



SCAPPOOSE FIRE DISTRICT

P.O. BOX 625 SCAPPOOSE, OREGON 97056

Scappoose Rural Fire District Board of Directors Special Meeting Wednesday, October 16, 2024 Microsoft Teams meeting

Call to Order- President Reeves called the meeting to order at 1:03 pm.

In Attendance- President Reeves, Vice President Graham, Director Kriek, Director Sorenson, Director Gift, Chief Pricher, FA Heath, Karleigh Booth.

Bonding: Director Graham asked what the bond amount is. It falls under the total district insurance policy. The bond amount is 10 million.

Section 1- District Board Operations

1.2 Powers of the Board

B1- President Reeves "The Board president or designee will outline the duties and responsibilities of each committee at the time of appointment", is it anywhere else in the policy? Yes, unsure where but there is a section about committees. Section 2.19 addresses board committees.

1.4 Orientations

B5 - Director Sorenson asked if the Chief's contract should be added. Yes, add the Chief's contract as "5 f". Any new board member will be given access and copies and put into the Teams environment where it can be accessed. President Reeves asked for the Board's thoughts on having an application for new Board Members. The Board decided against having an application. Director Gift asked if people who are interested in being a board member are made aware of the criteria/qualifications to be eligible. We will ask the attorney how to advertise the qualifications. Discussion around if we want to list ordinances and if yes, then where.

1.3 Functions of the Board

A3- "The Board has entered into an Intergovernmental Agreement in a Civil Service Commission pursuant to ORS 242.706." President Reeves asked if changes need to be made since we have

our own Civil Service Commission. Chief Pricher answered that it can be edited since we have our own civil service commission now.

The board requests to have any "he/his" or "she/her" changed to "they/them" or "designee". They also requested to fix any typos.

Section 2- Board Duties

2.1 Number of Members

B- Refers to ORS 478, 198, and 255 regarding qualifications for board members. Talk to the attorney about wording for Ordinance 90-01 or add "refer to page..." or add an appendix with the ordinances listed.

2.17- Agenda for Budget Meetings. Add a statement "See section 3 for budget finance and business operations".

2.18 Agenda for Organizational Meeting

H- Director Graham asked if there is anything stating how many meetings/percent of meetings board members can miss before asking for their resignation. Director Gift stated that there is a document that says how many can be missed, unsure if it is an ordinance or in the policy.

2.19- Board committees-

2.12 Minutes

C- "Minutes shall be approved at the next Board meeting pursuant to ORS 192.650" President Reeves wanted to make it clear that the minutes need to be done "In a reasonable amount of time" (ORS 192.650). Director Sorenson asked when the meeting minutes are usually done. FA Heath stated they are usually done the next business day. Director Sorenson requested to have a draft form of the meeting minutes within a week of the previous board meeting.

2.19 Board Committees

We currently have three (3) committees, Awards and Incentives, Management, and Planning.

B- Needs to be rewritten. Take the word "research" out.

2- Change from "planning committee" to "strategic planning committee". Get rid of the awards & incentives committee. Start with meeting bi-annual and if we need to add more we can.

Discussion around adding committees, when necessary, in the future.

Based on the recommendations of the Board, staff will create a change log Word document(s) to track what changes were made and why.

3- Strikethrough/omit.

Section 3- Budget, Finance, and Business Operations

3.2 Budget Committee- Membership and Responsibilities

A – “Board members shall be responsible for recommending a candidate for consideration and subsequent appointment by the Board of Directors”. Director Kriek asked why it is the board's responsibility to find new budget members. Chief Pricher said it most likely has to do with Oregon Budget Law and the ethics of admin staff recommending new budget committee members.

3.3 Budget Administration

D1- Add “as identified in section 3.3C” after “rules”.

Legal references- we will make sure these are still correct and update them if necessary.

3.10 Property inventory- Director Sorenson asked if we maintain an inventory. Per Chief Pricher, yes and no. We keep track of inventory in ImageTrend or Op IQ as well as insurance schedules.

