

TANGENT RURAL FIRE PROTECTION DISTRICT
Board of Directors' Meeting
Minutes – May 14, 2014

Board Members Present: John Dunn, Mel Brush, Bruce Riley, Paul Strombeck, Stan Lathrom
Staff Present: Chief Casebolt, Asst. Chief Vonasek, BC Burke, OA Duckworth, Loel Trulove (EF Recovery)

Chair Dunn called the meeting to order at 7:00 p.m.

I. CITIZENS' COMMENTS: None.

II. PRESENTATION BY EF RECOVERY (Loel Trulove):

EF Recovery is a national company (started in Washington State) that offers emergency response billing services for fire departments (Loel Trulove would be our rep). Their client list includes more than 150 fire departments in 24 states. Essentially, EF would bill the responsible party (insurance company or individual) for any TRFPD reimbursable expenses incurred in response to incidents outside of our district.

Reimbursable expenses could be hazmat spills, vehicle fires, extrications, and others; as a District, we would decide what services we wish them to bill for. And, the District would decide which incidents would be billed.

There is no out-of-pocket expense to the District for EF's services. Instead, they retain the greater of 14% or \$50 of any recovery from an incident. There is also a \$20 filing fee per claim if EF has to obtain additional incident information not provided by the District. If there is no recovery, nothing is charged. There is also no charge for set up, training, or system maintenance. Other fire departments comparable in size to Tangent Fire have recovered \$10,000 - \$15,000/year from this source of funding, which can be very helpful in these times of tight budgets. Currently, the District has an out-of-district billing policy for reimbursable expenses. However, it is seldom used because it is cumbersome and time-consuming for staff, and, when used, it has yielded very little return.

Other services provided by EF Recovery: 1) Instead of receiving recovery checks periodically, the District can keep that money on account w/EF Recovery to purchase fire products they sell at considerably reduced prices to fire departments; 2) The District can purchase certain types of fire equipment through EF and pay for it as our recovery reimbursements accumulate with them (a type of loan); 3) Soft billing is also an option where EF would actually call insurance companies as needed or even contact the individual client for reimbursement; however, this would only be w/the District's permission. This usually isn't necessary as this type of billing has become an established practice, and insurance companies are paying on these claims.

Trulove shared that the District isn't really "making money" on this venture; it is only recovering District resources expended on those outside the district. In discussion, the Board felt it was their responsibility to recover these expenses for our District taxpayers, but they were insistent that only out-of-district patrons be billed.

Action: No formal action, but the Board agreed that staff should move forward with implementing this service through resolution, which will be brought back to the Board at its June meeting.

III. VOLUNTEERS' REPORT: None.

IV. APPROVAL OF:

Minutes – Regular Board Meeting – April 9, 2014.

Action: Lathrom moved to approve the minutes as submitted; the motion was seconded by Riley and it passed 5-0.

Financial Report –April 2014.

Action: Riley moved to approve the financial report as submitted; the motion was seconded by Brush and it passed 5-0.

V. OLD BUSINESS:

Chief's Report –

- OSHA Voluntary Compliance Audit – The Chief received the OSHA report and forwarded it to the Safety Committee, which is combining OSHA's recommendations w/their own to create a comprehensive list of safety concerns that the department is now tackling. The Safety Committee is very active and looking at everything at the station that needs to be corrected.
- The lighting/surveillance projects have been on hold as the contractor applied for Energy Trust credits, which have been delayed due to personnel issues. These projects should be started within a week or two.
- The two recently acquired water tanks have finally been raised into position; the next step is to get them into working order which will occur before the end of June. Last night's drill covered water tender operations and all attendees visited all water tanks in the District. Also, working on getting blue marks on roadways to denote locations of water supply for other departments providing us mutual aid.
- Brush 71 recently came back from the body shop and will be back in service soon as a quick-response vehicle for simple incidents (ex. lift assists) instead of using main engine 71.
- Lexipol – working on a date for a rep to come give a presentation to the Board. The Chief called SDAO who subsequently called the insurance company to see if they would offer any incentives for Districts using this system (because it could definitely improve liability issues); the thought at this time is that there would be no reimbursement for purchasing the services, but there could be rate reductions in premiums.

