

CHIEF'S MINUTE(s)

December 13, 2023

Incidents – November, 2023 18 total, 8 medical, 3 structure, 4 mva, 0 natural cover, 1 public assist, 0 false alarm, 2 haz. condition. Fire responses to Camas and Dist 2, 1 structure fire in our area with \$5000 damage to shop/apartment. 2 automatic aid, received D2 and WDFD on our structure.

Training – Training included test fires on new lpg prop, ppe and scba training, OSHA training. All 5 FFs attending EMR training are finished and completing final State certification.

Firefighters - Captain Fox attended DPSST training roundtable in Sunriver as Dept. representative. Also sat in as evaluator for North Douglas hiring process.

Explorers - Training with our ffs, still have 2.

Equipment - No mechanical issues this month. Setting up annual service for Eng 30 and 31 and WT 60. Received and signed agreement for new water tender, got insurance verification from SDAO and mailed our logo to the State for placement on the tender. Looks like it will be here early 2024, valued at \$324000.

Inventory - New turnouts Tylor Giusto working on 1080 inventory and equipment.

Facility - 1.5" water pipe broke underground near wash rack. Replaced for cost of valves and fittings by Capt. Fox. Leak raised our water bill a little for the month. About 3 feet down, rusted out and old.

Office/Admin – Received and signed amended contract for seismic grant that included actual construction costs and line item budget. Came in under budget with contingencies of \$180000 for construction and \$200000 for our side for anything needed to complete project. Still working with Douglas County on permit process and ADA requirements. Received and answered a public records request from a Portland law firm concerning our contracts with Vitus and ZCS. Our counsel was involved with the answer and became the point of contact for this request.

Received paperwork for final report for 2023 wildland firefighters, due December 15th. We spent a little over \$36000 for the 3 months of staffing from June 1st- Sept. 30. Had minimal fire activity and acres burned in our area, and provided crews to the TYEE Ridge fires using manpower from the grant.

Met with Wheeler bookkeeping about employee costs and payroll for the SAFER grant. Looks like we will be good with the approved finances to pay \$22-\$24 an hour through June of 2027 while covering all required employer costs. Will be completing a procedure on our payroll policies – pay days, benefits, probationary periods, cost of living increases, retirement, etc.

Created job descriptions, applications, evaluation interview procedures, and advertised job to all Douglas County Fire Depts and our website. Applications were due December 8, and an interview and assessment process of most qualified finalist will be this Thursday at 5 pm.

SDAO insurance policy for 2024, working on it with their adjusters. Initial quote is up to \$16,000, an increase of about 20% even with Best Practices discount. Main increase is from

appraised value of building going up and course of construction policy for grant, as well as increased replacement values of fire equipment and the new tender policy compared to our old tender. Also increase based on our expenditures due to grants. Will be meeting with one of their people in the next few weeks before the premium is due to look at all increases, review our coverages, and evaluate where we can save if possible.

New Dispatch and Paging systems came online this month. Received training from ImageTrend, the new contractor, and paid our share of the increased costs (annual \$1000). It has had its moments but is functioning now. Will budget in future for more pagers for our ffs that will work with this system.

I am requesting that District 2 as the Douglas County Fire Authority come and make a presentation at the January or February Board meetings concerning their organization and how it could benefit our District. Chief Bullock and one of their administrative staff will set up a date mutually agreeable.

Still looking for an auditor for FY 22-23 and this year, have a couple of leads and working with the State for an extension.