

# 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

August 24,2020

## Board Meeting for Rocky Point Fire & EMS

The August board meeting was called to order by President, Bruce Harp, at 10:00am. In attendance were all 5 board members, Chief Diann and 4 guests.

**Minutes of the previous meeting:** A motion to approve the minutes was made by Greg, seconded by Sandy and motion was passed unanimously.

**Treasurer's Report:** Sandy reported that she and Chief Diann had prepared and submitted the "In lieu of Audit" report. In addition, the CT-12 form was prepared, which is the report required annually for our non-profit status. Because the formal Treasurer's Report did not get circulated to all board members prior to the meeting, a motion was made by Bruce, and seconded by Sandy, to postpone approval of the Treasurer's Report until the next board meeting. Motion was passed unanimously.

**Board of Directors' Report:** Bruce reported on the busy month for calls and the great response and job turned in by the department's volunteers. Steve reported on the Board Training meeting held at the Chiloquin Fire Station on July 15th. Members from Rocky Point, Chiloquin, Crescent, Chemult and Sprague River departments were in attendance. Steve, Greg, Sandy, along with Chief Diann, were able to attend. Meeting was sponsored by Special Districts Insurance Services (SDIS). The meeting covered topics such as mitigating risk, responsibilities of a board member, being a board that is open and transparent, and the need to have a current strategic plan in place.

**Good and Welfare:** Mata Rust brought up the idea that an Ad Hoc committee should be considered to help with the strategic planning process. The committee would be an advisory committee

to the board. Steve volunteered to prepare an outline to present to the board on the design and function of this proposed committee for the Board's approval.

**Old Business:** Bruce reported that most of the repairs to fire engine 2111, have been completed and that 2111 is in service. There are still a few minor repairs yet to be completed. The on-line auction was a great success. Sandy reported \$8,825 in donations, \$7,035.03 in auction proceeds, and \$857.05 in flea market receipts. A total of \$16,500 was deposited to the BBQ reserve account. A huge thanks was expressed by all for the efforts of Julie Black and the rest of the BBQ committee members for their great work.

The details of the new Fire Chief's employment contract were discussed. It was proposed by Steve to consult with the department's attorney, Brad Aspell, to make sure the new contract is compliant with all State of Oregon labor laws. A meeting with the attorney will be arranged with Sandy, Steve and Greg planning on attending. A report from the meeting with the attorney, and then continued work on the contract is to be completed at the next board meeting. There was also some discussion regarding the recently approved job description. The outcome of that discussion was to leave it as is.

**New Business:** Bruce brought up the fact that he would like to see the board review the SDAO's guidelines for board meeting rules as a possible replacement of Robert's Rules the board currently employs. This is proposed as an agenda item for the next board meeting. It was reported that all board members now have email addresses affiliated through the department's website.

**Chief's Report:** Chief Diann reported that a CEVO 4 class was held for 8 volunteers. This was a driving class for all the department's equipment. All 8 volunteers passed. There will be a Fire Defense Board meeting to be held at the Rocky Point Fire Department on August 27th. Calls for July: 11 medical calls, 3 brush fires, 2 smoke reports and 2 MVA's. Our department's fire boundary signs were installed along with the painting of a helicopter LZ site at the parking lot at the Great Meadow. A class was held for children on the proper use of a fire extinguisher on August 4th. Steven Stacey was promoted to Lt. and is in charge of the SCBA program.

**BBQ Committee:** Cancelled.

**Volunteer Association Report:** Special thanks to the volunteers and especially those who worked so hard the past few months on the auction.

The next board meeting to be held on Sept. 28th at 10:00am.

Greg made a motion to adjourn, was seconded by Sandy, and passed unanimously. Meeting adjourned at 11:56am

Submitted by Steve Jensen – Board Sec.