

Helix Rural Fire Protection District Board Meeting



Dated: February 26, 2018

**Attendance:** Mark Mathews Glen Tipton Terry Case  
~~Mitch Pankratz~~ Chrys Wernlund Dave Baty

**Guests:** Rachelle Roggiero (East Umatilla Co RFPD), Jeremy Lasseter (Athena Fire Department)

**Called to Order:** 6:34 PM

**Accept Previous Minutes:** Mtn to Accept: Glen Tipton  
2<sup>nd</sup> to Accept: Mark Mathews  
Approved All: Approved

**Treasurer Report / Bills:** Mtn to Accept: Mark Mathews  
2<sup>nd</sup> to Accept: Glen Tipton  
Approved All: Approved

**Chief's Reports:** Received - Attached hereto

**Old Business:**

1) Resolution 18-002: After the February meeting Chief Baty talked with Carrie Bennett (Budget Committee Chair Person) about Resolution 18-002 and found out we could not move funds from the Unappropriated Ending Fund Balance. This resolution which was approved was not able to be processed.

2) Resolution 18-003: Chief Baty brought Resolution 18-003 to the board for approval. This resolution is to move funds so that we could still purchase the 24 SCBA tanks, 12 harnesses, and 12 face masks and still take advantage of the discounts from the distributor. Proposed was to move \$2500.00 from line 100-08 MVA billing (an unbudgeted income), \$977.00 remaining in line 200-06 AFLAC Life Insurance, \$914.00 remaining in line 200-07 AFLAC Accident Insurance, \$1000.00 remaining in line 300-23 Training, and \$2500.00 remaining in line 300-24 Utilities-Other. This total fund of \$7,891.00 would be transferred to budget line 400-04 SCBA replacement. This resolution supersedes resolution 18-002. Resolution approved and adopted.

3) Resolution 18-004: This resolution is to move \$5000.00 from budget line 600-01 Operating Contingency to budget line 400-01 Apparatus Replacement. This will give the district the funds to cover the Engine which was purchased from Clackamas County Fire District. The resolution was approved and adopted.

4) SCBA Tanks: Chief Baty will move forward on purchasing the SCBA tanks.

5) New Jackets for the Crew: Chief Baty showed the board the new coats which were purchased for the fire fighters. They have an inner jacket with a heavy winter shell. They are high-vis and have reflective stripes on them. They are nice.

**New Business:**

1) Sarah Sparks Resignation: Sarah submitted her resignation as the office assistant and bookkeeper due to family needs. Accepted. Rachelle Roggiero will be taking the position of office assistant/bookkeeper. We would like her to have access to the account information at Columbia Bank. Motion to accept by Terry Case. Second by Glen Tipton. Approved by all.

2) Mitch Pankratz Resignation: Mitch Pankratz submitted his resignation as Board Position #4 due to moving out of the district. Motion to accept by Glen Tipton. Second by Terry Case. Approved by all.

3) IGA Renewal & Discussion: It has been almost a year since Helix RFPD entered into the IGA with EUCRFPD. There is a proposal for Helix RFPD to hire Chief Baty on full time and the IGA would be revised for EUCRFPD to pay funds to HRFPD to pay for Chief services. This is due to the fact that EUCRFPD is a PERS employer and Chief Baty has limit to the amount of hours he can work for a PERS Employer before he is penalized in his retirement income. HRFPD is a non PERS employer so there would be no penalties to Chief Baty. The new IGA would have Helix RFPD paying \$408.00 per month to EUCRFPD for training, maintenance, and accounting services. EUCRFPD would be paying \$5528.00 to HRFPD for Chief services. Currently HRFPD pays \$1408.00 per month to EUCRFPD for services. The board members were asked to think it over and give our thoughts to Chrys Wernlund.

4) Discussion on New Board Members: With the loss of Mitch, we will have to seek a replacement for him.

5) Chief Report Highlights: There is approximately \$900.00 more coming to Helix RFPD due to MVA income. It is time to prepare the budget for the 2018-19 fiscal year. There will be a Budget Supplemental meeting some time in April or May. There is now training on the 2nd, 3rd, and 4th Thursdays. Bill is back doing the maintenance after his time away. On January 23rd, Engine E71 came on line and is our Structure engine. A light bar has been placed on the Chief's Suburban. The Ford Ranger is ready to be donated to BMCC as soon as we get the title back from Columbia Bank. They have agreed to release the title. Proposals for the new budget include financing the completion of the training room and paying off the remainder of the loan for the Office/Training building A clothing order was made for the volunteers of T-shirts, jackets, and hats. Chief Baty is thinking about purchasing Class B shirts and Badges for the volunteers. Chief would like to have the guys work through the Fire Officer Task books. He feels that Al Hassen would be a good candidate for an officer. Chief is scheduling to have lunch once a month in Helix, Athena, and Weston. Chief Baty went to the SDAO Conference in February in Seaside. We need to develop district policies and review the policies in place now. The budget calendar is moving forward.

