

MINUTES OF BOARD MEETING
KCFD #3
October 17, 2024

1. Meeting was called to order by President Dan Hudson at 5PM.
2. Present were Dan Hudson, Cameron Duncan, Dave Matthews. Absent from the meeting was Dennis Worden and Carrie Giroux. Also present was legal counsel, Michael Spencer and Interim Fire Chief Nate Hussey. Members from the public were also present.
3. Cameron Duncan moved to approve the minutes from September 20th, 2024 Board Meeting. Motion was seconded by Dave Matthews. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0
4. Cameron Duncan moved to approve the minutes from October 9th, 2024 Policy Workshop Meeting. Motion was seconded by Dave Matthews. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0
5. No correspondence.
6. Cameron Duncan moved to approve the financial report and profit loss statements for the month of September 2024. Motion was seconded by Dave Matthews. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0
7. Mike Spencer discussed some of the items we talked about during our policy work session. Mike Spencer is requesting the board adopt an amendment to Chapter 4, in the policy manual, regarding public meeting notice. The old policy stated that notice would only be given at the fire station. The amendment would include notice being given at the Fire Station, the Post Office, on the District Webpage and on Facebook Sprague River Community Events Page, and emailed to anyone that has asked for it.
8. Dave Matthews moved to accept the change to Chapter 4 in the policy manual. Motion was seconded by Cameron Duncan. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0
9. Dave requested to set up another policy session workshop to continue our review. Policy workshop was scheduled for November 4th 2024 at 10am.
10. Dan Hudson noted the policy manual is almost ready for review but he believes it needs a few updates that we can discuss at the policy work session.
11. District Cell Phone was discussed. Cameron Duncan said the phone was shipped. We now have a government account with verizon. We have a local rep to discuss any issues or need new devices. The new district phone is an Iphone 14 with satellite capabilities.

12. Dave Matthews made a motion to accept the Verizon Contract. The motion was seconded by Dan Hudson. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0

13. Dave Matthews discussed the OSHA complaint filed against the Dept. Dave Matthews, Dan Hudson and Nate Hussey met with the OSHA Inspector. Dave made note that all in all its a positive interaction to have OSHA working with us to make sure we are providing top level safety for our staff. Chief Hussey discussed some of the concerns brought up. Documentation, vehicle checks, vehicle maintenance, SCBA's checks, medical evaluations for firefighters, training records, room ventilation, and information regarding our fire calls. Nate made note that it was a positive interaction. It was asked that Dave Matthews find us an example medical evaluation form for the respiratory test.

14. Dave Matthews discussed the possibility of establishing a safety committee in the future.

15. Cameron Duncan moved to open a second checking account at Umpqua so that we can keep our District 3 tax money separate from EMS funds. The motion was seconded by Dave Matthews. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0

16. Dave Matthews discussed having a Staff Appreciation dinner next month. Looking to Chief Hussey to ask the staff what dates work for them.

17. Dave Matthews discussed the Employee Assistance Program. Mental Health Assistance for our crew. Subscription based through the SDAO/SDIS. He will look further into the fees and it will be discussed in the future.

18. Staff Training and Board Participation – Dave Matthews discussed board members occasionally showing up to training to orientate themselves with the crew maybe bring in some pizza or other food.

19. Cameron Duncan moved to ask the Oregon Ethics Commission for board training on Oregon Public Meeting Law. Motion was seconded by Dave Matthews. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0

20. Dave Matthews asked to discuss the District Logo. SignVertise donated the Logo to the District. It is now District 3 property. And Dave Matthews is working on a State Trademark for the logo.

21. CHIEFS REPORT. Year to date we have had 473 calls. Since the last chiefs report on September 20th, we have had 58 calls, 42 of which were ambulance calls, 25 of which were billable transports. Summer staffing has come to an end this year. We staffed from July 1st – Sept. 25th. Chief Hussey asked moving forward that we consider extending our staffing if needed later in the season. Several VA claims were corrected and resubmitted from last spring to our biller. Within two weeks the VA payed on those claims to District 3 resulting in a \$32,200 payment in the month of Oct. A payment portal was established with our biller so things like this can be better handled in the future. Chief discussed the District's insurance update. A few ambulance items needed to be scheduled. And some insurance numbers needed to be adjusted regarding our staff and buildings. Chief discussed Title 3

Grant. He requested that we do not put in an application this year due to lack of indoor storage space for vehicles. Going to table that until hopefully we have a new station to store more equipment. Chief discussed preventative maintenance on District's vehicles. Cameron Duncan requested we start making a priority list and work from there. Vehicle 61 insurance claim needs to be addressed. Rescue truck shifter needs to be addressed.

22. Cameron Duncan made a motion to adjourn the meeting. The motion was seconded by Dave Matthews. Roll Call was taken as follows: Dan Hudson, aye; Cameron Duncan, aye; Dave Matthews, aye. Motion Passed 3-0. Meeting adjourned at 5:42 pm.