

Columbia River Fire & Rescue  
Regular Meeting of the Boards of Directors  
Held virtually via GoToMeeting and phone-in access  
May 13, 2020, 7:00 pm

Regular Meeting: After due and legal notice the Regular Board meeting of the Columbia River Fire & Rescue Board of Directors was called to order by President Feige at 7:03 pm.

Present: Kelly Niles, Kim McLane, Gary Hudson, Hans Feige, Mark Kreutzer

Others: Chief Hoke, DC Smythe, DC Holsey, DC O'Connor, DC Marks, DC Pricher, FD Nelson, RR Motherway, Lt. Davis, FF Fletcher

The flag salute was omitted.

Changes to the agenda: CRFR Board will go into Executive Session at the end of the meeting per ORS 192.660(2)(d) to discuss labor negotiations. Under New Business there will be a discussion about open positions in the District, Fire Chief job description and succession.

Public Comment: None

Local 3215: No comments

CRFR Volunteers: No comments

Correspondence: Safety Committee minutes and Oregon Unemployment/COVID-19 information was included in the Board packet.

CRFR Consent Agenda: Included in the consent agenda are the minutes from the Regular Board meeting on April 9, 2020, Special Board meeting on May 5, 2020 checks 71224-71332 for \$253,379.60 and the financial statement as of March 31, 2020. VP Niles moved to approve. Director Kreutzer 2<sup>nd</sup> the motion. There was a question regarding the credit balance in the Fire Med line item. This was created by a reimbursement to the annual campaign, shared by all the participating Districts.

No further discussion. Unanimous vote, motion approved.

Reports:

Chief Hoke: VP Niles asked for clarification on the refusal by employee report. It is a quality improvement tool. There was discussion about the various grants available for the District including supplemental AFG grant for PPE and CARES reimbursement specifically for COVID-19 expenses. All staff will cycle through Oregon Occupational for antibody testing.

DC Smythe's Operations report was included in the packet. Director Kreutzer asked for a water tender update regarding the replacement and/or maintenance of WT 476 & WT471. Chief Smythe noted that the replacement process is beginning and Chief O'Connor has written a grant for a new water tender.

DC Pricher: His report was included in the packet and was available for questions.

DC Marks: There was discussion about re-opening the volunteer academy and working with local 3215 to do so safely. Hoping to start up again on May 29<sup>th</sup>. They continue to do weekly check ins and have good engagement. No hands-on training is taking place right now for career staff.

DC Holsey: The purchase order for the approved equipment has been submitted but has not arrived yet. He anticipates it soon. He confirmed that FF Hennigan had been selected for the Medical Services Compliance Specialist position, but a start date has been postponed until COVID-19 restrictions are relaxed. He clarified terms regarding the Community Paramedic funding and confirmed 15 cases of COVID-19 in Columbia County.

DC O'Connor: A resident volunteer is moving to the Deer Island station on May 28<sup>th</sup>. There is also a resident volunteer at the Goble stations. He gave an update on the various security issues at Fern Hill station. Video cameras will be purchased and installed.

Motherway: Director McLane thanked her for organizing haircuts.

FD Nelson: No report included in the packet, but budget has been the main priority. It was a big team effort in putting the document together, very cohesive. Firefighter interviews have taken place for the vacancy created by FF Hennigan.

Miscellaneous: None

#### Old Business:

##### A. Planning Committee Update

- a. Meeting took place but was short. There will need to be a hand off transition for the fire marshal position. No decisions were made but the focus is on maintaining customer service.
- b. Currently working under the concept of complete separation, no sharing of Duty Chief but continue to provide mutual aid. It may be necessary to have a contract with the Fire Marshal's office.
- c. Chief Smythe was directed to come up with some options and is currently finalizing those. A document will be sent by the end of business on Thursday.
- d. VP Niles asked Chief Pricher for a snapshot of major projects and where they are in process. Chief Pricher stated that most projects are driveway related but the majority of the workload is handled through another contract. There was discussion that the cutoff date for new projects could be June 12.
- e. Mutual and automatic aid agreements are still in effect.

##### B. Ordinance 2019-20-001 Master Fee Schedule

- a. The second reading the Ordinance 2019-20-001 took place.
- b. Director Kreutzer moved to approve. VP Niles 2<sup>nd</sup> the motion.
- c. Unanimous vote, motion approved
- d. The next step is to engage EF Recovery for a contract and process implementation. A letter to care facilities will be prepared by June 1.

##### C. Miscellaneous

- a. None

## New Business

- A. Battalion Chief Job Description Review & Discussion
  - a. Chief Smythe noted that the position is in development and it would provide support with day to day shift operations.
  - b. There was discussion if it would be exempt or eligible for overtime and its place in the organizational structure.
  - c. The Board would like to see the Captain's job description as a comparison in June. A revised draft will be completed.
- B. Agenda Item: Water Tender Repair/Purchase
  - a. CRFR has budgeted for water tender building/outfitting on the District's existing 916 all-wheel drive chassis obtained through FEP and the State of OR. Total cost is estimated at \$84,989.56. Down payment of \$25,000 is requested to begin the process. The remaining balance has been budgeted for in the FY 2020-21 budget.
  - b. There was discussion about the life expectancy of water tenders and if the tank would have a dump valve.
  - c. Director Kreutzer moved to approve the projected not to exceed \$100,000. VP Niles 2<sup>nd</sup> the motion. There was discussion about what amount should be approved now versus in the next fiscal year. Director Kreutzer amended his motion to approve the \$25,000 down payment to Ranco as per the request. VP Niles 2<sup>nd</sup> the motion.
  - d. Unanimous vote, motion passed.
- C. Miscellaneous
  - a. Chief Selection Process: There was discussion about the process to select a Fire Chief. The FY 2020-21 includes funding for recruiting for the vacancy. The District has an existing job description. Directors Kreutzer and Hudson would like to hire Chief Hoke as his contract terminates with Scappoose Fire at the end of June. There was discussion about opening the position up, setting a course for the District prior to hiring, determining if the District needs a new strategic plan, etc. It was determined that a Board workshop would be beneficial to discuss various items. FD Nelson will send the Board options for date selection in May.

## Board Comments:

VP Niles: Nothing to add

Director Hudson: Nothing to add

Director Kreutzer: Thank you to staff, firefighters and volunteers through this time of unknowns. You are doing a great job.

Director McLane: Echoes those sentiments

President Feige: Nothing to add

CRFR Board went into Executive Session per ORS 192.660(2)(d) to discuss labor negotiations at 9:03 pm.

CRFR Board came out of Executive Session and back into regular session at 9:32 pm.

Being no further business, the meeting was adjourned at 9:32 pm.