

**TURNER FIRE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES**

Meeting Minutes  
August 18, 2011  
7605 3<sup>rd</sup> St SE, Turner  
6:30 pm

Meeting called to order by President D. Craig Anderson at 6:33 pm. Other board members in attendance were Claude Kennedy, Gene Schaefer, Ed Humber and Dave Gulledge. Also present were Chief Henson, AC Remy, Kathy Puckett, Cindy Brammer, Kris Boyer, Andi Batchelor, Kristin Rux, Ryan Rux, Jordan Donat, Joe McNarie, Bob Palmer, Mark Wiesner, Dave Lawton, Emily Lawton, and Anita Anna Kraemer (recording secretary).

Agenda: Approved as presented.

1. President Anderson administered the Oath of Office to Dave Gulledge.
2. Board Officer Elections:
  - a. President: Director Humber nominated Dave Gulledge. Director Kennedy nominated Craig Anderson. Vote: Gulledge, Humber, Schaefer affirm Gulledge for President. Kennedy and Anderson affirm Anderson for President. *Gulledge elected to the office of President.*
  - b. Vice President: Director Kennedy nominated Craig Anderson. Director Humber nominated Director Kennedy. Vote: Gulledge, Humber, Schaefer, Anderson, Kennedy affirm Kennedy for Vice President. *Kennedy elected to the office of Vice President.*
  - c. Secretary/Treasurer: Director Kennedy nominated Director Humber for President. Unanimous affirmation. *Humber elected to the office of Secretary/Treasurer.*
3. Election to WVFRA Board vacancy. Director Anderson nominated Director Kennedy to the vacant position on the WVFRA board. Gulledge, Schaefer, Humber, Anderson affirm. Kennedy abstains. *Kennedy elected to fill vacancy on WVFRA Board.*  
Discussion regarding making second appointment to the WVFRA Board. Policy does not dictate length of appointments. Intention at creation of WVFRA is to have rotational appointments so that there is no more than one new representative at one time. *Director Humber made a motion to elect Director Gulledge to fill the 2<sup>nd</sup> WVFRA position currently occupied by Director Anderson. Seconded by Director Schaefer.* Discussion regarding value in maintaining consistency on the WVFRA Board as well as value in change. *Vote: Humber, Schaefer, Gulledge affirm appointment of Dave Gulledge to 2<sup>nd</sup> WVFRA position. Anderson and Kennedy against. Gulledge is elected to fill 2<sup>nd</sup> position on WVFRA board.*

Minutes: July 21, 2011 minutes presented for approval. Motion to approve by Director Schaefer. Second by Director Humber. Unanimous.

Financials: No discussion.

Individual/Organizational Input:

1. TFD Vol. Assoc.: Jordan Donat reported that C Shift will be assisting at a public education event at Turning Point Community Church on Saturday. The volunteer picnic will be held on August 27<sup>th</sup> at 2pm at the McNarie farm. The Association is preparing for open house and toy/food drive committees have been formed.

2. Local 2557: President Boyer reported that he and Jon Kettering participated in the Mt. Hood MDA day event. Preparations are underway for the Fill the Boot event which takes place on black Friday at Center/Lancaster. President Boyer suggested that the yearend budget from FY 10-11 be evaluated by the group that participated in the budget reset process to determine how accurate projections were and where we are now.

Chief's report: Donnie Taylor is acting Turner police chief. Turner career and volunteer officers met with the Turner police officers for an informal "getting to know you" session. Chief Henson reported that it was a good experience and was mutually beneficial.

#### Old Business:

1. The Medic 95 data report was presented. Data shows that M95 is consistently capturing daytime revenues.
2. Continuing the TFD/WVFRA Relationship Conversation. Director Anderson read a statement into record stating that WVFRA as a parent organization could be considered as moving to a position under the individual districts with meetings as needed. Services such as fire marshal, training, finance, and administration could be shared allowing interested organizations to pick and choose which services are needed. He encouraged the Boards to study options as the boards set policy for future growth. Board consensus to schedule a joint work session with MCFD to discuss suggestions for restructuring WVFRA and consideration of approaching other organizations.

