

**Timberlake Fire Protection District Board of Commissioners
Regular Meeting Minutes
April 18, 2011
Athol Community Center
6:00 pm**

Board Members and Officials	Present	Absent
Commissioner Marty Fish	X	
Commissioner Jon Guinn	X	
Commissioner Barney Phillips	X	
Commissioner Rudy Rudebaugh	X	
Commissioner Charles Hansen	X	
Fire Chief Dean S. Marcus	X	
Executive Assistant Valerie Knapp	X	

- 1) Call to Order: Commissioner Rudebaugh called the meeting to order at 18:00 and welcomed members and guests.
- 2) Pledge of Allegiance: Commissioner Rudebaugh led the pledge of allegiance.
- 3) Approval of the Agenda: **Commissioner Rudebaugh asked to amend the agenda to include New Business item 7c. Sale of Pipe at Clagstone Station #3. All were in favor, agenda was amended.**
- 4) Approval of the Consent Agenda: **Commissioner Phillips motioned and was seconded by Commissioner Fish to approve the consent agenda to include the following items**
 - a) 3/21/11 Meeting Minutes
 - b) Approval of Paid and Unpaid Bills
 - c) Funds Transfer from 2514 to Mountain West Checking up to \$50,000
 - d) Review of March financial items

Ayes were unanimous upon a voice vote.
Motion Carried
- 5) Staff Reports:

Chiefs Report:

 - Deputy Chief Kramer presented a recommendation to develop a “shift Captain” rank from among the full time staff. The goal of the position is to foster a point of contact for administrative duties. The Captain would oversee all shifts and work with the Volunteer Captain to streamline projects and keep the lines of communication open. If the Board decides to proceed, a job description will be written and there will be meeting with the Union to help develop a testing process.

After discussion regarding qualifications, eligibility and budget concerns, **the Board's consensus was to have the Deputy Chief move forward to develop a complete package to include a job description, qualifications, eligibility, testing process and wages to bring before the Board at the May meeting.**

 - Deputy Chef Kramer stated that the faulty heater at station 3 had been replaced.
 - Firefighter Thulin's equipment has been turned in
 - Deputy Chief Kramer reported that based upon the recommendation of Chief Marcus, the bids for remodeling the bathrooms and shower at Timberlake Station 1 be awarded to Coeey Construction and Fish Plumbing as they were the low bidders. He stated that there were 2 other bids obtained one from Kleins and another from a private contractor. Funds to complete the construction will come out of

the Capital Facility Fund. Commissioner Rudebaugh noted that Commissioner Fish would be abstaining from the vote of the Board regarding this project.

Commissioner Rudebaugh asked for clarification that this project was actually two separate bids. Commissioner Fish stated that yes, one bid was for the construction phase of moving walls and cutting and replacing concrete and the second bid was for plumbing alone. Commissioner Phillips asked to see the other bids. Deputy Chief Kramer stated that he did not have those bids with him but that he would get that information to Commissioner Phillips as soon as possible. It was noted that a shower door was not included in the bid and Commissioner Fish stated that until the size of the opening was known, he could not bid the cost of a door. The consensus of the Board was that the price for the shower door would be brought back before the Board for approval as soon as it was known.

Commissioner Phillips motioned to accept the bid of Cooley Construction and Fish Plumbing for \$7200.00 to remodel the shower and bathroom at Station 1, excluding the shower door which will be brought before the Board at a later date.

Commissioner Guinn seconded the motion.

Roll Call Vote

Commissioner Phillips	yes
Commissioner Hansen	yes
Commissioner Rudebaugh	yes
Commissioner Fish	abstain
Commissioner Guinn	yes

Motion carried.

- Deputy Chief Kramer stated that the seasonal Firefighter for the Bayview Station was budgeted at \$10,350 for the 2011 fiscal year. He asked direction from the Board as to whether they would like to have someone live at the station or just respond from that station when on duty. Commissioner Phillips remarked that it benefits the District to have a person at the station to respond to calls. It was noted that if the resident went on a call after normal hours, he would be paid overtime and was considered to be unavailable during his two days off per week. Commissioner Guinn suggested that the resident could contact the full time staff to let them know when he was leaving District during his off hours so they would know whether to expect a response. It was the Board's consensus to attempt to find someone to live at the station, advertising first among current volunteers before going outside to qualified public. A list of names will be brought back to the Board.
- Deputy Chief Kramer reported that the Fire Boat is out of the water having repair work done. Both trim motors are bad and attempts are being made to find suitable replacements.

a) **Correspondence:** None

6) Unfinished Business.

a) Blue Cross Renewal

The Boards consensus was to renew the current policy beginning May 2011 and running through April 2012. When developing the budget for the 2012 Fiscal Year, allowances will be made for a short contract in 2012 in order to move the renewal date later in the year to better be able to budget for any future increases.

