

Columbia River Fire & Rescue  
Regular Meeting of the Boards of Directors  
58577 McNulty Way, St. Helens  
Held virtually via GoToMeeting and phone-in access  
July 14, 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 7:02 pm.

Present: Kelly Niles, Kim McLane, Hans Feige, Mark Kreutzer, Gary Hudson (via phone)

Others: Chief Smythe, DC Holsey, FD Nelson, DC O'Connor RR Motherway, MSCS Hennigan, FF Schrotzberger, several call-in participants

Flag Salute: President Feige

Changes to the agenda: None

Public Comment: None

Local 3215: FF Schrotzberger noted that the union voted to ratify the proposed contract today.

CRFR Volunteers: No comments

Excellence in Safety & Health Award: MSCS Hennigan was presented with the OFCA Excellence in Safety & Health Award as nominated by DC O'Connor. Congratulations, Tim!

Correspondence: Labor information from Oregon Employment Department was included in the packet.

CRFR Consent Agenda: Included in the consent agenda are the minutes from the Budget Hearing & Regular Board meeting on June 9, 2020, checks 71412-71523 for \$237,847.72 and the financial statement as of May 31, 2020. VP Niles moved to approve. Director McLane 2<sup>nd</sup> the motion.

There were questions about checks to Ranco Tanks, Widmer and Jason Stein. The unaudited year end statement will be reviewed at the next Board meeting.

No further discussion. Unanimous vote, motion approved.

Election of Officers: There was discussion about changing up the Board assignments or keeping them the same. General consensus was to keep the same. Director Kreutzer moved to appoint Hans Feige as President, Kelly Niles as Vice President and Gary Hudson as Secretary/Treasurer. Director McLane 2<sup>nd</sup> the motion. Unanimous vote, motion approved.

The Board went into Executive Session per 192.660(2)(d) to discuss labor negotiations at 7:151 pm. The Board returned to regular session at 7:31 pm.

Chief Officers Report:

The report is a culmination of the update emails submitted to the Board each week. There was discussion about the Fern Hill station claim with insurance and how the District will limit access to the property and install an alarm system. DC O'Connor has received a quote for re-sheeting. The Rosenbauer fire truck purchase is on track. The payment for the chasses will be happening in the next few months. There may be adjustments on the final invoice when all discounts and financing are considered. DC Holsey gave a detailed COVID update including cases throughout the world, US, state and county. Overall, the use of the emergency department by COVID patients is decreasing.

#### Old Business:

- A. Battalion Chief Job Description review
  - a. The Captain's job description was included for comparison.
  - b. The Battalion Chief is a reclassification of the Captain position. It functions as a shift supervisor and reports to a Division Chief position. Salaries are not included in job descriptions. This happens during recruitment and budgeting.
  - c. VP Niles moved to approve the Battalion Chief job description as submitted. Director McLane 2<sup>nd</sup> the motion.
  - d. Unanimous vote, motion approved.
  
- B. Fire Marshal Job Description Review
  - a. No rank is included currently. The current thought would be that the position would fall as a Battalion Chief. Duty Officer is not currently one of the job assignments.
  - b. Director Kreutzer moved to approve the Fire Marshal job description as submitted. Secretary Hudson 2<sup>nd</sup> the motion.
  - c. Unanimous vote, motion approved.
  
- C. Miscellaneous
  - a. Nothing at this time

#### New Business

- A. LED Reader Board: SAFER Grant Funded
  - a. The Volunteer Recruitment grant allows \$30,000 for an electronic reader board in front of the St. Helens Station. 75% of the messaging must be recruitment and retention efforts.
  - b. R&R Motherway provided three quotes. She is seeking approval up to \$30,000 to cover the cost of the sign from Rainier Signs and permit fees.
  - c. Director Kreutzer moved to approve. Director McLane 2<sup>nd</sup> the motion.
  - d. Unanimous vote, motion approved.
  
- B. Labor Contract Ratification
  - a. VP Niles moved to ratify the 7/2020-6/2022 labor contract as presented. Director McLane 2<sup>nd</sup> the motion.
  - b. Unanimous vote, motion approved
  
- C. Resolution 2020-21-001 PERS Employee Pick up and Pre-Tax Contribution
  - a. As per labor contract, employees will incur the 6% PERS contribution as a pre-tax contribution.
  - b. Director McLane moved to approve. VP Niles 2<sup>nd</sup> the motion.
  - c. Unanimous vote, motion approved.

- D. Resolution 2020-21-002 Surplus Property SCBA's
  - a. Dyno Nobel funding replaced and enhanced the District's SCBA's. Surplus will be offered to local fire districts who cannot afford additional stock.
  - b. Director Kreutzer moved to approve resolution 2020-21-002. Director McLane 2<sup>nd</sup> the motion.
  - c. Unanimous vote, motion approved.
- E. Lexipol Policy Update & Discussion
  - a. PDF version of sections 1-4 were sent to the Board.
  - b. Please review by next Board meeting.
- F. Fire Chief Recruitment
  - a. Profiles for four recruitment companies and SDAO were sent to the Board for consideration. VP Niles noted that he is not interested in hiring an outside interim Chief. President Feige reached out to SDAO and there are currently are no interim Chief candidates available. His goal is to hire a Chief for tentative start of January 1<sup>st</sup>.
  - b. Secretary Hudson would like to work with SDAO. The District has worked with them before and know what to expect as well as what changes should be made. There was discussion about what process SDAO used last time and if using another agency would provide more "bang for the buck."
  - c. References should be called. FD Nelson will start the process this week and forward what she has prior to vacation on Thursday.
- G. Miscellaneous
  - a. None at this time

Board Comments:

Director Kreutzer: Nothing at this time

Director McLane: Thank you to Chief Smythe for the additional weekly information.

VP Niles: Likes the communication with staff and the Board. Likes the direction the agency is heading. Keep it going.

Secretary Hudson: Nothing at this time.

President Feige: Nothing at this time.

Being no further business, the meeting was adjourned at 8:41 pm