**NETARTS/OCEANSIDE RURAL FIRE PROTECTION DISTRICT**

**Board of Directors Minutes – April 11th, 2023**

**President Scott Campbell called to order the Board of Directors Meeting for April 11th at the Netarts Fire Hall 6:03. Board members present: Brent Collier (Board member), Steve Roan (Treasurer), Erin Rieger (Vice-President), Bruce Lovelin (Board member), and district administrative staff Chief Tim Carpenter and Shawna Yost.**

**Regular monthly board meeting session adjourned at 6:04 p.m. to convene Executive Session per ORS 192.660**

**Executive Session:** The Netarts-Oceanside Fire District Board Members meet in executive session pursuant to ORS 192.660 (2)(a), at 6:04 p.m. which allows the commission to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent.

**Executive Session ended at 6:31 p.m., and the regular monthly board meeting reconvened.**

**Minutes:** All Board members reviewed the March minutes.No questions or concerns from the Board. **Steve Roan made the motion to accept the March minutes as presented; seconded by Bruce Lovelin. M.C. 5-0**

**Financial Reports**: Copies of the Profit and Loss vs. Budget statement for the 22/23 fiscal year were presented to the Board for review, along with the register for the month of April and the call/drill reimbursement totals for March.

Treasurer Steve Roan had reviewed the US Bank checking account prior to the board meeting and had no questions. Chief Carpenter stated a more detailed P& L vs Budget statement and financials will be available and presented towards the end of the month with the draft budget. President Scott Campbell inquired to the overage in line item 5601 Insurance/Bonds. Chief Carpenter reminded the board of the near $3,000.00 increase in the property/casualty insurance. No further questions or comments from the board at this time, therefor, **Brent Collier made the motion to accept all financial reports as presented; seconded by Steve Roan M.C 5-0**

**Chief’s Report:**

1. Chief Carpenter discussed the morning’s MVA in Oceanside where the Firefighters were able to use the new hydraulic cutter and spreader the Association bought for the first time.
2. The Emergency Medical Responder course, instructed by staff member Shawna Yost, is coming to an end. All students who took the course exam passed with an 82% or higher. The State Exams are scheduled over the next several weeks. There are currently 12 students: 5 from Tillamook Fire, 3 from Bay City/Garibaldi Fire, and 4 from our district.
3. Discussion at the county Fire Chief’s meeting regarding the agreement of which district will hold continual training events related to a specific topic are as follows:
* Rockaway Fire - EMT course certification
* Netarts-Oceanside Fire – EMR course certification
* Garibaldi/Bay City Fire – Wildland fire training/certifications
* Tillamook Fire – Extrication training/certifications
1. This year marks Chief Brian and Julie Bucknam’s 20 years of service with Netarts-Oceanside Fire District.
2. This year marks Lt. Tim Mayne’s 10 years of service with Netarts-Oceanside Fire District.
3. March Calls = 10 QRT, 1 MVA, 2 MA, 1 Car F, 1 FFA, 1 H2O = 18 calls
4. Total for 2023 = 43

 2022 = 56

 2021 = 56

 2020 = 73

 2019 = 64

1. Discussion at the Coastal Chief’s Meeting regarding the need of income/reimbursement for rescue efforts performed within the state parks produced statistics and surveys from districts throughout Oregon going back 5 years. Results from the Netarts-Oceanside 5 year survey:
* Netarts-Oceanside Fire serves two state parks: The Lighthouse and Cape Lookout (which includes beaches)
* 84 calls total = 56 EMS, 27 Fire Suppression, 24 Technical Rescue
* 579 personnel total have responded
* Approximately 6,800 hours served
* Using the pay scale given by the state; total funds spent if funded = Approximately $30,454.00

 The State Parks did offer $4,000.00 to our district to be used towards equipment related to park rescues this year.

