

# Rocky Point Fire & EMS

## Fire Chief

Diann Walker-Pope  
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## Board Members

Bruce Harp  
Greg Sullivan  
Sandy Handsaker  
Steve Jensen  
Larry Dugger

Minutes of the Rocky Point Fire and EMS April 13<sup>th</sup>, 2020 Meeting

Meeting was called to order at 10:00am by Board President Bruce Harp. Bruce lead the group in the Pledge of Allegiance. Roll call was made finding four Board Members present and member Larry Dugger in attendance by speaker phone. In addition to Chief Diann, there were 5 guests in attendance.

Minutes of the prior meeting were reviewed with Steve Jensen making a motion to accept the minutes as presented. Larry Dugger seconded the motion and the motion was passed unanimously.

The Treasurers report was presented by Sandy Handsaker. Steve Jensen made a motion to accept the Treasurers report which was seconded by Sandy. Motion was passed unanimously.

Report on the Join taskforce with Chiloquin and Sprague River Fire Dept. -

Due to the Covid-19 situation, all further meetings with the task force have been put on hold. Meetings to resume at some point in the future.

Board of Directors report –

Bruce asked the board members if all had a copy of the SDAO Handbook. He felt it was a great tool for guidance in running our meetings or addressing questions that may come up with regard to proper protocol. He then made the statement that from now on, all requests of the Fire Chief, “such as wanting to see a file” be brought to the board where the board will vote on whether or not that request is valid. If passed by a majority vote the Chairman will request that information from the Chief. He also said the same procedure is to be followed if a board member was to address items with SDAO. Any questions of the SDAO had to go through the Board first. He then summarized by saying all requests for information from the Chief or SDAO was to come before the board and the board President.

Good and Welfare –

Judy Tegarden shared her opinion that all mail correspondence regarding Fire Dept. matters should be addressed and delivered to the Fire Station Mail box instead of individual mailboxes.

#### Old Business –

Larry reported that he has been having a hard time trying to arrange a meeting with the Lake of the Woods homeowners' officials to discuss possible annexation. It appears at this point that interest by members of the homeowner's association is lacking and a motion was made by Bruce to remove this item from future agendas. Should there be interest in the future the board may revisit this idea. Motion was seconded by Sandy and passed unanimously.

Providing a Job Description for the Fire Chief position was reported on by Greg Sullivan. Greg was able to obtain a template written by George Dunkel of SDAO specifically for our department. Greg passed out a copy of George's description to all board members. It was offered as a motion by Sandy to table further discussions regarding the Job Description until all members had time to review the latest copy. Bruce seconded the motion and was passed unanimously. Job Description will be listed on the agenda for next month.

Greg Sullivan reported that Chilquin Fire Dept. has both the Zoll Unit deliberators, Series E & M and they are willing to loan either to us should the need arise.

#### New Business –

The fire department has an O2 trailer that is no longer serviceable and there was discussion again with what to do with it. It was previously thought a good use was to remove the air tanks and sell the trailer as an auction item at this year's BBQ. Upon further discussion it is believed the trailer can serve another function for the Fire Department. A motion was made by Sandy and seconded by Greg to remove the air tanks and retain the trailer as Fire Department property. Motion passed unanimously.

Sandy discussed our upcoming budget process and the need to elect a Chairmen. Greg made a motion to nominate Sandy to Chair, seconded by Steve. Motion passed unanimously. Sandy discussed that the Governor may extend our time table to submit our budget but it's not something we want to plan on. Sandy will be contacting interested area residents who may wish to serve on the committee. A date of May 18<sup>th</sup>, at 10:00am was decided on for the first budget committee meeting.

Sandy brought up the fact that two of our volunteers, Heidi Wright and Jim Derra, have both enrolled in EMT training courses and she was seeking approval to reimburse them for their expenses. It was decided that the funds for such reimbursement was already in the budget and to go ahead and make the reimbursement. Chief Diann shared that both volunteers upon completion will then be certified as Advanced EMTs, a step up from the basic certification they each hold currently.

#### Chiefs report –

Chief Diann reported that the Forest Service has made available a place at the gravel pit just off Cold Springs Road for dumping of yard debris ONLY. Winema Nat. Forest personnel have asked all residents to curtail outside burning during the Covid shutdown. Those wanting to burn are asked instead to haul yard debris to Cold Springs.

Chief reported that our volunteers responded to 3 outdoor smoke calls along with 1 medical call. Diann also reported that the Ambulance license has been renewed as well as Standing Orders and our Attending Physician contract. She has also been extended to serve on the Ambulance Advisory Board for another two-year term. She also reported that the Pelican Guard Station has been offered to our out of area volunteers to overnight when it's available. Diann is currently enrolled in online board classes as well as working on volunteer training classes jointly with other departments.

BBQ committee report –

Sandy reported that the April meeting has been cancelled. She is hoping to be able to schedule a meeting for May. A new banner has been purchased for \$400 of which \$200 of that was paid for by Pepsi of Klamath Falls. Sandy reported that donations are coming in and everyone involved is very much hoping this year's BBQ will take place.

Volunteers Association report –

Linda Reed reported that the Pancake Breakfast scheduled for April has been cancelled. The association has accepted a Collectible Winchester Firearm from Board Member Larry Dugger to auction off as a fund raiser for the department.

Chief Diann asked the board if they wanted to hear the reasons behind one of our local EMT volunteers no longer being associated with the department. Bruce made a motion to adjourn to Executive Session, seconded by Sandy and passed unanimously. Guests were asked to leave the room and the board convened to Executive Session.

Board meeting resumed where the date of May 11<sup>th</sup>, 2020 was given for the next regular schedule board meeting.

Bruce made a motion to adjourn, seconded by Sandy and passed unanimously. Meeting adjourned at 11:29.

Submitted by Steve Jensen, Board Secretary.