Meeting Adjourned: by: Chrys Wernlund  
New Meeting Scheduled for: March 26, 2018

Time: 8:05 PM  
Time: 6:30 PM

Terry Case  
Secretary/Treasurer

## EUCRFPD/HRFPD

### Chief's Report for February, 2018

#### 911 Response Update

Fire Calls = 1 Medical Assist = 6 MVA = 4

Cancelled/UTL/Good Intent = 1 False Alarm - 0

Mutual Aid Fire Call - 1

#### **Budget update:**

HRFPD has \$116,112.32 COH. We anticipate appx. \$4,000 in tax revenue to be received from Umatilla County; in the next few months. HRFPD has appx \$900.00 in MVA revenue outstanding that we are trying to receive.

Supplemental budget meeting: A supplemental budget meeting will be scheduled in April due to additional funds available through MVA and proceeds.

Office Assistant/Payroll manager - Sarah Sparks has resigned (see the letter. Rachelle Roggiero will be taking over all district billing and budget duties.

#### **Training Update:**

In January 58 hours of Training was completed by Personnel from both districts. Blood Borne Pathogens was a State required mandatory training subject. It was taught through our computer based training program (Action Training Systems). Additional This month fit testing/certification is the required training.

#### **Apparatus/Maintenance update:**

Maintenance Specialist - We have our maintenance man back and completing unlimited duties. We did incur some additional costs in line item 200-11 (Vehicle Maintenance Specialist)

E-71 was brought on line January 25<sup>th</sup>. This is the engine we purchased from Clackamas FD1. Mobile UHF radio programming has been requested (using UHF portables until then).

The Helix RFPD "Fire Chief's" suburban was made available to us by the Helix Board President and has been utilized. It has been given an LED lightbar. The 4WD switch in the cab has been changed out but still gives intermittent success, We will look further into it when we can.

## Building Update:

In the next budget I will propose two large ticket items:

- 1) Complete the training room
- 2) Pay off the outstanding balance we have on the loan.

## IGA PROPOSAL

## Policy Review

Further Items to share with the board:

- 1) **New Assistant Fire Chief - Tiffany Andrews-Rost - will serve both Districts as Command Staff, as well as a training officer. She will have the same job description as was previously approved by the Board.** (This is a budgeted position)
- 2) **Volunteer Clothing order** was made and has been received, and distributed. We still need to purchase some class B shirts, nameplates and badges. This is important for public service functions, photo opportunities and of course pride of participation.
- 3) **Fire Officer Task Books.** Will start a process (up to one year) to train one officer candidate for possible promotion.
- 4) **EUCRFPD/HRFPD has begun offering training** three nights (or times) a month 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Thursday from 6-8 pm. The second training night may be used for computer based training of mandatory subjects. Chief Baty continues to encourage firefighters to contact him for special needs (time and/or location) training.
- 5) **Firehouse Fridays - is a success. We will continue this practice.**
- 6) **School Lunch Program.** One time a month we will take our apparatus to each of the three schools in our district and have lunch with the students.
- 7) **Winter Operational Response**
  - a) The practice of operating the structural engines only on the hard surface will be continued.
- 8) **Temps in the apparatus bays are being kept at 60 degrees - would be warmer but \$\$\$.**
- 9) **Grievance procedure has been submitted to the board. I have not received any feedback. It will be offered as policy during the review work to be completed by the board in the upcoming weeks.**
- 10) **SDAO Conference update:**
  - a) **Board practices**
  - b) **Annual review of policies, practices and guidelines. I suggest one of our board directors serves as a Compliance Officer.**

**11) District Participation minimums** are about to be made Operational Guidelines (see the handout). Senior district officers have been consulted and their input produced the numbers and expectations. These program expectations of “Member in Good Standing” minimum hours will reach State Training/Service Delivery standards. I will keep these statistics on a spread sheet available for anyone to view (it is a public document).

I’m sure there were other items for me to share. If I have forgotten anything the board wished to see - I apologize. I will follow-up on your requests asap.