

# AURORA RURAL FIRE PROTECTION DISTRICT

## Board of Directors Meeting

Wednesday, November 18, 2020 at 7 pm

Station 900 Aurora, Oregon via Video Conference

Public attendance and participation via Telephonic access

### ATTENDANCE

Fire Chief Joshua Williams  
 Director Daroll Nicholson  
 Director Bobby Meyer  
 Director Marc Anderson

Director Paul Ranta  
 Director Dawn Depner  
 Admin Assistant Emily Murphy

### CALL TO ORDER

The Regular Board of Directors Meeting was called to order at 7:00 pm by President Daroll Nicholson. Roll call and the Pledge of Allegiance performed.

### ROLL CALL – taken by Administrative Assistant, Emily Murphy

Director	In attendance (virtual)
Anderson	Present
Depner	Present
Meyer	Present
Nicholson	Present
Ranta	Present

**ADDITIONS/DELETIONS TO AGENDA** – Chief Williams asked to add the Fire Inspector update to the agenda.

**Motion to add the item of ‘Fire Inspector’ to ‘Old Business’ by Marc Anderson, seconded by Bobby Meyer, passed unanimously.**

President Nicholson wanted to acknowledge that Chief Joshua Williams has been elected by the SDAO as ‘Outstanding Manager of the Year’ which is quite an honor for the entire district. Congratulations were expressed to Chief Williams.

### CONSENT AGENDA

**A motion was made by Director Meyer to approve the consent agenda for the month of September. The motion was seconded by Director Ranta.**

### Roll call vote to accept the Consent Agenda:

Director	Recorded Vote
Anderson	Yes
Depner	Yes
Meyer	Yes
Nicholson	Yes
Ranta	Yes
<b>Result: Consent Agenda for October passed unanimously</b>	

**PUBLIC COMMENT / CORRESPONDENCE AND/OR QUESTIONS** – Waited a minute for anyone via telephone to comment. There was none.

**DISTRICT #63 FIREFIGHTER ASSOCIATION UPDATE** – Chief Williams explained that due to heightened restrictions, there has been a lot of events that have been forced to be cancelled. Santa Walk is still scheduled as they believe they can do that by following all the safety protocols in place. Per President Severson, the next Association meeting will be virtual via 'Zoom' on 11/30.

**OPERATIONAL REPORTS (in packets)** – No questions.

- Chief shared that there was recently a minor accident to a couple of the apparatus en route to a call. Engine that was damaged when the Water Tender clipped it is insured, has been temporarily dealt with to keep it in service. Nothing to worry about as it is covered and being processed. There's a \$1000 deductible and a new door will be manufactured and sent to us to install or have installed.
- Chief also shared a little regarding the Federal CARES Act and how the district is purchasing and distributing items as needed in response to the pandemic. Additional money spent for PPE, cameras and communication equipment, conferencing systems, all video and audio will be covered as Covid expenses. A large bill is allocated to the state and our portion is \$254k. Some additional items are still going to be purchased that will assist with telecommuting meeting, and other projects through December 30<sup>th</sup>, including replacing the HVAC system at the shift house. We have through mid-January to submit before the deadline. The Administrative Assistant submits the request and then it's approved and goes directly into the account. EACH request must have a resolution to allow the district to spend the money if it was unanticipated. The Board will be informed of each project as everything submitted must be justifiable for Covid response.

## **NEW BUSINESS**

- **Chief evaluation** – scheduled to occur in December per usual, same process as last year. A form will be submitted to each board member. Once complete, those will be sent to Board President Daroll Nicholson and compiled for review prior to evaluation.
- **District social activities** – Can't really do most now due to new OSHA rules. Masks now required when in the station, no matter the distance between people. So, there will not be a Christmas dinner and party; however, the banquet next year is still scheduled on February 6<sup>th</sup> at this point. We are scheduled for a buffet style dinner with attendants vs. the large conference room we had last year. We also have 10 bays reserved to keep socially distant. Rooms are available at Embassy Suites for a special rate. Staff, plus one, volunteers, student and board are invited.

