

Scappoose Rural Fire District

BOARD OF DIRECTORS REGULAR MEETING

Board Members and Required Staff met in-person at the
Scappoose Senior Center

Also held electronically via GoToMeeting and telephone call-in number
June 11, 2020

Following 7 pm Budget Committee

Regular Meeting: After due and legal notice the Regular Board meeting of the Scappoose Rural Fire District was called to order at 7:49 p.m.

The following members were in attendance: D. Graham, D. Sorenson, A. KriECK, and M. Gift. R. Cairns had an excused absence.

Others in attendance: Chief Pricher, D/C Marks, D/C Holsey, FD Salisbury, S. Booth, M. Heath and Susan Reeves (budget committee member).

Call to order and flag salute: President Graham called the meeting to order at 7:48 pm and led the flag salute.

Public Comment: No comments.

SRFD Consent Agenda

Mr. Sorenson moved to approve the consent agenda. Mr. KriECK seconded.

Mr. Sorenson asked about flowers for Laura Smythe and about Centerlogic in the Information Technology account. Chief Marks said Mrs. Smythe was in an accident. Chief Pricher said Centerlogic provides IT maintenance and support. The new phone system and new firewall required additional billable hours from this provider.

The motion to approve the consent agenda carried unanimously.

Staff Reports:

- **Chief/Fire Marshal:** Chief Pricher thanked all staff from SRFD and CRFR. No major updates, other than agenda items in New Business.
- **Training:** Mr. Sorenson asked if the recruit academy is on again. Chief Marks said it is back up and running. After Sunday, recruits will be available for live fires. Chief Pricher will take recruits for wildland instruction. Graduation is scheduled for July 22, at the training grounds. Mr. Gift asked if he could help with the academy. D/C Marks and Mr. Gift will discuss options that avoid conflicts with board policy.
- **Operations:** Chief Pricher said he'd do his best to answer questions with regard to Operations. Mr. Sorenson said the Lexipol appears to be a lot of work, noting its length and organization. He asked if we are in the home stretch with regard to Lexipol. Chief Pricher said the end is in sight and there's more work to be done.

- **EMS:** No major updates. Mr. Graham asked about the number of COVID patients. Chief Holsey said the County has had 17 patients, none of which we have transported. Mr. Kriek asked if CCOM tracks positive case addresses. Chief Holsey is unaware and has had no updates from public health. Mr. Gift asked how we were doing with PPE supplies. Chief Holsey said we received some supplies from public health, emergency management, UASI supplies, and quick action early on helped us cover the need for PPE supplies.

Mr. Sorenson asked about grants for child restraint systems. Chief Holsey explained that he is not sure what the status of this grant is currently since this is a different type of grant.

Mr. Gift asked about information exchange from CRFR to SRFD, specifically with regard to EMS. Chief Pricher said this will be addressed in New Business.

Mr. Sorenson asked about the Civil Unrest bullet point in his EMS report. Chief Holsey explained that the unemployment rate affects level of civil unrest, for which we need to be prepared.

- **FD Salisbury:** No questions were asked. Mr. Sorenson said he appreciates the FD report. Board members agreed and requested that this report continue to be part of the board packet.
- **Recruitment & Retention:** Mr. Sorenson asked if CRFR R&R would be with SRFD after July 1. Chief Pricher said the Recruitment and Retention Coordinator was not included in the 2020-21 budget. We are working on a plan for an SRFD R & R, PIO, and Pub. Ed. positions and are cross-training current SRFD employees to fill multiple roles with the organization.

Old Business

- **Committee Reports:** President Graham and Chief Pricher met just prior to the regular board meeting in a Management Team meeting. The board would like to continue this practice. Typically this meeting included the board president, vice president, and fire chief.
- **Property tax measure – choose type & election date:** Chief Pricher requested direction from the board regarding moving forward with the scoping process and SWOT analysis from staff/career and the board. Chief Pricher explained the process to the board. Staff SWOT analysis would be completed prior to the Board SWOT. The combination of the scoping and two SWOT analyses will help the board decide which of the options presented to the board during the May 14th meeting is best for the District. Timing is key, since Sept. 13, 2020 is the deadline for filing a property tax measure for the November election. November and May election dates are the best options for approaching voters because neither requires a double majority and they cost less than a special election.

Mr. Kriek made a motion to move forward with the scoping process. Mr. Sorenson seconded.

The motion carried unanimously.