#### New Business:

1. Board Policy Revision: Final draft Board policy revisions were distributed. These changes represent work by committee to review and update TFD Board policies; the process began approximately four months ago. Versions of these policies have also been adopted at MCFD and WVFRA in the last two months. *Director Kennedy made a motion to adopt Board policies as presented. Second by Director Anderson. Unanimous.*
2. Volunteer Personnel Policies & Procedures Update: Chief Henson provided a brief history on the creation of the volunteer P&P over the past 18 months. Fine tuning of these policies was completed over the past 4-5 months by the volunteers with involvement of the Board. The version presented tonight is supported by the Volunteer Association, the Fire Chief, and the review committee. *Director Kennedy made the motion to adopt the Volunteer Personnel Policies and Procedures Manual as presented. Seconded by Director Anderson.* Director Gullledge stated that the manual is a bit of overkill in his opinion. TFD leadership should be guiding personnel and that having everything in writing is not necessary; written policies remove leeway of the leadership. He added that he appreciated the work that went into the document, but that he would prefer to hold off on adoption and touch base with the volunteers. *Vote: Kennedy, Anderson, and Schaefer affirm. Gullledge and Humber against.*
3. Chief Henson reported on PECBA training opportunities for the Board. ORS governs the relationship between the Board, management, and labor. Chief Henson recommends that the Board receive formal training on this issue as a suggestion for new Board members. As the new board engages in discussions in open session or in one-on-one conversations that come close to subjects of bargaining, the Board should be knowledgeable on those issues so as to avoid unintentional conflict with PECBA. There is an expense associated with the training, but that expense is worth avoiding the potential liability for the District. Possibility of holding a joint meeting with MCFD and splitting the expense was discussed. Board consensus to hold joint meeting for this purpose.

4. Captain McMann provided a memo regarding the Regional EMS Protocols project that began in 2008. These regional protocols bring EMS providers together under the same set of procedures for emergency medical care which allows for better consistency and congruence on scene rather than several different standards which made mutual aid services sometimes difficult. These protocols were adopted in 2009 by WVFRA, Keizer Fire, Salem Fire, and RMA. In July 2011, all south county agencies adopted these protocols as well. Discussions have begun with north county agencies this year. The creation and implementation of these protocols is a great achievement for EMS providers and patients in all of Marion County. BC Wineman is training Stayton Fire on the roll out of protocols this evening.
5. MCFD Volunteer Association and L2557 are working on a joint smoke alarm campaign. Personnel Bill Chambers, Jon Kettering, and Captain Paula Smith have been working on preparations for this project which will include door-to-door canvassing and smoke alarm installation in high risk areas. Additional smoke alarms will be carried on apparatus so that crews can install them as needed when out in the field. The door-to-door campaign is set to begin in late September. Grants from the State Fire Marshal's office will help to offset costs. The MCFD Volunteer Association has committed \$2,000 toward the project. TFD is invited to join the effort, or can pursue a similar individual campaign. This topic will be discussed at the September volunteer business meeting. Director Gullede stated that he supports joining MCFD in this effort. Director Humber concurred.
6. TFD and MCFD both applied for the AFG grant through FEMA. The grants were identical except for the requested amount. When large grants become available, typically both agencies have applied both together under WVFRA as well as separately. Applying jointly is how TFD received the exhaust system at no cost. MCFD is preparing to apply for a hose grant; that grant will be led by BC LoSasso. Separate grants will be submitted for both MCFD and TFD.

Division Reports: Provided. No discussion.

Good of the order:

1. Mark Wiesner asked for a copy of the previous TFD minutes which included a white board discussion. Staff will provide these.
2. The format for the agenda in the newly adopted policies has changed. There will be two periods of public comment on future agendas.

Next Meeting: September 15, 2011, 6:30pm at 7605 3<sup>rd</sup> St SE, Turner.

Adjourn: 8:15pm

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D. Craig Anderson, Board President

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Board Secretary