

**EVANS VALLEY FIRE DISTRICT #6
BOARD OF DIRECTORS
REGULAR MEETING**

Minutes of February 9, 2023

1. The meeting was called to Order by Board Chair Larry Tuttle at 6:30 PM.
2. Roll Call: Larry Tuttle, Patricia Ott, Kathryn Henning, Dale Ten Broeck, Heather Friend and Chief Crume were present.
3. Consent of Agenda: It was moved by Dale Ten Broeck and seconded by Patricia Ott that the Agenda be approved. The motion passed unanimously.
4. A. Approval of the Minutes of the January 12, 2023 Regular Board Meeting: It was moved by Dale Ten Broeck and seconded by Heather Friend that the minutes of the January 12, 2023 Regular Board Meeting be approved. The motion passed unanimously.
5. Financial Reports by Jackie Smedegaard:
 - A. January 7, 2023 to February 3, 2023. It was moved by Patricia Ott and seconded by Kathryn Henning that the Financial Report for January 7, 2023 to February 3, 2023 be approved. The motion passed unanimously.
6. Communications:
 - A. ECSO Report: Kathryn Henning noted that she had nothing new to report.
7. OLD BUSINESS:
 - A. Policy Review: Chief Crume presented P-311 Discipline Policy which was previously Section 1.07. Discussion. It was decided that in Section II, General Guidelines, item c. that a change should be made to add "Pay reduction" after "ii. Written warning". A motion was made by Dale Ten Broeck and seconded by Patricia Ott to approve P-311 Discipline Policy as amended. The motion passed unanimously.
 - B. Surplus Engine: Chief Crume discussed that a few people have expressed interest in 6662. This sale will be handled via a sealed bid process. The Board will open all bids at the next Regular Meeting with the highest bidder qualifying to purchase the vehicle.
 - C. Grants: Resolution 23-01: Board Chair Larry Tuttle read Resolution 23-01 which declares unforeseen occurrences for the FY 2022/2023 budget and authorizing expenditures. Funds were received in the amount of \$42,657.14 from "2021 FEMA AFG Grant" for turn-outs. As receipt of these funds was an unforeseen occurrence that was not anticipated at the time the Board adopted the current fiscal year budget, the following line items in the FY 2022-2023 budget were adjusted:
 - Increase Revenue Summary line item #5005, Other/Contract Fees/Grants, from \$38,500 to \$81,157.14.
 - Increase Capital Outlay Detail line item #5306, Turn-Outs & Brush Gear, from \$2,000 to \$44,657.14.

A motion was made by Patricia Ott and seconded by Heather Friend to approve Resolution 23-01 as written. The motion passed unanimously.

8. NEW BUSINESS:

- A. Burn-To-Learn: Chief Crume discussed a burn-to-learn event to be held on March 4, 2023 at a structure on Covered Bridge Road. Operations Chief Davidson has compiled the Incident Action Plan (IAP). The Auxiliary will be donating lunch.
- B. Appoint Budget Officer & Approve Budget Calendar: A motion was made by Patricia Ott and seconded by Kathryn Henning to appoint Chief Crume as Budget Officer. The motion passed unanimously. A motion was made by Dale Ten Broeck and seconded by Heather Friend to approve the Budget Calendar as presented. The motion passed unanimously.
- C. Employee Performance Evaluation: The Performance Appraisal Form for Fire Chief was distributed. Board Chair Larry Tuttle will compile and summarize them.
- D. Job Descriptions: Chief Crume presented the revised Job Description for Fire Chief. Discussion. A motion was made by Patricia Ott and seconded by Kathryn Henning to approve the Job Description for Fire Chief as amended. The motion passed unanimously.
- E. Employee Handbook: Chief Crume presented the Employee Handbook. Discussion. As changes become necessary, such as when Paid Leave Oregon benefits are implemented, Chief Crume will make the necessary changes. A motion was made by Dale Ten Broeck and seconded by Heather Friend to authorize Chief Crume to create and manage the Employee Handbook. The motion passed unanimously.

9. Chief's Report and Training Officer's Report (see attached): Chief Crume presented the Chief's report and the Training Officer's report. Highlights include noting 37 alarms in the month of January covered with 14 response volunteers (as of January 31, 2023).

10. Good of the Order:

- Auxiliary Meeting Date: First Thursday of Each Month at 6:30 PM.
- Association Meeting Date: First Tuesday of Each Month at 6:30 PM

11. Adjournment: Kathryn Henning moved that the meeting be adjourned. The meeting was adjourned at 7:18 PM.

Kathryn Henning
Secretary

Next Regular Meeting: March 9, 2023 at 6:30 PM