

**SANDY FIRE DISTRICT NO. 72
BOARD OF DIRECTORS MEETING
TUESDAY, DECEMBER 13, 2010**

President Tobias called the regular meeting of the Sandy Fire District Board of Directors to order at 7:00pm. Roll call showed the following Directors present:

ATTENDANCE:

Len Tobias, President
Joe Barnett, Vice President
Bill Trimble, Secretary
Andrew Brian, Director
Ron Berglund, Director
Gary McQueen, Fire Chief
Nannette Wilson, Executive Secretary

OTHERS PRESENT:

Phil Schneider, Deputy Chief
Jason McKinnon, Career Captain
Scott Howland, Career Captain
Laurie Smallwood, Volunteer President
Martin Grassl, Volunteer Captain
Pat Archer, Volunteer Firefighter
TJ Zander, Volunteer Firefighter
Karon Macek, Chaplain
Patrick Carney, Auditor

Summary of Motions

- Motion approving November 9, 2010 Board Meeting Minutes
- Approval for payment of the bills
- Motion to withdrawal \$39,000 from our Unemployment Insurance Surplus and deposit it in the general fund to help reduce the tax anticipation loan and have it be added to the unappropriated ending fund balance in the 2011/2012 Budget.
- Motion to use \$35,000 of our Urban Renewal Funds to pay toward the principle on the Oddfellow loan at Clackamas County Bank.
- Motion to nominate Chuck Chaffin as the board award recipient for 2011.
- Motion to freeze the salaries of Ann Rogers and Margaret Grassl until June 30, 2011.

Minutes

MOTION: Berglund/Trimble (Carried 5-0) Approving Board Meeting Minutes of the November 9, 2010

Payment of Bills

MOTION: Brian/Trimble (Carried 5-0 Roll Call Vote) Approving the Payment of the Bills.

Correspondence

No Correspondence

Legislative Report

No legislative report.

Public Comment

No Public Comment

Volunteer Report by Laurie Smallwood

The Volunteers are assisting Kiwanis with the deliveries in the annual Christmas Basket Program on December 18th.

The Awards Banquet is Saturday, January 15th at Edgefield McMenamins. Social hour begins at 5:30 with dinner at 6:30pm.

The Volunteers have been discussing moving the business meeting from Wednesday drill to another night to assist in obtaining the DPSST fire hours. If the business meeting gets moved to different night it will give 24 additional fire training hours.

Staff Reports by Jon McKay

No Report

Review of the District Financial Status

Patrick Carney presented the board with the annual audit.

There are new auditing standards. The auditor needs to have written communication with the Board rather than management. Having Mr. Carney present the audit is a great avenue for accomplishing these new standards.

Mr. Carney briefly discussed key points in this year's audit. The fund balance for the general fund is significantly higher than last year. Mr. Carney would recommend continuing to recommend increasing the general fund balance and to decrease the tax anticipation loan.

Director Barnett asked Mr. Carney if he had any recommendations for record keeping. Mr. Carney would recommend having bank statements given to Chief McQueen prior to going to the bookkeeper which we are doing currently.

The Board of Directors reviewed the District's Financial Status.

In addition Director Barnett is requesting in the Board packet a balance sheet for the tax revenue to date. We are currently at 2,283,191.

Purchasing/P.O.'s ~ The Board held a discussion on purchase orders and the QuickBooks program.

Committee Reports

Personnel by Joe Barnett:

No Report

Equipment by Andrew Brian:

The Board of Directors received a copy of the apparatus committee meeting minutes.

In addition to the minutes Captain Howland discussed key points and the committee's recommendations:

- Changing the mileage to 75,000 instead of 50,000 for command vehicles.
- Have Alice continue driving the van and not replace it as scheduled.
- Extrication tool are out of date with the metals that are in newer cars. Research purchasing all new extrication tools. Captain Howland will provide Chief McQueen with the quotes for a new system.
- Research putting the Cascade Air System on R71.
- Captain Howland was informed by MSA that our Thermal Imaging Camera is no longer being supported with parts and it is 9 years old. Replacement is approximately \$10,000.

