



BLACK BUTTE RANCH R.F.P.D.

BOARD OF DIRECTORS MEETING

January 26, 2023

Due to the COVID-19 pandemic, this meeting was offered electronically. Information for this meeting was as follow:

<https://us06web.zoom.us/j/86592942347?pwd=Qk9SMGVxMke0ZHVJbmhBTG8rUktBdz09>

Meeting ID: 865 9294 2347 | Passcode: 089830 | Phone: +1 253 215 8782 US

Rodger Gabrielson called the meeting to order at 9:00 a.m.

Board of Directors:

- ✓ Don Bowler
- ✓ Rodger Gabrielson
- ✓ Dave Gibson
- ✓ Tom Sawyer
- ✓ Larry Stuker

Administration:

- ✓ Chief Dan Tucker
- ✓ Deputy Chief Jason Ellison
- Jamie Vohs

Guest: Captain Ahrendt

APPROVAL OF MINUTES

Motion: Tom Sawyer moved to approve the November 17, 2023 meeting minutes as presented, seconded by Larry Stuker, unanimously passed.

REPORTS

Treasurer Report

Motion: Don Bowler moved to approve the November and December 2022 financial reports as presented, seconded by Tom Sawyer, unanimously passed.

Inquiries:

- Electricity used at GM172 (how reasonable it is).
- What is a Holmatro and the fee associated with it?
- The check issued to Jamie for \$1377.98 – is for Accounting 420 (class taken through EOU).

Chief's Report

Fire and Ambulance Report – Chief Tucker

November 2022, the department responded to the following:

- 21 total calls
- 0 fire
- 11 medical
- 3 transports
- 0 air transport
- 1 move-up
- 9 public assists
- 6 mutual aids
- Year-to-date calls 318 (7 less than YTD 2021 and 51 more than YTD 2020)

December 2022, the department responded to the following:

- 26 total calls
- 1 fire
- 14 medical
- 3 transports
- 1 air transport
- 3 move-up
- 8 public assists
- 5 mutual aids
- Year-to-date calls 344 (20 less than YTD 2021 and 44 more than YTD 2020)

Larry inquired about the gas leak at Roberts Pub on New Year's Eve. How close did it come to exploding? Is there a preventative maintenance or scheduled maintenance plan in place? Essentially what happened was the valve froze and created off-gassing. Ed Staub is the propane vendor used; however, D/C Ellison thought our company went above and beyond with safety to make sure all people in the building were moved out, and all equipment was shut off until Ed Staub was able to repair the valve.

The department has an air monitoring device for situations like this. Staff went through Robert's Pub with the device, making sure it was safe for people to come back in.

Captain Kriek got accurate phone numbers for Ed Staub and passed it along to Deschutes 911 and BBR Maintenance.

Tom made note: 2022 mutual aid given was 95, and mutual aid received was 6.

Chief Tucker discussed: Strategic Plan & Goals – Update

The committee met once in December, identifying six areas our organization would like to meet. A draft mission statement was also created.

A second meeting took place this last Tuesday, condensing the six identified areas into four (Finance, Training and Professional Development, Recruitment Retention, and Student Program) and a final mission statement was created.

The focus on finance was apparatus replacement. D/C Ellison is in contact with D/C Craig as they are looking at buying a new apparatus. It is determined that a new build apparatus may take up to 24-48 months to build.

D/C Ellison presented a newly created mission statement for BBR RFPD to be used when developing future budgets:

Our mission is to safeguard the lives and property of our community through excellence in fire suppression, emergency medical care, public education, and professional development. We are committed to working collaboratively with our fire service partners to ensure the highest level of service for all citizens and visitors of our great community.

Motion: Larry Stuker moved to approve the newly created mission statement as identified above, seconded by Don Bowler, unanimously passed.

Chiefs Interviews for entry-level FF/EMT-P

D/C Ellison interviewed three candidates for the FF/EMT-P list. The three on the list were former students of BBR RFPD. The current temporary will stay through March, with the intent of offering a full-time position being offered. This will allow time.

Rodger inquired about affordable housing and being able to draw more potential employees. D/C Ellison spoke with Shawn about the potential of having a place out at Section 5 when that housing gets developed.

Rodger Inquired about the living quarters above GM Golf Maintenance.

