

Columbia River Fire & Rescue
270 Columbia Blvd, St. Helens OR 97051
Regular Meeting of the Board of Directors
February 13, 2018 7:00 pm

Regular Meeting: After due and legal notice the Regular meeting of the Columbia River Fire & Rescue Board of Directors was called to order at 7:00 pm by Board President Hans Feige.

Present: Mark Kreutzer, Hans Feige, Ron Schlumpberger

Absent: Kelly Niles, Gary Hudson

Others: Chief Greisen, FD Nelson, DC O'Connor, Nina Kerr-Bryant, FF Haresnape, DC Smythe, DC Coombs, DC Marks, Katie Wright, David Grant

Flag Salute: President Feige led the flag salute.

Changes to the agenda: The Board will add an Executive Session per ORS 196.220(h) at the end of the regular meeting. New Business will add the Chief's evaluation and Old Business Director Kreutzer would like to talk about Urban Renewal

Public Comment: Katie Wright from Deer Island spoke to the Board and wanted to thank the two awesome ambulance attendants who took care of her when she broke her leg this summer. They were better than the Emanuel ER staff. She still wants full service in Deer Island, Fire and Medical, 24/7. Don't forget about them in Deer Island. The letter in the Chronicle about decreasing insurance rates is good but still not enough.

Local 3215: Crews are working on the new time keeping system (Crew Sense) and working out any issues.

Volunteer Association: None present

Correspondence: Included in packet. mEgga Egg Hunt, HSEMSC Letter, Letter of thanks to Motherway, Schrotzberger and Pulito.

Committee Reports: Health & Wellness and Safety Committees minutes included. Director Schlumpberger asked if the policy on reporting backing incidents has changed in the past 3-6 months. Per DC O'Connor, it has not.

Consent agenda: Included in the consent agenda are minutes from the January 2018 board meeting, checks 68207-6813 for \$321,775.91 and financial statement from December 2017. Director Kreutzer moved to approve. Director Schlumpberger 2nd the motion. There were questions about various payments including those to Wilson-Heirgood for MERP reimbursement, Crew Sense the District's timekeeping replacement software, PERS EFT, Visa EFT, SDIS health insurance and MES for Target Solutions training program.

There was a short discussion about current outstanding AR balance on EMS, collection rates and progress on the Medicaid wraparound billing through the State of OR (HB4030.)

No further discussion. Unanimous vote, Motion approved.

Old Business:

A. Software Implementation Update

- a. Crew Sense is the District's new time keeping system. It will replace High Plains rosters and time cards. Employees have been trained and systems are being run parallel for about a month to find errors or updates.
 - b. Financial Edge is replacing High Plains payroll. The system will not handle as many general ledger entries as the previous system so the District will need to consolidate account numbers in the future, i.e. Salaries will be combined to one line item as will overtime, etc. The chances of missing pay grades and incentives increases with additional data entry so the District will be forced to simplify. This simplification will be reflected in future financial statements and budgets.
 - c. CAD Implementation is moving forward with CCOM. They expect to go live in the next month or so.
 - d. ImageTrend is on-site training for the next few days. Templates are being built. It is labor intensive but will be custom to what our agency needs.
- B. Vacant Position Update
- a. Two firefighter/paramedics have been hired for open positions. They will start on 2/19.
 - b. Single Role EMS positions have been interviewed. Background checks and physicals are currently being conducted.
- C. District Insurance Follow up
- a. Deductibles should be reviewed on insurance policies. Should the District do a special review? All buildings are being visited by SDAO. Recommend to review policy first and then look for agents to give quotes.
 - b. The Board will get input from VP Niles and Secretary Hudson on how to set up the process. They will discuss in March.
- D. Joint Board Meeting
- a. The Oversight Committee met at the SDAO Conference and reviewed Fire Chief's job descriptions and other Cooperative Operation Agreements. They have some topics to discuss. More information from staff.
 - b. Chief Greisen sent the Board cooperative service studies examples for review.
 - c. Public meeting notice will be sent.
- E. Urban Renewal Update
- a. There was a meeting in January and they discussed what the Urban Renewal Board would look like (Citizen, Special District, Counsel representation)
 - b. Next meeting is April 18th at 6pm at St. Helens City Hall

DC Coombs introduced Janina Kerr-Bryant as the Community Paramedic. Welcome Nina!

New Business:

- A. Policy E10 Review/Approval
 - a. Update to the policy is required due to Oregon Health Authority's name change and site visit. 30 days' notice changed to 10 days' notice.
 - b. President Feige moved to approve. Director Kreutzer 2nd the motion. Unanimous vote. Motion approved.
- B. Job Description-Recruitment & Retention Coordinator
 - a. This is the result of the Committee review and recommendations for the current Volunteer Coordinator position. There are some additional job duties and a name change.
 - b. President Feige moved to approve. Director Kreutzer 2nd the motion. Unanimous vote. Motion approved.

C. 2016-17 Audit

- a. The completed audit was available via Dropbox and emailed to the Board prior to the meeting for review. A bound copy was provided at the meeting.
- b. President Feige listened to the PERS update at the SDAO conference. There was a short discussion about the future increases that state agencies could incur and reporting requirements due to GASB.
- c. Director Kreutzer moved to accept the 2016-17 audit. Director Schlumpberger 2nd the motion. Unanimous vote. Motion approved.

D. Fire Protection Agreement

- a. A fire protection agreement for property on Meissner Rd (tax # 17676) was presented for approval per the owner request and building permit requirement.
- b. President Feige moved to approve. Director Schlumpberger 2nd the motion. Unanimous vote. Motion approved.

E. Miscellaneous

- a. Evaluation of the Fire Chief
 - i. The Board needs to give the Chief an evaluation. Director Kreutzer will send Chief the questions/evaluation the Board used a few years ago to be forwarded to all Board members.
- b. Conflagration Revenue Update
 - i. All billings for all conflagrations have been sent. Two are pending for payment by the State and one has been completed for approval by California. The District has an expectation to receive approximately \$730,000 in reimbursements for conflagrations.
 - ii. Due to the unexpected number of fires the District participated in this fall & winter, FD Nelson expects to present a budget adjustment to the Board in the coming months to account appropriately for those expenditures and revenue.

Chiefs' Comments:

- Chiefs' reports of activities were included in the Board packet. Chief Greisen participated in a table top exercise.
- DC Smythe reported that an engine needs to be replaced on a wildland engine. The alarm activity for the year was down when compared to 2017.
- DC Coombs noted that ambulances for both CRFR and Scappoose will be picked up on Thursday.
- DC Marks remarked on the extinguisher training with Cascade Tissue.
- DC O'Connor has applied for federal grants for water tenders, hose nozzles and appliances as well as a regional radio grant.

Board Comments:

Director Kreutzer—Attended the Board of BPSST, Governor Fire Service Policy Council and knows/met CCOM's new Executive Director

Director Schlumpberger—Nothing at this time.

President Feige—Attended the SDAO Conference. Really good information.

Per ORS 192.660(2) (h) the Board went in to Executive Session.

The Board came out of Executive Session at 9:14pm

Being no further business, the meeting was adjourned at 9:18 pm.

Next meeting is scheduled for March 13, 2018 at 7:00 pm at the CRFR Admin Office.