Communications by Len Tobias:

No Report

Administration by Joe Barnett:

The Board received a copy of the proposed staff agreement for Chief McQueen.

Buildings by Bill Trimble

Chief McQueen received a call from the owner of Wong's King informing us that he is offering to sell us the property. He is asking \$750,000 Clackamas County shows the current market value at 409,000. After the Board discussed the offer it was agreed that it would not be an avenue for the district to pursue. Chief McQueen was asked to contact Mr. Wong and inform him that the District is not interested.

Oddfellow Property ~ The utilities are being paid by Mt. Hood Cleaners for the Odd Fellow's property. Director Trimble is requesting we do a walk through of the Odd Fellow's property periodically.

Trubel Property ~ The Board discussed the Trubel Road Property regarding the overgrowing brush and scotchbroom. Angelo Turra would like to raise hay on the property. Chief McQueen will draft a letter allowing a year to year contract to allow hay on the property. The terms would be October to September.

Grounds by Ron Berglund:

We have cleaned up the bedding around the annex. The burn pile at Dover still needs to be burned.

EMS by Andrew Brian:

No report

LOSAP by Len Tobias & Bill Trimble:

The next LOSAP meeting is Tuesday, December 21, 2010.

Division Reports:

Division reports were received from Training, Operations, Maintenance, & EMS.

In addition we had four firefighters (Smallwood, Grassl, M., Syring, and Gatchell) that have been accepted into the EMT Intermediate class at Clackamas Community College.

Deputy Chief's Report by Phil Schneider

The Board of Directors received a copy of Deputy Chief Schneider's report.

Fire Chief's Report by Gary McQueen:

The Board of Directors received a copy of Chief McQueen's report.

Bookkeeper Ann Rogers reported receiving a notice from the unemployment division notifying us of a surplus of over \$40,000 in our account. After doing

some research and checking ramifications we could withdraw most of it without affecting future rates.

MOTION: Barnett/Berglund (Carries 5-0) to withdrawl \$39,000 from our Unemployment Insurance and deposit it in the general fund to help reduce the tax anticipation loan and be added to the unappropriate ending fund balance in 2011/2012 Budget.

The Board of Directors discussed our Urban Renewal Funds Balance. In 2009 we started with \$240,000. We have spent \$197,605, with a current balance of \$42,395. There was an additional \$240,000 added in July 2010.

MOTION: TRIMBLE/BRIAN (5-0) to use \$35,000 of our Urban Renewal Funds to pay toward the principal on the loan at Clackamas County Bank.

The Board of Directors took a 5 minute break at 8:30pm and reconvened at 8:35pm

Action Item List

President Len Tobias reviewed the Action Item List. Changes are noted on the list.

Workplan 2009-2010

President Len Tobias reviewed the Sandy Workplan 2009-2010

Resolutions and Items Requiring Board Action

No resolutions and items requiring board action

Other Business

The Board of Directors received the volunteer quarterly incentives.

The Board discussed the Board Award. Chief McQueen is recommending Chuck Chaffin. He started the JFIN program at Sandy. He gave 21 years of service to the fire district.

MOTION: BARNETT/TRIMBLE (Carries 5-0) to nominate Chuck Chaffin as the board award recipient for 2011.

As requested, the Board of Directors received a copy of the safety committee meeting minutes.

Executive Session per ORS 192.660(2)(d)

The Sandy Fire District Board of Directors will now meet in executive session pursuant to ORS 192.660(2)(d) Labor Negotiation Consultation.

The Board went in to executive session per ORS 192.660(2)(d) Labor Negotiation Consultation at 8:46

The Board reconvened into regular session at 9:39pm on Tuesday, September 14, 2010.

MOTION: BARNETT/TRIMBLE (Carried 3-2) to freeze the salaries of Ann Rogers and Margaret Grassl until June 30, 2011.

Adjournment

Being no further business to come before the Board at this time, the meeting was adjourned at 9:44 pm.

Respectfully Submitted,

Bill Trimble
Secretary/Treasurer

Nannette Wilson
Executive Secretary