- **Miscellaneous:** None

New Business

- **Update bank signers & credit cards:** Mr. Sorenson moved to add Mark A. Gift and remove David E. Grant as a US Bank check signer. Mr. KriECK seconded.
The motion carried unanimously.

Mr. Sorenson moved to add Mark A. Gift and remove David E. Grant as an InRoads account signer. Mr. KriECK seconded.
The motion carried unanimously.

Mr. Sorenson made a motion to update the InRoads VISA card ending in 6753 by removing David E. Grant's name and adding David J. Graham's name. Mr. KriECK seconded.
The motion carried unanimously.

- **Detail position for vacant Division Chief slot**

Chief Pricher said the acting lieutenants. were given the opportunity to express interest in DC position. This gives them experience at the DC level for an appointment in two three-month slots. There will be a cost which is a 5% bump in their current pay to whomever gets the position. This is based on the collective bargaining agreement, falling under the "Acting in Capacity" clause. Mr. Gift asked if there is a provision for peer review, as an improvement tool. Chief Pricher said there wasn't but said this could be added. Mr. Graham relayed that Mr. Cairns liked "move up" policy as presented.

Mr. KriECK motioned to authorize Chief Pricher to fill the vacant Division Chief position as outlined in his memo dated June 3, 2020. Mr. Gift seconded.
The motion carried unanimously.

- **Authorization to backfill vacant Lieutenant position**

The line staff that is moved up to open Lt. position will also receive a 5% bump in their current pay. Like the DC position, the Lt. position would be for two three-month periods. Mr. KriECK expressed concern about overtime costs. Chief Pricher relayed that the goal is to minimize overtime costs.

Mr. Gift motioned to authorize Chief Pricher to fill the vacant Lieutenant position as outlined in his memo dated June 3, 2020. Mr. Sorenson seconded.
The motion carried unanimously.

- **Board retreat date to consider SWOT:** A local facilitator has offered to assist the board with the SWOT analysis. Chief Pricher hopes this will be after the scoping process and after hearing from the community. This would be a 6-hour retreat, although it depends upon what the Board needs. Scheduling a date is for the benefit of the facilitator and board. Staff and public can be present but not part of the process. This will likely be the first week of August so we can prepare for the board meeting during the second week of August. The board tentatively scheduled Wednesday, August 5 10:00-4:00 with location to be determined. President Graham agreed to check with Mr. Cairns on his availability on this date.

- **Duty Officer Expectations**

Chief Pricher asked the board for their expectations of the Duty Officer (DO). Moving forward with establishing the Duty Officer program at SRFD, the Board needs to lay out expectations. Mr. Gift said he thought the DO needs to be Incident Command. Mr. Sorenson said he thought the DO coordinated how calls are run. Mr. Kriek said the DO takes command in the event of a staff incident. Mr. Gift said the DO monitors 24/7 for a designated time. Not every call needs response; but all calls need monitoring. The DO can call for additional resources, contract equipment, logistics, and call wreckers. We now will have some newer DOs that may need supervision from more experienced personnel.

Chief Pricher asked what the board felt is realistic for personnel filling the DO role. 40-hour weeks and responsibility to a pager can be very demanding. Chief Pricher, D/C Marks, and D/C Greenup have discussed the need to support the person who moves up from the lieutenant to the division chief position, as they are also expected to fill the DO role.

Mr. Kriek asked if there are lieutenants interested in filling DO role. Chief Pricher said this has been discussed but is not ready to be implemented.

Chief Pricher would like documentation from the board on their expectations for what the DO needs to do and be. He thought it was important to consider this question. Chief Pricher said this is more a policy perspective, not operational in nature.

Mr. Gift said he'd like to have feedback from line staff on their expectations for the DO role.

Mr. Sorenson said he expects to have coverage from a DO 24/7 365 days of the year. This person may be available via radio, in person, pager, by phone...to assist with response when/if needed. Mr. Sorenson asked what the optimum number of DO would be for an organization of this size.

Executive Session: Pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Began at 9:04 and ended at 9:27.

Public Comment: No comment.

Good of the Order: Scappoose Garden Club has given us \$400 to add to our landscaping. Planting will commence on Saturday, June 13, 2020. Mr. Gift asked if we could provide lunch for those working. It was agreed that lunch or refreshments would be provided. According to S. Booth, there will likely be a phase 2 with more planting expected.

The Volunteer Association has received \$300 in donations for Scholarship in lieu of July 4th breakfast. Mr. Gift asked that thank you notes to these individuals and Scappoose Garden Club be sent.

Adjourned at 9:28.