7) New Business:

a) Captain Job Description:

Postponed until May meeting.

b) Policies and SOG's

i) Dress Code

ii) EAP Policy

(1) Can be referred by a supervisor

iii) Employee Safety

(1) Discussion was had on time frame for reporting of injuries

iv) Employment of Relatives

v) Equal Opportunity Employer

vi) Ethics in Government

vii) Fit for Duty

- (1) Chief Holstein clarified that "fit for duty" referred to impairment due to mental, alcohol or drug issues as opposed to physical fitness. He also went on to explain how it dove-tailed into the Drug Free America contract with regard to referrals for alcohol and drug testing on site.
- viii) General Conduct
 - (1) Deputy Chief Kramer stated that he would like to add under "shall not" an item stating that no campaigning or activities promoting a political candidate be allowed on District property. The Board was in agreement.
 - (2) Commissioner Phillips asked if insubordination was defined in the District policy. **The Boards consensus was to have this term defined in the discipline policy after the next meet and confer with the Union.**
- ix) Oath of Office
- x) On Duty Injury Accidents
- xi) Pay Cycle and Pay Period
- xii) Separation Process
- xiii) Tattoo Policy
 - (1) Commissioner Guinn clarified that the District would be the entity to determine what constituted an offensive tattoo following the chain of command with a final appeal to the Board if necessary.
- xiv) Tobacco Use
- xv) Violence Policy
- xvi) Volunteer Participation and Reimbursement
 - (1) Chief Kramer explained to the Board that this policy would have to be funded. Reimbursement would be paid out from October 2010 through March 2011 under the previous policy guidelines, with the new guidelines beginning in April. He asked that \$5,000 be funded for the 1st six months as typically \$10,000 has been budgeted for a full year in the past. Under the new policy, a set amount of \$150.00 per quarter per person who makes minimum requirements will be paid out, with points being valued based on the residual budgeted amount for that quarter.

Commissioner Phillips motioned to approve the 16 policies as presented with changes as discussed.
Commissioner Guinn seconded the motion.

Roll Call Vote

Commissioner Phillips	yes
Commissioner Hansen	yes
Commissioner Rudebaugh	yes
Commissioner Fish	yes
Commissioner Guinn	yes

Motion carried.

Commissioner Fish motioned to fund \$10,000 for the volunteer policy out of contingency funds for 2011.

Commissioner Phillips seconded the motion.

Roll Call Vote

Commissioner Phillips	yes
Commissioner Hansen	yes
Commissioner Rudebaugh	yes
Commissioner Fish	yes
Commissioner Guinn	yes

Motion carried.

c) Sale of Pipe at Clagstone Station #3.

Commissioner Rudebaugh stated that in November the Board authorized the sale of pipe located at Station 3 on Clagstone. The party who expressed an interest in purchasing the pipe has not consummated the sale and has not been in contact with the District for several months. In light of this, Commissioner Rudebaugh asked that the pipe be sold to another party present at this meeting who would pay immediately. **The Board's consensus was to sell the pipe for \$300.00 to the second party.**

8) Public Comment: Time was allotted for the public to ask questions and make comments.

9) Commissioner Reports:

10) Final Motions & Adjustments

Commissioner Guinn motioned to adjourn the meeting

Commissioner Phillips seconded the motion

Meeting adjourned upon a unanimous vote at 19:25.

Approved on this _____ day of _____, 2011 by:

Marty Fish, Fire Commissioner	
Al March, Fire Commissioner	
Barney Phillips, Fire Commissioner	
Charles Hansen, Fire Commissioner	
Rudy Rudebaugh, Fire Commissioner	

Attest:

Dean S. Marcus, Fire Chief