- The Chief met yesterday w/Albany Fire Chief Bradner, Lebanon Fire Chief Woodson, and Corvallis Fire Chief Emery to discuss consolidation of training activities among the departments. Two of these departments are losing their training officers due to budget cuts. Outcome: The four departments will develop a two-year training calendar where every department will train on the same topic each week. Departments will share the responsibility of developing lesson plans that the others can use, and department personnel from any of the departments can attend the drills at any of the four departments if they miss training w/their individual departments. It will also standardize procedures used when departments respond to mutual aid.
- The Chief has learned of a grant available for seismic rehab of certain buildings. He has contacted an engineer who said they will come out and do an assessment of our facility. Any grant for rehab would probably be 50/50. The engineer will report back with cost for such an assessment and parameters for the grant.
- Attended a lecture about an “active shooter” policy presented by Hillsboro Police & Fire, where they actually went through a practice drill. The Chief is very interested in planning such an event w/surrounding agencies in our area; this will be a long-term endeavor as the planning stage takes about 12-18 months. It would create a great environment for fire and police to come together to better understand and appreciate each other’s strengths and culture.
- With the assistance of legal counsel, he has developed a contract w/Dr. McUne for medical advisor services w/our department. Dr. McUne will visit the District twice a year to do case reviews, and he will be paid a fee of \$1500/year.
- The tree on the NE corner of our property has died. The Chief has arranged for removal and leveling of the stump for \$620. There are also some evergreens on the east side of the Warren Building that need to come out—assessing whether this year’s budget can accommodate removal.
- Siding/windows project – Stutzman has fixed the problems with the water leakage; Friday they are coming to repaint all the trim and the front doors. This should complete this project.
- 360° Report (volunteer compensation) from Chief’s conference – still a lot of conflicting information as to how nominal compensation can be awarded to volunteers—are they truly employees to be issued paychecks and W-2’s? If fire districts give grants/stipends to their volunteer associations and they, in turn, give nominal checks to volunteers based on an accountable plan, is this okay—probably not. While the report gave some general recommendations, each department was advised to consult w/their legal counsel. The Chief will be calling a meeting of our attorney, auditor, Board member, Volunteer Assn. reps, and staff to see how best Tangent Fire can compensate our volunteers, abide by all the various laws governing interested agencies—BOLI, DOL, IRS, PERS, etc., AND keep our liability to a minimum.

Asst. Chief’s Report – Classes are starting to dwindle down as we approach the summer season. On the fire prevention side, Vonasek distributed copies of a pre-fire plan showing the Board the types of information the new program will provide.

Projects –

Classroom - This past Monday, the architect and potential bidders were on hand for a walk-through of the new classroom project. Bids are due June 6 at 4:00 p.m., and the Board will award the successful bid at its meetings on June 11. When asked whether the electrical would be bid separately, the response was no. The purpose of a general contractor is for him to hire the subs

according to our specs. If we ask for separate bids on individual pieces of the project, then the District is serving as the general contractor. If this is the Board's choice, we can do this on this upstairs remodel project.

There was also a question about only one ductless heat pump for the classroom—how is the fitness room provided for? Brush felt two heat pumps should be considered; Casebolt replied that a change order could be considered for the project to accommodate the exercise room.

Dunn added that a defibrillator will be available in the new classroom; and because it will be ADA accessible, there could be more outside groups asking to use the room.

Upstairs Remodel Prospective Timeline –

July 9 Board Meeting – award bid for architect.

Early August – walk through of project w/potential bidders.

September Board meeting – award bids for project.

