

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 4/25/18

Meeting was called to order at 6:32 pm by President Mark O'Brien. Members present were Kim Gruebling, Sue McCallum, Jim Lunde and John Marx. Also present were Tom Bowers and Joanne Van Norman. Dan Dean arrived at 7:35 pm.

Motion: McCallum/Gruebling to approve minutes of 3/07/2018 meeting with addition of names of Board Members who made/seconded the motion to reconvene into open session. Motion carried.

No Public comments.

Motion: Gruebling/McCallum to approve proposal from Bartelt Enterprises in the amount of \$4,964.88 to repair, seal and stripe parking lot. Chief Bowers handed out a picture showing where the areas are that need to be replaced before more damage is done. Bartelt is not charging for the sealcoating as a donation to the Brooklyn Fire/EMS Protection District. Motion Carried.

Motion: McCallum to purchase a new Amana black refrigerator from Tri County Appliance for the cost of \$1,699 and to pay the \$40 fee. There was discussion regarding the color. All other appliances are stainless steel. McCallum rescinded her motion and motion to purchase the Amana 36" refrigerator in Stainless steel and to pay the \$40 fee for 2 service calls to diagnose Subzero repairs. Gruebling seconded the motion. Motion carried.

Chief Bowers reported that we did not receive a Federal grant for purchase of the new SCBA units. Oregon Fire Chief and Assistant Chief Spilde are looking into co-purchasing the units to possibly get a better price.

Motion: Gruebling to pay off the Ambulance loan using funds from previous years carry over funds. He doesn't feel that the funds should remain in a low interest account when we're paying interest on the loan. He would like to see the per capita lowered since it did not change when the Building loan was moved to the Municipalities. He feels that some of the excess funds should be used to reduce the cost to the taxpayers. After further discussion it was decided to table any action to the May meeting.

Motion: Gruebling/Lunde to table to the May meeting an action on use of undesignated Fire and EMS funds and requested Chief and EMS Director to have suggestions ready for the May meeting. Motion carried.

Motion: Marx/McCallum to pay the attorney bill using ½ funds from Fire and ½ from EMS. Motion carried.

Sec/Treas. Van Norman reported that the audit is going well. Auditors were pleased with the preparation that had been done prior to starting and had not yet found any corrections. They will conclude on Friday and would like to attend the June meeting to present the final audit results and answer any questions. They will have some recommendations on how to implement some checks/balances for the future and the handling of "undesignated funds" as Capital Expenses instead of Cash accounts.

She also asked if the Knox box key could be used to give access to specific service techs. It is becoming difficult for her to be here or find someone who can be to let the techs in. Chief Bowers said that the key opens all boxes in the Village so it could not be used. There is a keypad lock on the door by the Radio Room that could be used. She would only give out the code to techs as needed. Everyone was okay with doing that.

The internet issues have been resolved. There has been one person whose phone was not working properly in the buildout room. No one else is having a problem.

She handed out envelopes to each Board Member containing a letter of resignation effective June 30, 2018 with limited availability after that date. Due to caring for someone who is terminally ill, helping her daughter with her business and helping two other Elderly people, her time is very limited for the unforeseeable future. The Board asked if she would consider not resigning until the ill person passes and then see how much time she needed for other things after that. They would help in any way possible during the next few months. Cheri Crubaugh (Assistant Sec/Treas.) has offered to take on more tasks during that time to help maintain the office work.

Van Norman agreed to not resign as of June 30, 2018 and to reevaluate status after no longer needing to care for ill person.

EMS Director Dean arrived.

EMS Director Dean reported that the Refresher Class has been completed and licenses have been renewed. Assistant Director Dave Dorn resigned and a replacement person will be voted on at the next EMS meeting in May.

There is 1 new EMT who had attended the Refresher Class.

O'Brien requested that EMS have suggestions at the next meeting for ways to get more Part-time EMT's (Medical Students, Nurses) and to define the reason for not being able to attract more people. Is it the pay rate or call volume and/or other reasons?

McCallum stated that she would like to see the EMS doing visits to people after they have had day surgery to make sure they are doing well etc. Dean is aware of such programs and they are called "Wellness Checks". It is being done in more metropolitan areas with greater populations. She requested that he provide information on how to set up such a program.

Van Norman stated that the Attorney invoice had been approved for payment with each Service paying ½. Also, the request for ways to spend undesignated previous years funds was tabled to the next meeting.

Next meeting will be on TUES. May 22<sup>nd</sup> at 6:30 pm.

Motion: Marx/Gruebling to adjourn at 7:57 p.m. Motion carried.