Director Ranta asked about the head count and if that would allow us to plan ahead for this event. Chief informed him that last year there were 55 people that attended the Banquet and we should be able to accommodate the same number of people again.

- **Bank signers** – Will require 2 motions: 1 to remove persons (Greg Leo and Fred Hartley), and another motion to reinstate new board members (Marc Anderson and Dawn Depner) as signers.

**A motion was made by Director Meyer to approve removal of bank signers as presented. The motion was seconded by Director Dawn Depner.**

**Roll call vote to remove bank signers as presented:**

Director	Recorded Vote
Anderson	Yes
Depner	Yes
Meyer	Yes
Nicholson	Yes
Ranta	Yes
<b>Result: Bank signers removal passed unanimously</b>	

**A motion was made by Director Meyer to approve add bank signers as presented. The motion was seconded by Director Paul Ranta.**

Discussion: In addition, should continue with one signer due to pandemic.

**Roll call vote to confirm bank signers as presented:**

Director	Recorded Vote
Anderson	Yes
Depner	Yes
Meyer	Yes
Nicholson	Yes
Ranta	Yes
<b>Result: Bank signers additions passed unanimously</b>	

**OLD BUSINESS**

- **Conflagration pay/reimbursement** – All firefighters, staff have been paid. Ops Chief Dyke and Admin Murphy have gone through some training and are working on the packets to submit for reimbursement through the State Fire Marshal prior to the deadline. Process is underway. No questions.
- **Ehlen Rd.** – Chief called the county for final inspection on driveway, but it did not pass due to needing some 2 x 10' areas in the ditches where there needs grass seed. Gate will be finished installed and will have a gate code as well as a remote. There have been some security issues with people taking things, so we are going to get the cameras up and secured with the gate soon.
- **Audit** – This is just the tail end of getting 'all caught up' with audits. Should be finishing up end of the month, or mid-December at the latest. Chief gave Admin Emily Murphy

high praise for really keeping things organized and working directly with the auditors to get everything they need to accomplish completion of requirements for the audit. She's worked very hard to keep things on schedule and meeting all deadlines, keeping us on track, which is really important and appreciated.

- **Fire Inspector position** – Chief Williams talked about the possibility of hiring a Fire Investigator. The cost is \$133K all-inclusive with salary, insurance and other benefits. It would be a civilian position and would be for all 3 districts, dealing with all the incoming businesses, growth, etc. The portion for which the Aurora Fire District would be responsible is \$26K (or 20%). Canby will be the hiring agency, and Aurora and Woodburn will pay their portions to them. Chief said we can wait, there is no pressure. Dawn Depner said she would vote 'Yes' tonight because she feels it's important to have that for our district. No further discussion and all agreed to proceed with vote.

**A motion was made by Director Bobby Meyer to accept the Fire Inspector Agreement with Canby and Woodburn Fire Districts as proposed. Motion was seconded by Dawn Depner.**

**Roll call vote to give Chief permission to approve Agreement for Fire Inspector:**


Director	Recorded Vote
Anderson	Yes
Depner	Yes
Meyer	Yes
Nicholson	Yes
Ranta	Yes
<b>Result: Approval for Agreement for Fire Inspector passed unanimously</b>	

Question: Dawn Depner asked about the Joint Board Meeting with other districts? Fire Chief Williams replied that it is being scheduled for next month (December) prior to the regular board meeting, and he will let everyone know once it's officially confirmed.

**NEXT REGULAR BOARD MEETING:** Date: Wednesday, December 16, 2020  
Time: 7:00 pm  
Virtual Meeting Via Zoom scheduled for Board members  
\*\*Public will continue to attend via phone\*\*

**Motion by Director Meyer to Adjourn the meeting, all in favor.**

**ADJOURNMENT:** Meeting adjourned at 7:47 pm.

Approved: , 12/16/20  
*Bobby Meyer, Board Secretary/Treasurer* *Date*