

## **Umatilla Fire District Meeting**

The November 6, 2019 meeting was called to order by Board Chair Jon Lorence.

The Pledge of Allegiance was stated.

### **Present:**

Jon Lorence, Fred Sheely, Kyle Sipe, Mark Keith and Darla Huxel

### **Approval of Minutes:**

Motion to approve made by Darla, 2<sup>nd</sup> by Kyle.

Discussion-

Minutes were approved unanimously.

### **Audience Participation:**

### **Correspondence:**

Statement of Bills list, checks and check register were reviewed and signed.

### **Information Items:**

Audit is in progress, Best Practice Survey is complete

### **Chief's Report:**

There were a total of 63 calls in October

45 – EMS

2- MVC's

12– FIRE

+18 calls for October 2018

-29 YTD under 2018 (522 vs. 493)

### **Maintenance-**

No significant maintenance

### **Training-**

Hydrant locations and scene size up exercises

Fire behavior

Drill cancelled due to low census, nearly 75% of volunteers were not available or out of town

Halloween

## **Recruitment/Retention-**

Recruitment flyers were handed out at the trick or treat on 6<sup>th</sup> street

## **Recognition:**

Jessica Marcum- Community paramedic that works with us constantly advising of those who need smoke detectors that she visits, participated in our First Responder Appreciation Day, and participated in the Umatilla High School Career day with our personnel.

## **Bond Activities-**

Variance was approved, Documentation received from the city and forwarded to the sign vendor. They are forwarding to installer who should be pulling the permits. Signs will now be constructed and sent to the installer. Once received they will schedule installation

## **General-**

Attendance at drills and for calls has been very low since the first week of the month. We are trying to touch bases with people to see if there's an issue or just busy. So far, a few have referenced the article in the paper from the beginning of the month, and others have kids in activities, gone hunting, etc.

## **Upcoming Activities-**

Annual holiday/awards banquet is currently scheduled for December 19<sup>th</sup>. Location to be determined.

## **Volunteer Report:**

Mark asked Carl how the warehouse fire went. Carl stated he was out of town so he did not know.

## **Old Business:**

1. District Loss Guideline was handed out, Darla made motion to adopt the Guideline, Mark 2<sup>nd</sup>. Motion was approved unanimously.
2. Fire-Med- Jeannie gave update that life flight policy for the District has been implemented and Fire/Med forms will be delivered to UCFD #1 on November 7<sup>th</sup>.

## **New Business:**

1. Employee and Volunteer Recognition- Jon would like to draft a letter on behalf of the board after last month's meeting and the article in the paper has caused some discontent. He feels it's important to show we stand with our employees and volunteers and support them. Darla stated she 100 percent supports our volunteers and any negative connotation from the article does not represent the board. Kyle stated he agrees with that 100 percent also. Darla wants them to know she does appreciate them all. Sometimes things happen that don't look good but it doesn't mean we don't support

them and she feels the board is trying to make things better for the volunteers and paid staff.

**Items not on Agenda Open to Public, Board and Staff Participation:**

Jon wanted to address an email from Mark regarding why a ladder truck wasn't purchased with bond funds. Mark was asked while he was on City Counsel why it wasn't purchased; he thought there was a ladder truck represented in the bond. Darla and Fred stated no the ladder truck was not on the bond, Fred spoke with City Council and the cost of a ladder truck was not feasible at this time. Our current ladder truck is in service and effective. Jon stated as we see funding and need we will need to earmark monies for things needed in the future including a potential ladder truck. This was discussed at the last budget meeting also.

As a board we can request information, but as individuals it will need to be a records request process.

Mark just wanted clarification on the ladder truck, which he now understands.

Mark would like copies of the SOG's for the district, Darla asked why, Mark stated he just wants them and doesn't feel he needs to explain why. Darla reminded him that Steve is working on revising the SOG's and Policy Books. Kyle asked what the motive/purpose is behind wanting them.

Darla states that some clarification is needed for Board Policies, guidelines and SOG's. For her as a board member she is interested in Board Policies, in her opinion they have hired Steve to develop procedures/guidelines for daily operations of the district. Mark wants to look at the mission statement how EMS/Fire will respond in the District. Jon stated he believes it's all there and will eventually be on the Lexipol website as its updated. Lexipol will be beneficial once the process is completed and they are uploaded to the site. Lexipol will handle all updates to policies regarding law changes, and we may have to look at and adopt the new verbiage. Jon stated the Board is not trying to keep anything from anyone, we just need do keep in mind the revisions are taking place now. The Policy book is present and available for review at each meeting.

Mark stated he would like the CV information. CV was defined as full educational and training information used when hiring.

Jeannie also asked for clarification for HR issues and would the board like her to be assisting in the HR area as needed. Darla stated the position has always been responsible for the HR functions.

Darla wanted to mention that she and Steve attended a tabletop exercise in October at TRCI for Emergency Operation Plan. She felt it was beneficial to all.

Fred asked about the RI situation and if there is a plan to add another intern at this time. Jon stated he thought we would need to wait until we open the program up for next year's applicants.

Carl stated the RI was doing well, learning quickly and easy to work with.

Mark would like to see a plan to increase response to not have to continually turn over fires to other districts. It was stated that until the funds were there to hire additional fire fighters and we increase our volunteer pool and retain it will be this way. Smaller districts have struggled this way and are continuing to struggle this way.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS:**

Meeting adjourned at 7:38 pm

**Jon Lorence, Chairman**

**Jeannie Bowman, Clerk**