1. All Board Members up for election are on the ballots.
2. We will be having an ISO review this summer. The hope is to decrease our rating from a 5 to a 4.
3. Chief Carpenter handed out a salary and benefit comparison to the board of fire district employees along the Oregon coast as a comparison reference.
4. Firefighter/Mechanic Travis Ballard recently repaired the front of 61-46.
5. At the last Officer’s meeting, discussion took place regarding implementing a long term plan for the replacement/upgrading of three specific apparatuses. It was decided to start the process of selecting a committee to facilitate the replacement of apparatus 61-46. 46 is past the NFPA 20 year apparatus replacement recommendation with it being a 1999. This process is projected to be approximately a two year plan. Following 46’s replacement will be a new command vehicle, and then finally replacing 61-12.
6. The individual that was interested in purchasing the Kawasaki Jet Ski has backed out of the agreement due to health reasons. The Ski will be re-advertised at the agreed upon asking price of $7,500.00.

**Unfinished Business:**

1. Chief Carpenter asked if the Board had any questions or concerns regarding the resident evaluations handed out at last month’s board meeting since he was absent from presenting them. He stated Resident Greg Wilkinson will most likely leave the program and continue to Chiropractic school. No questions from the Board.
2. Chief Carpenter verbally added a topic to discuss under Unfinished Business, Staff Evaluations:

He pointed out to the Board that Firefighter/Mechanic Travis Ballard has put in his first full-time year of service with the department and with his skills he has decreased the cost of expenses made to services and repairs not only to the apparatuses, but to overall repairs and general maintenance to the district buildings and equipment. Chief Carpenter made the proposal of increasing Travis Ballard’s salary from the previously stated 5% to 6% or 7% along with a monthly stipend of $200.00 for the use of his personal tools effective the start of the new fiscal year. **Steve Roan made the motion to increase Travis Ballard’s salary by 7% with the addition of a $200.00 monthly stipend; seconded by Brent Collier. Vice-President Erin Rieger recused herself from voting. M.C. 4-0**

**3.** It was also stated to the Board that NORFPD has a policy stating when an employee meets their one year of service mark, their health insurance policy is extended to plus 1. The Board is all in agreement to honor the stated insurance policy plus 1.

**4.** It was suggested by Chief Carpenter to reduce the Reserve Fund Transfers from $150,000.00 to $100,000.00 to secure the Cash Carry Over estimate through the remaining of the fiscal year. **Bruce Lovelin made a motion to reduce the Reserve Fund Transfers from $150,000.00 to $100,000.00; seconded by Steve Roan. M.C. 5-0**

**5.** Chief Carpenter shared with the Board the items he is proposing for the 2023-2024 Budget year:

1. Increase the Resident stipends and scholarship amount (undetermined amount at this time)
2. Auto diagnostic software for Travis Ballard (~$5,000.00)
3. New tires for 61-94
4. To separate out and detail itemize the line-item Travel/Training into the single line items of Travel and Training.
5. Add a payroll line item for the new Fire District Chief
6. Replace the SCBA’s (~$150,000.00)

**New Business:**

1. A policy revision was presented to the Board regarding Policy – Personnel/General 42 District Reimbursement EMT Training. A revision of the stipulations and requirements to allow volunteers EMT training and the reimbursement back to the district. (See attached) **Steve Roan moved to adopt the revision to Policy – Personnel/General 42 District Reimbursement EMT Training as presented; seconded by Erin Rieger. M.C. 5-0**
2. The Budget calendar was re-presented to the Board for confirmation of the dates proposed. We have heard from only two of the four Budget Committee members, as there is a seat open currently. Chief Carpenter asked if there is anyone that shows interest in a chair on the Budget Committee to submit a letter of interest to the station.

**Training/Conferences/Seminars/Miscellaneous:**

**Brent Collier made the motion to adjourn the meeting; seconded by Steve Roan MC 5-0.** **Meeting adjourned 18:50**

**Next Board Meeting:** ***Tuesday, May 9, 2023.***

Date/Attested**\_\_\_\_\_\_\_\_\_\_\_\_**

**minutes written by Shawna Yost**

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 **Scott Campbell (Board President) Erin Rieger (Board Vice-President)**