Smith as a check signer with Columbia Bank, add Directors Wayne Kuhl and Joshua Phillis as check signers and keep Directors Robert Garrison and Rachel Fellis along with employees Roy Hari and Brad McKenzie as check signers, seconded by Director Kuhl. Motion carried unanimous*.

Chief’s Report:

It’s been a slow month for Chief, but Trish has been busy with budget. We’ve reviewed the budget at two different staff meetings. We received information today from Ted Sheppard that the Bradley Property has sold. There will be 5 graduating with Firefighter 1 from the Academy. We are discovering that the cadets are not completing academy. We have a group that is taking things seriously and a group that is not. We are still waiting for information on grant approval. The Volunteer Association is meeting on Tuesday with an attorney to get their Association business in order. Chief informed the Board that the Association has not had any meetings for a while and their prior President was not present. Their newly elected President is actually a staff member which went against their bylaws. They are working with their legal counsel to get it straightened out. Chief Hari stated that he would prefer that staff stayed out of the Association, but if they want staff to be involved, he will allow it. Chief pointed out the data sheet that Captain McKenzie put together. Chief also pointed out the insurance sheet. The District will be planning on the current insurance option unless the Board instructs us differently. President Garrison asked Trish if there is a reason to look at different plans. Trish stated that our insurance rates are increasing 11%. We looked at other options because of the increase. Some of the plans will save the District a little bit of money but then it is felt by the employee on the other side. They really are all comparable. Staying where we are is really the best option, but the decision is ultimately up to the Board.

Good of the Order: Director Fellis has a question regarding the SDAO email from Frank Stratton forwarded from Trish, is that something we need to address? Chief stated that as employees we have always stayed clear from politics. If it benefits the District, the Board should consider contacting legislators. Trish forwarded the email as the main SDAO contact. Chief Hari stated that he will have Trish find out if it was legal. President Garrison stated that he agreed with Chief that it was probably something that they could do as elected officials, but it was not something that he was going to do.

 Director Fellis still would like to do station tours. President Garrison felt that with Covid Districts probably will not allow it, but we could make a few calls.

Public Comment (other than agenda items): None

Next meeting will be on May 13, 2021 at 1830 hours or 6:30 p.m. and the plan is for it to be online.

Adjourn: **Action:** *Motion to adjourn by Director Kuhl, motion seconded by Director Fellis. Motion carried unanimously adjourning the meeting at 1945 hours (7:45 p.m.).*

Rachel Fellis, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robert Garrison, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_