Forest Service Pumper/Tender – Since the department will be looking for a pumper/tender in the foreseeable future, Chair Dunn offered that the Forest Service has some for sale and Corvallis Rural Fire bought one. Burke shared that these are not true pumper/tenders; they are brush rigs that have been refurbished by Benton County shops to accommodate needs of rural departments.

Main Station Siren – Vonasek reported that the bids are: EC Electric - \$700; Rite-Way Electric - \$1200; Cherry City Electric - \$830. Riley felt it was important to have it fixed so that everyone is alerted. The Chief recommended it be put on a timer so that it only sounds from 6 a.m. to 10 p.m. It was suggested that possibly EC shouldn't be able to bid on the project because originally when they were asked to look at the project, they came in w/a much higher bid. However, staff assured the Board that the original estimate from EC was just that—an estimate based on a staff request; at that time, it was thought to be a more involved project than it turned out to be. EC had no knowledge of the other bids. As the bids are under \$1800 (staff threshold for signatory authority), staff will make the contractor decision.

Strategic Plan/Standards of Cover – The Chief heard back from the SDAO consultant who sent him a draft copy of the Lincoln City document and said ours would be similar to that one. Once Lincoln City's is complete, the consultant will gather information from the Chief to begin ours.

VI. NEW BUSINESS:

Safety Report – Safety Committee meeting minutes were distributed to the Board. As reported above, they are working on the recommendations from the OSHA walk through.

Consideration of Resolution No. 2014-02 (Adopt SDIS Joinder of Trust Agreement) – SDIS (Special District Insurance Services) was created by SDAO through a Trust for the purpose of providing a self-insurance program for the benefit of governmental entities. Any government body wishing to participate in the program was required to sign a declaration of trust w/SDAO (in 1985). Recently, SDAO was advised by

legal counsel that because SDIS operates with its own Board of Directors, the Trust Agreement should be an intergovernmental agreement between SDIS and its participating members, and they should be responsible for adopting and amending the Trust Agreement.

With this advice, and because SDIS felt the Trust Agreement needed several amendments, a new Joinder of Trust was forwarded to all current participants of the program in the form of a resolution to be passed by each member's Board of Directors if they wish to continue in the self-insurance program. Because Tangent Fire wishes to continue their membership, this resolution is before the Board at this time. The other change that will occur because of the new Trust is that a member's SDAO annual membership dues will now be billed separately; under the old Trust, those dues were included with a participating member's insurance premiums. Participating members have been assured that insurance premiums will be reduced in the same amount to offset the separate SDAO dues.

Action: Riley moved to approve Resolution No. 2014-02 (Adopting the SDIS Joinder of Trust Agreement Effective April 1, 2014). The motion was seconded by Lathrom and it passed 5-0.

Consideration of Revised Policy No. 3.1.7 (Harassment/Sexual Harassment) – At the direction of the Board, the Chief had our legal counsel review this policy; they made the suggested revisions in the policy as presented tonight.

Action: Lathrom moved to approve the revisions to Policy No. 3.1.7 (Harassment/Sexual Harassment); the motion was seconded by Strombeck and passed 5-0.

Award of Bids for Utility Trailer – Submitted bids:

Diamond Sales (Halsey)	\$1875 (originally \$1950)
Trailer City (Portland)	\$2013
Olympic Trailer & Truck (Olympia, WA)	\$1750 (plus \$100 to take out of State)

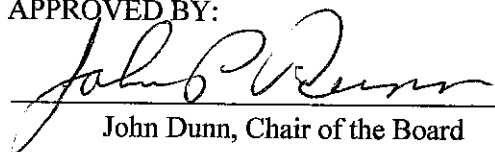
As the Board prefers to do business locally if at all possible, the Chief recommended the \$1875 bid.

Action: Strombeck moved to accept the \$1875 bid from Diamond Sales in Halsey, Brush seconded the motion and it passed 5-0.

Chair Dunn adjourned the meeting at 8:22 p.m.

Minutes submitted by Karen Duckworth
Office Administrator

APPROVED BY:


John Dunn, Chair of the Board

06/11/2014
Date