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**Aumsville Rural Fire Protection District**



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

**(503) 749-2894 Fax (503) 749-2182 - Email** **admin@aumsvillefire.org******

**BOARD OF DIRECTORS WORK SESSION MEETING**

490 Church Street, Aumsville

JUNE 01, 2017

Minutes

Call to order: Meeting called to order by President Heffner at 1811 hours.

Attendance:

*Board members:* Garvin Smith, Michael Heffner, Rachel Fellis, Robert Garrison, Wayne Kuhl
*Staff:* Chief Roy Hari, Office Administrator Trish Lutgen
*Volunteer Firefighters:*

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

Work Session:

1. Good Steward:
	1. Strategic Plan was approved and will be used as a tool to guide us moving forward.
	2. Inquire about a reference for laws that pertain to fire districts.
2. Good Governance:
	1. Director Kuhl wants to be familiar with laws and how they apply.
	2. Directors felt that the SDAO trainings would also be helpful.
3. Operational Compliance:
	1. Director Smith is worried about volunteers. This is a possible area where a committee could be formed.
	2. Board members will start to communicate with the Chief.
4. Budget:
	1. Continue as is, following the current practices.
5. Customer Relations:
	1. Look at starting a volunteer committee.
6. Personnel:
	1. Staff morale: Establish a volunteer/staff appreciation.
	2. Management of employee performance: Chief Hari is working on a new employee performance review that can be used for everyone.
7. Work Assignments:
	1. Create an Organizational Chart
	2. Create a level of command.
	3. Updating the Chief Position Description

Next Meeting Date: June 8th at 1800 hours (6 pm) at 490 Church Street, Aumsville OR 97325

Adjourn: **Action:** *Motion to adjourn by Director Kuhl, motion seconded by Director Fellis. And, with no discussion or changes the motion carried unanimously adjourning the meeting at 2005 hours (8:05 pm).*

Wayne Kuhl, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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