3.11 Risk Management and Insurance Program

D- Director Gift asked if we have someone who oversees this. FA Heath and Chief Pricher let the board know that some of it falls under the safety committee and the accounting portion is under insurance.

3.18 District Credit Card’s Authorized Users- Director Sorenson asked if we still have five (5) credit cards. Chief Pricher stated that yes, we currently have five cards. We would like to add one more card for Nina (Community Paramedic). She has been using money out of her pocket to buy items for clients. The credit card would be used for small items like coffee, some groceries, etc. This would increase the number of credit cards to six (6) if approved.

Employee Credit Card Use Policy-

III A. Guidelines 1a: Director Gift would like to remove “a” before training.

III C. Periodic reviews: Director Gift asked how often we review for “proper credit card use”. FA Heath answered that “Periodic reviews for proper use” happen on an almost daily basis, there are multiple people reviewing the credit cards on a monthly basis, and we are audited annually.

B. Responsibility and Accountability

5- Director Gift would like “do not” changed to “will not” or “shall not”. Per Chief Pricher, we will ask the attorney what they think about the wording.

Master Fee Schedule: May need to update apparatus rates per OSFM. Fire Med fees also need to be updated. Director Graham asked if the non-emergency medical Responses needed to be updated. Per Chief Pricher, there have not been any problems recently, so there is no need to update.

Director Gift asked how it would be possible for everyone in the county to charge the same amount. Per Chief Pricher, based on what the consultant who reviewed the ASA provided to the county, they recommended to the county that everyone charge the same amount. The biggest

agencies in the county are charging fairly close to each other now, but it ultimately doesn't matter what we want to charge. Insurance is going to pay what they're going to pay, and we have to justify what we charge.

Section 4- Personnel Policy

Personnel- President Sorenson asked if we could please change any "he" to "they" or "designee".

4.10 Temporary Leaves of Absence

A- Add 9 "Oregon Paid Family Medical Leave (OPFML)".

4.4 Personnel Files

D- Director Gift asked for clarification on who might have "a business necessity to access the file". Chief Pricher explained who could need access to the file(s), for example, a counselor or doctor while following HIPAA.

4.6 Disciplinary Procedures- Rules and Regulations. Chief Pricher explained that the district uses Lexipol for written policies.

4.8 Classification and Salary Administration

C- Director Gift asked if the classification and salary- grading schedule has been submitted in March in the past. Per FA Heath and Chief Pricher, it is a page in the budget document and the collective bargaining agreement. Chief Pricher asked what the expectation is going forward. Discussion about whether it is an allowed topic to bring to an executive session. If yes, it will be discussed in an executive session. President Reeves asked if the wording could be changed to "by March". Chief Pricher asked if the document could be put in the Teams environment for the Board to review, and once it has been reviewed and we have collected comments, to bring it to a Management Team Meeting since it does not fall under executive session. Per Chief Pricher, we will get the salary proposal to Director Gift. Member outreach and community paramedics have fixed salaries because they are grant-funded positions, but they will be added to the list.

4.21 Residency Requirements for Chief Officers

3- Director Graham asked if the board figured out the requirements for the Battalion Chief. Chief Pricher answered that yes, the Board exempted him. Directors Graham and Gift asked if we could add "With the approval of the board, we can amend the chief officer residency requirements" as a second sentence.

4.18 Fire Med Benefits- Director Sorenson asked if spouses are included in Fire Med memberships. FA Heath answered that yes, a Fire Med membership covers everyone in the household until the age of 24.

Section 5- Training Policy

No changes.

Chief Pricher recommends discussing what has been accomplished in this workshop at the next Board Meeting as well as scheduling another workshop to go over the remaining policies. FA Heath and Karleigh Booth will get the revisions done and to the Board by the next workshop date.

Adjourn- President Reeves adjourned the meeting at 2:55 pm

Dave Sorenson

Dave Sorenson, Secretary-Treasurer

November 14, 2024

Date

Submitted by Karleigh Booth