



Meeting Minutes

8/15/2022

Call to order

A meeting of Prospect Rural Fire Protection District was held at Prospect RFPD Station #1, on July 18th, 2022 @ 7:00pm

Attendees

Board Attendees included: Lon Stockebrand, Ryan Karjala, Wayne Scriven and Rebecca Johnson

Staff Attendees included: Lyle Neville, Randi Brock, Bob Jones, McKenna Johnson, Vern Johnson
Jay Moss

Visitors Included: Janet (Scotty) Scott, Julie Moss, Cheryl Stockebrand

Board members not in attendance

All Board members present

Additions to agenda

Public Comments: Lon informs the meeting that although time is typically reserved at the end for public comments, he was asked by those wanting to comment if they could speak first in order to get home. So, before additions to the agenda, they speak. Janet (Scotty) Scott would quickly like to thank Lyle Neville and Bill King for all of their help and compassion when she called for assistance recently. She wanted them to know publicly how much she appreciated them. Cheryl Stockabrand prepared a written statement (attached) regarding the recent turbulence the department has experienced and her feelings on the matter as a citizen of the district. When Cheryl reads the portion of her statement about publicly denigrating colleagues, Scotty states that it is her experience, that during past turbulent events, public denigration didn't occur. Lyle disagrees but they both allow the meeting to progress.

Additions: Bob needs to add the appointment of the Board Secretary/Treasurer, as well as the Report in Lieu of Audit to the agenda. He also needs to add banking resolutions to add Rebecca Johnson as a signatory to the bank accounts.

Approval of minutes

Lyle would like to have some wording changed from “...anxiety about the position” to “...has general concerns about to position”. Bob would like to have it further clarified that the move of \$50,000.00 from the checking account to the LGIP account was not all at once, but over the course of the entire year. It is agreed these are acceptable changes. Rebecca Johnson motions to approve minutes as read, Wayne Scriven seconds the motion, and the board approves unanimously.

Reports

Communications: Randi reports that she has updated county elections and all other relevant organizations regarding recent Board and personnel changes. She also gives a brief explanation on how to use the new volunteer hours logs.

Financials: Bob informs the meeting that this is the start of an all-new fiscal year. There were roughly \$26,000.00 in expenses for July, but \$20,000.00 of that was the new ambulance purchase. The expense for the Cascade Fire order will be on this year’s budget now due to supply chain delays. There was an error in the budget regarding the \$300.00 for audit that didn’t get added in, making the department over budget in that category, which is an error he can fix. Lon mentions the upcoming election in May and the associated cost to fill the Board seats that will be vacated. There is some uncertainty on different positions term lengths and Randi is directed to call the County Elections Department to find out about costs and term length clarification. Bob says that a supplemental budget may be required for this.

Chiefs Report: Ryan first speaks about the proper title that the district should have Lyle use. Instead of “Deputy Fire Chief”, he should be styled “AIC Fire Chief” (Acting in Capacity). Lyle states the department has 11 active volunteers. During the last month there were 16 fire calls (which he notes were mostly arson), 9 EMS calls and 2 MVC. He informs the meeting that McKenna would like to remain the Training Officer but would like to no longer receive the stipend for it. OSP has assigned an investigator to the recent arson cases and Private Timber has hired security agents. Going forward, he says that drill nights will be concentrated on new training attainment and the next steps needed for individuals to receive the next level of their certifications. Lyle explains that RITA and DPSST are very integrated and offer many trainings that aren’t very expensive with qualified instructors. Rebecca is compiling a shirt order for the volunteers but her and Lyle needed clarification on what their individual job titles should say. Ryan explains that the term “firefighter” may be used by anyone, but for medical titles it has to be licensure specific. The board asks if John Taylor turned in his turnouts after resigning and Lyle is going to check on that. As well, they would like Lyle to change the combinations on the doors and ask that it be done anytime someone leaves the department. Lyle doesn’t feel the current plan of action for the department is sustainable and would like a written and detailed explanation of what his duties will consist of so that he can plan accordingly. There is discussion about the Chiefs stipend not being comparable to the amount of work required, and whether Lyle chooses to be the chief permanently or the Board brings someone in, it’s going to need to

be increased. The group discusses the need for a levy or bond, as the current budget for anything is miniscule. Bob is going to further research the process for levies and bonds.

