

**Mt. Angel Fire District
Board Meeting
Minutes**

Date & Time: May 9, 2016 at 7:00pm

Called to Order by: Tom Frey

Roll Call:

Board Members:

Tom Frey
Phil Wiesner
Stan Seifer
Darin Unrein

Staff:

Jim Trierweiler, Chief
Lyn Komp, Office Administrator

Budget Committee Members:

Scott Wall- Chairman
Jeff Wall
Michael Otte
Tom Ewing
Joe Ruef

Minutes of Previous Meeting: Darin Unrein moved to approve the minutes as read, Phil Wiesner seconded the motion. The motion passed unanimously.

Treasurer's Report: Lyn Komp

- The Budget vs. Actual Report will be presented to the budget committee, so they can see how the current year's budget is doing. We are 83.3% through the fiscal budget year. Personnel Services is at 80%, Materials and Services is at 72% and the overall budget is at 68%.
- Discussion on checks written;
 - Phil asked what the check written to Dr. Zeitzer was for. Chief Trierweiler stated it was the quarterly payment for the physician advisor.
 - They asked what the check to Terry Berning was written for. Chief Trierweiler stated it was for the A/V cabinet in the meeting room.
- The overall budget is in good shape. Lyn handed out a document showing that we will have enough in personnel services to cover the over expenditure on the Life Insurance line item and no other action will be needed.

Public Comment:

- There was no public comment.

New business

- We had the first reading of Ordinance 01-16: AN ORDINANCE ESTABLISHING MECHANISMS TO RECOVER COSTS ASSOCIATED WITH SERVICES PROVIDED BY THE DISTRICT. This ordinance is a cost recovery ordinance. Phil asked if we bill someone and they refuse to pay it, what action will need to be taken. Darin stated when we do bill to make sure and site the ORS number. Chief Trierweiler stated that we would have to send people to collections or court if necessary.

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- Craig Emch presented an update on insurance.
 - In his insurance review, it showed the agreed values that were determined last year. Nothing has changed on it.
 - There was a question regarding why our earthquake deductible is at \$109,000. Craig stated that it goes by a percentage of the value of the district.
 - Oregon Insurance Division did an audit of the Accident and Sickness coverage from VFIS. They elected not to approve it and requested it get removed from the rider. They said it wasn't consistent enough to provide it for on duty. Craig presented an alternate proposal that will do the same thing, but will now be two policies. We will reduce the on duty amount to \$200,000 and add \$50,00 to on and off duty. The board stated that as long as the bottom dollar comes out the same, then they are fine with the two policies. Craig stated that with the two policies, we will be slightly over the budgeted amount for the 2016-17 fiscal year and may need to discuss it at the budget committee meeting. The A & S policy includes board members, administration and volunteers. Phil asked if we took the board members off the policy, would we come within budget. Craig said we would. After discussion, the board has decided that they would like to be removed from the accident and sickness policy.
 - There is new coverage for HIPAA Fines and Cyber Liability.
 - Property casualty is estimated to have a small increase. There hasn't been a lot of inflationary increase.
 - We have been doing well on worker's compensation. There is fluctuation on how the rates are decided. He factored in a small increase for that line item.
 - We have unlimited legal defense.
 - Healthcare provide liability is included in the VFIS policy.

There was a recess taken at 7:53.

The budget committee meeting was called to order at 8:02 pm.

- The budget committee meeting was opened. Jeff Wall nominated Scott Wall as chairman, Tom Ewing seconded the motion. The motion passed unanimously.
- Lyn presented the current fiscal year's Budget vs. Actual Report. There was a brief explanation of the Budget vs. Actual layout.
 - The Budget vs. Actual Report was at 83.3% for the year, and we have expended 68% of the budget. The budget is in good standing.
 - The budget committee will see that Conflagration Wages were paid out this fiscal year, so there was a change in the budget by resolution. Chief Trierweiler explained what conflagrations are, and that we receive funds from the state for the apparatus and the staff that went on the conflagration.
 - Tom Ewing asked who the Group Health Insurance covers. Chief stated it was for Lyn's health insurance.
 - Tom Ewing asked why we pay the Volunteer Fireman \$26,500. Chief stated it was a donation to the association that assisted with fuel reimbursements and other expenses.

