

EVANS VALLEY FIRE DISTRICT # 6
BOARD OF DIRECTORS
REGULAR MEETING

Minutes of November 8, 2012

The meeting was called to Order by Board Vice-Chair Keith Lynn at 6:44 P. M.

Roll Call: Dale TenBroeck, Larry Tuttle, Keith Lynn, Brian Chapman and Chief Bill Fuller were present. Dennis Feeley was absent

Consent of Agenda: It was moved by Dale TenBroeck and seconded by Larry Tuttle that the Agenda be approved. The motion passed unanimously.

Approval of the Minutes of the October 18, 2012 Special Board Meeting: It was moved by Larry Tuttle and seconded by Brian Chapman that the minutes of the September 18, 2012 Special Board Meeting be approved. The motion passed unanimously.

Financial Report by Jackie Smedegaard. It was moved by Keith Lynn and seconded by Dale TenBroeck that the Financial Report for October 9, 2012 to November 5, 2012 be approved. The motion passed unanimously.

Communications: Larry Tuttle announced that Evans Valley Fire District 6 has won the Special District's Association of Oregon's Outstanding Special District Program Award, for District's with five or fewer employees, for our Student Program. Luanne Richey will be visiting EVFD6 soon to do a video on the program. The award will be presented at the SDAO Conference Awards Banquet on February 9, 2013.

OLD BUSINESS:

(A) Special District's Best Practices Review: Larry Tuttle summarized Special Districts Association of Oregon's Board of Directors Responsibilities Better and Best Practices annual checklist and how, when the Board adheres to most of these practices, SDAO reduces our annual insurance premium. Most of these Practices are being done with some to be addressed under New Business.

NEW BUSINESS:

(A) Formally Approve 2011-2012 Annual Audit Review: Larry Tuttle noted that one of the SDAO Best Practices items is to formally approve the annual audit (review). While the Board had reviewed and discussed this document during the September, 2012 Board meeting, we had never formally voted to approve it. Dale Tenbroeck moved to approve the 2011/2012 Annual Audit Review from Rick Brewster. Brian Chapman seconded the motion which passed unanimously.

(B) Annual Review of Board Approved Personnel Policies: Larry Tuttle outlined the SDAO Best Practices section on Board-approved personnel policies including non-discrimination, job descriptions, sexual harassment, employee benefits, violence in the work place, employee evaluation procedures, discipline procedures, drug and alcohol use, motor vehicle use, the policy never to terminate an employee without prior legal advice and compliance with State and Federal laws and guidelines. Several typos were noted, it was agreed to change the wording of "Authorization: Chief Fuller" to "Authorization: Fire Chief." It was also noted that Section 8.82, Sexual Harassment Policy, Page 5, Item X needs to be revised to address sleep wear on account of the co-ed nature of the Student Program. Finally, Larry noted that SDAO

would like us to keep a written record of Board training. To that end, he has drafted a "Board Member Training" record, to be completed after each training session and kept on file.
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Chief's Report (see attached):

Good of the Order: Short general discussion recognizing community support for the Fire District, public relations, Auxiliary activities and the Student Program. Chief Fuller commented on how recent votes for tax levies for Fire Districts fared in the recent election: Glide passed a tax levy of \$. 51/m for a new fire station and a sub station; District 5 (rural south Jackson County) had a levy on the ballot that suffered from some miscues and was defeated.

Adjournment: Dale Tenbroeck moved that the meeting be adjourned. Larry Tuttle seconded the motion which passed unanimously. The meeting was adjourned at 7:35 PM.

Larry Tuttle
Secretary

Next Regular Meeting: _____ December 13, 2012 at 6:30 PM
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