Firewise Report

An application was submitted to become a Firewise community again, and it was approved. There will be some educational opportunities in the spring for the ranch. The ranch has budgeted for a GIS mapping system to allow for good tracking of lots.

D/C Ellison just submitted for a Wildland Risk Reduction Grant. If granted, it will allow for the east access road to be repaired/fixed.

President's Report

No report.

OLD BUSINESS

GM 13 – Resolution 2023-0126-R-A – Approval & Signatory Determination

Chief Tucker presented a memorandum (File No: 12802.07800) that was presented to BBR RFPD’s legal, and they recommended a resolution be made.

Motion: Larry Stuker moved to approve Resolution 2023-0126-R-A as presented and read out loud, seconded by Tom Sawyer, unanimously passed.

Request for Fire Protection Service – TL-1409170000301 (Update)

At first, it was assumed that a contract needed to be in place for the fire service protection of TL-1409170000301; however, the County has stated otherwise. Chief Tucker has put out the requirements/information of past contracts to be able to provide to the potential new owner so they will be aware of the requirements that may come into place for them. Craig Letz, the Forest Fuels Mitigation guy, is working up the wildland fire mitigation plan that is required by the county. It appears Deschutes County is already taking steps towards SB762. Primarily that lot is comprised of manzanita and snow brush. There is a strategic plan for mowing the underbrush.

NEW BUSINESS

Redirect GM13 Funds

The following are being redirected from the GM13 budget of \$90,000 (Building and Grounds Fund):

Bids for Station Painting \$28,500 to \$42,600 – Approval Needed

Motion: Tom Sawyer moved to award Marks Family Painting (bid amount: \$28,500) to repaint the exterior building of Black Butte Ranch RFPD fire station located at 13511 Hawks Beard, Black Butte Ranch, OR 97759, seconded by Dave Gibson, unanimously passed.

Heat Pump(s) Replacement – Approval Needed

Motion: Tom Sawyer moved to award Central Oregon Heating, Cooling, Plumbing (bid amount: \$18,063, control option add’l 2 @ \$665) to replace the HVAC equipment at Black Butte Ranch RFPD fire station located at 13511 Hawks Beard, Black Butte Ranch, OR 97759, seconded by Larry Stuker, unanimously passed.

Washer & Dryer Replacement \$4,500 – Approval Needed

Motion: Tom Sawyer moved to purchase a new upstairs washer and dryer from Johnson Brothers, quote 1133006, in the amount of \$4418.04, seconded by Larry Stuker, unanimously passed.

The following is an already 2022/2023 capital (GL# 8010) budgeted item:

Direct Flooring Stairway Retread Approx \$27,000 (Budgeted) – Sole Source Approval Needed

Motion: Larry Stuker moved to award Direct Flooring as a sole source bidder (bid amount: \$27,000) to retread the stairways at Black Butte Ranch RFPD fire station located at 13511 Hawks Beard, Black Butte Ranch, OR 97759, seconded by Don Bowler, unanimously passed.

Health Insurance quote error by WHA – Approval Needed

Chief Tucker explained the quote error by WHA. The missing piece from the quote was the prescription piece of \$317.95 per admin staff member per month. They have offered to pay for the first six months to help correct the error. They have also offered to help put us back to the Teamsters plan if desired.

Motion: Tom Sawyer moved to accept the health insurance quote error; knowing insurance costs will increase by \$953.85 (\$317.95x3) for admin staff after six months, seconded by Larry Stuker, unanimously passed.

Paid Leave Oregon – Information

Since BBR RFPD is considered a small employer, the only contribution made is by the employee of 60% of the 1%.

General Liability Insurance – Update (Budget: \$27,000 – Actual \$31,928)

The increase is likely due to adjustments made in the previous year for building replacement costs if something happens to the fire station.

Board Election Reminder

Chief Tucker reminded Rodger, Dave, and Don about the past email sent out regarding board elections. Candidate elections will take place on May 16, 2023.

GOOD OF THE ORDER

2021/2022 Financial Audit – Report to BOD's

Provided to the board for their information.

Fingers Crossed – Awards Banquet March 23rd, 6pm @ the New Lodge

NEXT MEETING DATE

February 23, 2023 Board of Directors Meeting – 9:00 a.m.

ADJOURNMENT

Board meeting adjourned at 10:15 a.m.

OFFICIAL MEETING MINUTES

Approved by Tom Sawyer

Larry Stuker

Date: February 23, 2023