Unfinished business

Fifth Tuesday Social: It is agreed that, until the recent turbulence is worked through, the social will be postponed. The group agrees that there is much too much on everyone agenda to make others plan an event.

Seismic Grant Progress: Lyle will be setting up a time to meet the person in charge at the station. Lyle and Ryan are also working on a micro grant and a safety grant together. The safety and Security grant, it is noted, is a matching grant but in kinds are accepted.

Jamboree: Lyle is finalizing the Mercy Flights helicopter details. Bob will have a cashbox for T shirt sales as well as a tally sheet. The district will have the apparatus in the parade and the booth will water available as it has in years past.

New business

Meeting Procedure: Lon would like to keep meetings more to the agenda and proper procedures. He understands that meetings tend to go long, but he really feels that everyone should be heard.

Volunteer Handbook: There is initial confusion of the use of the word “volunteers” and thus its recommended to call it the “Orientation Guide” or similar in discussing it further. Ryan explains that what Randi has typed up is basically a quick summary of ALL the policies for the district, for someone on their first day working anywhere in the department. He points out that the Sisters Department policy books cover all of it, and that there’s no need to reinvent the wheel, that it may be more prudent to start really diving into them and adopting them as the departments own. It is decided that the board will do a sweeping adoption of all the Sisters Department policy books. Rebecca motions to adopt ALL the Sisters Policy Books and change as needed in the future. Wayne seconds the motion, and the board approves unanimously.

Pulse Point: Randi has been charged with getting the Pulse Point application set up for the districts citizens to utilize and explains it’s function. Randi states that Pulse Points original intent was to get CPR trained citizens to those who may need it quickly while they wait for emergency personnel to respond. It has now evolved to include early alerts for fires and incidents like motor vehicle crashes and natural disasters. She informs the meeting that there are only a few minor details to iron out before the district can go live on the app.

Grievance Policy: Randi has found some templates and tracking systems for filing official grievances appropriately and passes those print outs around, she will also provide them by email.

New Board Appointee: There were two applications received for the position and one was rescinded. Lon offers the position to the applicant, Julie Moss. The Board votes and approves her unanimously.

Secretary/Treasurer: Rebecca has accepted the position since she replaces the last designee. The board votes and approves unanimously.

SDAO meeting: The meeting with Jason from SDAO was majorly informative according to all who were present. They have given lots of direction on further help with training for various jobs and are looking forward to helping the district prosper. Ryan notes that in SDAO's best practices guidelines, it is prudent to have two board meetings a year critiqued by them. Lon says he will arrange that.

ODF fire map: Randi notes that the fire map has been rescinded for the time being due to public concern. She just wanted to mention that in case a concerned party hadn't heard.

Fire prevention month: Ryan informs the meeting that there is a fire prevention co-op with lots of public information campaign know how, merchandise etc. Lyle will contact them.

Resolution for financial account signatories: Bob will fill out the resolution to add both Rebecca Johnson and Julie Moss. Ryan motions to approve Resolution 22-1 to add Rebecca Johnson and Julie Moss as signatories to all Rogue Credit Union accounts. Wayne seconds this, and the board approves unanimously.

Julie Moss would like to say one thing before the meeting closes. She asks if there is a conflict of interest in the Board appointed secretary and Office admin being the same person, in light of recent occurrences. She states that what the Office administrator overheard in the office shouldn't have been repeated to the board member being spoken about. Ryan argues that the rehashing of events during incidents/calls in the break room/office may be appropriate, but there is a code of ethics regarding interpersonal conflict and that if the personnel in question didn't want what they were saying repeated, that it shouldn't have been said inside the firehouse. Lyle mentions Lon admonishing volunteers about how they filled out PCRs as an example of the Board violating codes of ethics. Ryan states these circumstances are exactly why the department needs modern policy books. Randi would like to state on public record that, since Julie is speaking about her, she can speak to her. She states that she feels it has been implied that she wasn't spoken to about the events like everyone else has been, and she wants to clarify that she was.

The meeting is adjourned at 8:40 pm.

Next Meeting

Special meeting - August 22, 2022 @ 7pm @ Station 1 (276 Mill Creek Dr.)

Secretary

Date of approval