

AURORA RURAL FIRE PROTECTION DISTRICT

Board of Directors Meeting

Monday, March 23, 2020 at 7 pm

Via Video Conference

ATTENDANCE

Fire Chief Joshua L Williams
 Director Greg Leo
 Director Bobby Meyer

Director Daroll Nicholson
 Director Fred Hartley
 Director Paul Ranta
 Admin Assistant Emily Murphy

CALL TO ORDER

The Regular Board of Directors Meeting was called to order by Director Greg Leo at 7:05 pm, after all were able to log in and 'join' the meeting.

Pledge of allegiance and roll call performed. All were present via individual video conferencing.

ADDITIONS/DELETIONS TO AGENDA – None.

CONSENT AGENDA

A motion was made by Director Bobby Meyer to approve the consent agenda for the month of February 2020. The motion was seconded by Director Fred Hartley and unanimously approved.

DISTRICT 63 FIREFIGHTERS REPORT (*Firefighter President*) – President not available so Chief Williams shared that the recent Bingo Fundraiser event was a success; however, there was only about a third of the attendance and a third of the funds raised due to the coronavirus pandemic. Another usually popular community event, the Annual Easter Egg hunt, has also been cancelled due to COVID-19.

PUBLIC COMMENT/CORRESPONDENCE/QUESTIONS - None

OPERATIONAL REPORTS (*Included in BOD Packets*)

- Operations Report – No questions
- Fire Marshal Report – No questions
- Training Officer Report – No questions
- Volunteer Coordinator – No questions
- Fire Chief (Verbal) – Chief Williams will add his comments to New Business.

OLD BUSINESS

- **Appoint Budget Committee Members**

Motion by Daroll Nicholson to nominate the following applicants for the 3 open positions for the Budget Committee: Ken Ivey, Kris Sallee, and John Clemson. Seconded by Fred Hartley.

Motion by Bobby Meyer to make an amendment to that motion, putting Deanna Nibbler back on the Committee and add Deb Barnes to the Budget Committee. Motion seconded by Paul Ranta.

Discussion: Bobby Meyer indicated that Deanna has the experience from being on the Committee previously, Deb Barnes has a lot of positive, active involvement with the District, attends all the meetings, and Kris Sallee has a huge, impressive work history, would be more than capable of serving in the position.

Vote for Amendment: Meyer – Yes. Ranta – Yes. Nicholson – No. Hartley – No. Leo – No. Amendment Fails.

Discussion: Director Leo stated that Ken Ivey has a financial background, and John Clemson has an interest in the budget and would be a good addition to the committee.

Base Motion presented for Vote: Director Meyer – No. Ranta – asked for clarification, then chose to abstain from the vote. Nicholson – Yes. Hartley – Yes. Leo – Yes.

Motion for the appointment of applicants Ken Ivey, Kris Sallee, and John Clemson to the Budget Committee 2020 passed with a vote of three in favor, one opposed, and one abstention.

- **Appoint Budget Officer** – Chief Williams was nominated by Director Meyer. Chief Williams accepted the nomination.

Motion made by Director Hartley to appoint Fire Chief Joshua Williams as the AFD Budget Officer 2020, seconded by Director Nicholson. Roll call vote – all in favor, passed unanimously.

- **SDAO Study** – Chief Williams had included the results of the study in the packet, stated that it seems very complete. Agree that a 'Joint Board Meeting' should occur. The study gives the Fire District options for the future. Fire Authority is a nice way to begin an effort of working together while still maintaining individuality of each district. Canby and Aurora are poised to work together on projects. Same applies to Woodburn working with Hubbard, and Colton with Molalla. Director Leo asked if it should be called to vote.

Motion made by Director Meyer to table this matter until there is an opportunity to have a combined board meeting. Motion is seconded by Director Ranta.

Discussion: Director Meyer stated he doesn't want to react too quickly, wants to make sure that all information has been presented to make an informed decision. Chief Williams wanted to clarify that it's just to accept and acknowledge the study has been received, not accepting the study as an action. Leo agreed it would just be in receipt of study only and doesn't want progress stalled.

Roll call vote – all in favor, passed unanimously

NEW BUSINESS

- **COVID-19 update and response** – Chief Williams stated that the Fire District has a good supply of PPE: N95 masks, eye protection (glasses and goggles), gowns, face shields and gowns. Memo sent out last week for EVERY medical call to be treated as if patient is classified respiratory related, and only 2 people allowed in to assess patient to limit exposure. Dispatch centers (METCOM and CCOM) are including information and notifications for those types of calls. Chief said his #1 goal is to keep everyone safe. Explained if we had even a few staff or volunteers quarantined, it would be difficult to operate. Drills have been cancelled, updates being received daily from the Oregon State Fire Marshal's office along with Marion and Clackamas Counties. All events have been cancelled and the station is closed to the public as well.

Discussion: Director Hartley appreciated the Chief's Facebook message of calm during the chaos (in reference to the COVID-19 pandemic). Asked that messages to the public also be included to the

Donald social media pages. Chief agreed to include Donald in future posts.

Motion made by Director Ranta to allow for one signer for checks during this viral pandemic emergency. Seconded by Director Meyer.

Question by Director Nicholson for a time frame, which everyone agreed would be temporary. Director Hartley asked who is in charge of making that decision and Director Leo stated that it is financial protocol to have two signers. Director Meyer asked if the Admin Assistant, Emily, could contact the bank the next day to determine if that would even be allowed. Chief said he won't give his opinion on this matter as it's a board policy and a board decision, but provided the clarification that the bank will follow whatever directive the board agrees to by providing the typed up minutes. Director Leo said he thinks it's important to continue to have two signers and recommends a 'No' vote. Director Ranta said it's not a hurry, just wanted provide a possibility for that change if deemed necessary under the circumstances.

**Motion made by Director Meyer to table the policy change from two signers to one signer during the pandemic until next BOD Meeting. Motion was seconded by Director Nicholson.
Roll call vote – all in favor, passed unanimously.**

- **New Policies (approve electronically presented policies)** – Chief Williams wanted to explain some of the policies presented:
 - Drug & Alcohol Policy – in the process of being updated.
 - Anti-harassment Policy – passed in January 2020, based on SDAO requirements and created by [Administrative Assistant] Emily [Murphy] to fit Aurora Fire District.
 - Grooming Policy – will be updated to fit the district.

Motion made by Director Meyer to approve policies as presented. Director Nicholson seconded.

Director Leo opened discussion. He said he likes the policies as presented by Chief Williams, that they mirror neighboring districts. Also likes the ability to update as needed. Recommends they be adopted.

Roll call vote – all in favor, passed unanimously,

Chief Williams stated that this way of having a Board Meeting based on the 'Stay at Home' Order by the Governor meets the statutes and works for the moment, but it's difficult to make it accessible for the public. He would like to look into having a 'call in' option for the next several meetings if they continue to be held by video conference.

NEXT BOARD MEETING: **VIDEO CONFERENCE MEETING**

Date: Wednesday, April 15, 2020

Time: 7 pm

Location: Chief will be at the Aurora Fire Station and present via Video Conference

ADJOURNMENT Meeting Adjourned at 7:56 pm

Approved: _____



Bobby Meyer, Board Secretary/Treasurer