

# 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

Rocky Point Fire & EMS board meeting January 11th, 2021

The meeting was called to order at 10:00am by President Bruce Harp. All 5 board members were in attendance along with Fire Chief Diann and 7 guests.

MINUTES were presented of the previous meeting. A motion to accept the minutes as presented was made by Bruce and seconded by Sandy. The minutes were approved unanimously.

TREASURER'S REPORT was presented by Sandy. A motion was made by Larry to accept the report as presented, and said motion was seconded by Bruce. The motion was passed unanimously.

BOARD OF DIRECTORS' REPORT was presented by Sandy. Due to Covid-19 grants and other unexpected income, such as billed services for participation in the 2-4-2 fire, there is now a need to develop a supplemental budget for our current year. Sandy will be drafting that budget and will present it at the next board meeting.

OLD BUSINESS: Sandy reported on the meeting she and Greg attended with a local CPA. The meeting was to determine whether or not the department should have an outside bookkeeper for liability reasons and the costs associated with this. Greg stated that it is important to have an outside bookkeeper to protect the department, the employees and the Board. Sandy argued that we already have protection through the insurance provided by SDAO and there is no need to go outside to provide that protection. A motion was made by Bruce to retain our bookkeeping as is. Sandy seconded the motion. Bruce, Sandy and Larry voted yes to retain the bookkeeping in house and Greg and Steve voted against it.

**NEW BUSINESS:** Greg reported that he had received a call from Chiloquin Fire Chief Mike Cook stating he would like to see the Joint Task Force meetings begin again soon. These are meetings attended by Chiloquin, Rocky Point and Sprague fire departments, their Fire Chiefs and selected board members to explore ideas on how we can collectively help one another in areas such as training, grants, fire and EMS coverage.

At last month's board meeting Steve brought up the possible need to review the department's guidelines regarding spending limits. The current approved guidelines are from 2007 and require any spending by the Chief over \$500 to be approved by the board, budgeted or not. Additional checks and balances with regard to financial procedures are also lacking in many of the board members opinions. Sandy and Chief Diann volunteered to review the current guidelines and then present their ideas and/or changes to the board at the next meeting. A motion to have Sandy and Chief Diann review/rewrite the guidelines was made by Bruce, seconded by Sandy, and passed unanimously.

Chief Diann reported that a grant writer has notified us of the ability to apply for a FEMA Grant for securing a new ambulance. This grant would be for an amount of \$250,000. If awarded, the department will be responsible for a matching contribution of 5% along with a fee to the grant writer not to exceed 10% of the grant awarded. The balance in our current Ambulance fund is sufficient to cover these acquisition costs. We have used this grant writer for previous grants this past year. A motion was made by Bruce, seconded by Sandy to approve the grant application to FEMA. Motion passed unanimously.

**CHIEF DIANN REPORTED** that vehicle 2103 had maintenance work done and is now running great. There were 19 MVA calls last month along with 2 medicals. There is approximately \$15-17,000 in accounts receivable from EF Recovery along with \$29,000 in accounts receivable from ambulance calls. She and Sandy have started work on the 21-22 budget. She is in the process of applying for a grant from ODF for wildland gear in the amount of \$10,000. Training classes will be starting up again on Fire Fighter 1 training as well as a class scheduled for June 19-20 on over the side rescue practices. Chief Rusty Shields will be conducting that training. She is submitting to the Ambulance Advisory committee the paperwork to renew our ambulance service area which is expiring June 30, 2021. Ten of our volunteers have received Covid-19 vaccinations to date.

**GOOD AND WELFARE:** Diane Grieb asked a question regarding payment to grant writers and whether or not this is usual practice. Many responded to the question stating their experience in that area and that it is usual practice and that payment for such services is usually allowable from the grant itself. The ability to receive a grant is directly tied, in most cases, to the experience of the person preparing the grant and their knowledge of the process.

Dustin Wyble shared appreciation expressed by one of the victims of a recent call.

Dean Grieb asked if the board had yet discussed how it would integrate and use the information assembled by the newly formed Strategic Planning Committee. Sandy shared that she thought the board's intentions regarding the information would be clearer after the first committee meeting on January 21st.

**BBQ COMMITTEE REPORT** shows we currently have no volunteer to head this year's committee. The success of this fundraiser is contingent upon getting started early and Sandy stated she hoped someone will volunteer to take on this role soon.

VOLUNTEER ASSOCIATION President, Linda Reed, shared with the attendees the new PPE (personal protective equipment) bags received for our volunteers.

A motion was made by Sandy and seconded by Bruce to adjourn the meeting. The meeting was adjourned at 11:40am. The next regularly scheduled board meeting is to be held February 8, 2021, at the Fire Department bay.

Submitted by Steve Jensen – Board Secretary