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- Chairman Scott Wall handed the meeting over to the budget officer, Chief Jim Trierweiler. He read the budget message. It highlighted that we are continuing to add funds to Building and Site fund established in 2014.
- Scott Wall read the Mt. Angel Fire District Budget Categories explanation.
- Lyn reviewed the LB forms and the Property Tax Worksheets.
 - The taxes estimated to be received on the Property Tax Worksheet is the same number on line 30 of the LB-20 for the General Fund.
 - On the LB-30 line 9, she showed the funds that were adopted by resolution to pay conflagration wages.
 - The amount for the taxes estimated to be received for the General Obligation Bond Levy was taken from LB-35 Debt Service Fund. Jeff Wall asked the formula was correct for the taxes to be imposed. Lyn explained that it is correct. We have to divide the taxes estimated to be received by the average collection factor to ensure we collect enough funds to pay debt services.
 - She asked if anyone had any other questions on the LB forms. There were no other questions.
- Chief Trierweiler reviewed the budget using page 11 Budget Comparison. Officers went over their budgets very carefully and some of the line items went down and a few went up. He went over each line item and discussed any changes that were made.
 - Personnel Services; Line 3 Group Health Insurance increased. The increase was due to the board approving an increased coverage for the members.
 - Personnel Services; Line 9 Fire Training is a new line item created to pay a person to come in and assist in training current members and recruits. The money for this line item came out of the Training and Recruitment line items in Materials and Services.
 - All other increases in Personnel Services were cost of living increases.
 - Materials & Services; there was a decrease in Accounting and Computers, Public Education, Safety, Recruitment and Training budgets.
 - Materials & Services; there was an increase in Dispatch, EMS, Expendables, Insurance and Vehicle Maintenance.
 - We will be moving \$100,000 from the General Fund into the Building & Site Fund.
 - The remaining funds in the Bond Project Fund will be used for digital radios.
- Michael Otte moved to approve the budget. "I move that the budget committee of the Mt. Angel Fire District approve the budget for the 2016-17 fiscal year in the amount of \$1,075,569, the property tax rate of \$1.0146 per \$1,000 of assessed value for the permanent tax rate levy, and in the amount of \$113,246 for the general obligation bond levy." Jeff Wall seconded the motion. The motion passed unanimously.

*Chairman Scott Wall adjourned Budget Committee Meeting at 8:30.
The Board Meeting resumed at 8:31.*

Old business:

- Division Chief Greg Boen presented the updates on the ditch project. There were three questions that the board requested we look into. First question was if we need to have a lawyer go over the proposal. Lyn spoke with the City, and they stated they don't have a

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lawyer look at the proposals from Westech. Greg spoke with Westech and they said that most people don't have a lawyer look at their proposals, but they have had a few. Second question was if we can get an electronic copy. Westech said it was no problem. The third question was about getting the ditch filled in and if there would be an environmental impact. It would cost approximately \$30,000 to get the ditch filled and the research done. Chief Trierweiler presented an email from the state regarding wetlands. They stated that if it is a city storm water ditch it is not a wetland and is exempt. The board approved moving on with the project and getting RFP's. They stated to be sure we are following all state regulations.

Fire District Report:

- We still have fit testing for N95 to do yet. SCBA fit testing was completed earlier this month, except for Ryan.
- Ryan is working on the Captain's test. It will take place May 25th.
- We are waiting on letter from Shayne, but promoted Andy to Captain. Shayne will remain as firefighter for daytime response.
- North Chief's meeting is in St. Paul May 24th.
- I attended the Fire Defense Board Meeting on April 27th at MCFD1. It was a short meeting with nothing to report.
- Chief's Conference is May 11th-13th at Eagle Crest and will be attending.
- E456 is on govdeals.com currently.
- Silverton has a Burn to learn coming up. They may ask us to attend.
- Bond payment is coming up in June.
- Talked with METCOM about recent dispatch errors like B457 going to Sublimity. It was an error leftover from last summer when B457 was moved to cover up there. It still showed them available there. Little more to it, but that's simple version. Still working on E456 and why it's being recommended on calls before E455 and E465.
- Sent a letter to Woodburn Ambulance to request fire responses more judiciously. Shawn and Toni will bring it up at their supervisor meetings.
- Safety committee is looking into the burn injury and how recruits introduction to live fire was handled. We are working on an SOG.

Adjournment: 20:32

Recorded By Lyn Komp

Board President or Secretary