

# CROOK COUNTY FIRE & RESCUE

The regular meeting of Crook County Fire & Rescue was called to order by Jerry Brummer at 9:00 am on April 20, 2017.

Board members present were Jim Dean, Jerry Brummer, Steve Lent, and Dale Pedersen.

Staff present was Matt Smith, Mike Wright, and Russ Deboodt.  
Guests present were Matt Hummel and Trish Connolly.

## MINUTES

Steve Lent made a motion to approve the minutes from March 16, 2017. Jim Dean seconded the motion which passed unanimously.

## OLD BUSINESS

Update on Building – Russ Deboodt gave a brief overview on the progression of the training building remodel project. The project is slated to be completed on May 12, 2017, at which time the department will do a walk through with the contractor to develop a punch list. Flooring, doors, and paint are the primary projects currently being completed.

Budget Committee – Chief Smith handed out the budget schedule to the Board. He explained that it was a tentative schedule for this year's process and that the Budget Meeting is scheduled for May 25, 2017. There were two vacancies on the Budget Committee and Chief Smith went over the two applications received by the District to fill the positions. The two applicants were George Ponte and Dennis Bauldree. It was stated both are familiar with Crook County Fire and Rescue and the budget process. Jim Dean made a motion to approve the two applicants, Steve Lent seconded the motion, which passed unanimously.

Budget Officer – Chief Smith explained that each year the Board needed to designate a Budget Officer. Jim Dean made a motion to select Matt Smith and the Budget Officer, Dale Pedersen seconded the motion, which passed unanimously.

## NEW BUSINESS

Strategic Plan – Chief Smith gave an overview of CCFR's Strategic Plan, the process, and why the District does one. This is an opportunity for the Board to identify objectives for the District. Chief Smith identified several projects currently in the Strategic Plan that have been met, or significantly completed over the past year. These include the training building remodel and apparatus replacement needs. With these completed, there was a consensus that a strong focus on staffing was important moving forward. Chief passed out to the Board our current organizational chart and discussed an overview of the District's current vacancies, followed by a discussion of the possible impacts on the District. Again a consensus that staffing was a high priority was reached by the Board, keeping in mind that there was still an ambulance replacement need potentially next year. Chief Smith briefly discussed the continued new development being seen in Prineville and Crook County and its impact on the District. He explained that the department is actively involved in discussions with new and potential companies on their needs and the department's abilities. The department has been successful in requiring and receiving

Emergency Management and Response plans from new companies. Discussion followed on other resources/equipment needed in the future for the District. It was discussed that the departments self-contained breathing apparatus (SCBA's) are nearing end of life and will need replaced soon, along with cardiac monitors and radios. Steve Lent asked what the staffing level looks like next year. Chief Smith stated that there will be 15 line staff (5 per shift), plus front office staff. The Board stated they were optimistic about the community's growth, but that everyone is still cautious. Dale Pederson asked what impact the 911 system will have on the department this year and Chief Smith explained it is unknown at this point, but the department's contribution is not likely to increase.

Audit – The 2015/2016 audit has been completed and was given to the Board. The department is working with the auditor to have next year's audit completed sooner. He has agreed to start working on the project earlier to accomplish this. Chief Smith highlighted that the department came in under budget for the 2015/2016 fiscal year, and that the District is in a strong financial position. With an increased focus on staffing, Chief Smith stated the numbers might show a slight negative for the coming fiscal year. The Board stated they were pleased with the audit and the position of the District.

#### CONSENT AGENDA

Steve Lent made a motion to approve the Consent Agenda. Dale Pedersen seconded the motion which passed unanimously.

#### EXECUTIVE SESSION

Jerry Brummer closed the public hearing and moved to open an executive session per "ORS 192.660 (2)(d) to conduct deliberations with persons designated to carry on labor negotiations."

Jerry Brummer closed the executive session and opened the public hearing back up.

#### PUBLIC COMMENTS

None

#### GOOD OF THE ORDER

Chief Smith recognized Assistant Chief Mike Wright for his 40 years of service to the department and community.

Jerry Brummer announced that the County Court is estimating that 190,000+ people will be in our region for the eclipse in August.

Steve Lent stated the Bowman Museum is sponsoring a lecture on the eclipse the last Thursday in May which will be held at the CCHS auditorium.

Jerry Brummer adjourned the meeting at 10:30 am.

Respectfully Submitted,

Russ Deboodt

Jerry Brummer