



METCOM 9-1-1

BOARD MEETING MINUTES

January 21, 2015

Governing Meeting called to order at: 1:37 p.m.

Members in Attendance:

Shawn Bair
Sherry Bensema
Jack Carriger
Dave Dryden
Mike Healy
Terrill Isaak
Paul Iverson
Ted Kunzie
Bill Miles

Roberta Runge
Scott Russell
Steve Ruyle
Debby Ruyle
Rich Sebens
Peter Spirup
Don Taylor
Jim Trett
Jim Trierweiler

METCOM Staff:
Gina Audritsh
Brad Johnson
Wendy Patterson

Other:
George Dunkel, SDAO

METCOM regular Governing Board meeting called to order at 1:39 PM with a quorum met by members present and absentee ballots (Jeff Fossholm, Silverton Police; Mike Erwert, Monitor Fire; Fred Patterson; Drakes Crossing Fire).

Meeting Minutes:

The regular Governing Board Meeting Minutes of October 29, 2014 were presented for approval.

- Motion to approve meeting minutes: Paul Iverson
- Motion second: Sherry Bensema
- Motion carried no opposition.

Monthly Financial Review:

The monthly financials for the months of October 2014 and November 2014 were presented for review, discussion and approval.

No further discussion.

- Motion to approve the financials: Paul Iverson
- Motion second: Terrill Isaak
- Motion carried no opposition.

Resolution 2015-01 (Quorum Designation):

A recommendation was presented at the October 29, 2014 board meeting to modify the ORS190 Agreement and the process identified designating a quorum as a majority from the members present. This would allow members, not present, to vote by absentee ballot and be included to support a quorum. The intent is to reach a quorum to conduct business necessary of the Governing Board.

- Paul Iverson moved to adopt Resolution 2015-01.
- Motion second: Terrill Isaak
- Short title was read by Chief Scott Russell. Resolution 2015-01 was read by Gina Audritsh.
- Board Chair confirmed Resolution 2015-01 as read met with the intent of Paul Iverson and second; Terrill Isaak – both confirmed yes.
- Motion carried, no opposition – Resolution 2015-01 is adopted.

Fiscal Year 2013-2014 Audit:

The Fiscal Year 2013-2014 Audit Report prepared by Grove, Mueller & Swank P.C. was included in the board packet for review. Gina reviewed the letter of compliance section which included two notations for findings.

- METCOM does not maintain adequate capital asset records.
 - Grove, Mueller & Swank advised this is a statement that will always be on the audit records due to the merger between NORCOM and SCCC. At the time of the merger, SCCC did not have adequate records to track capital assets so there is no way for an auditor to state that there are adequate capital records or a combined asset list. This did not pose a great concern to the auditor.
- Excess of actual expenditures in excess of budget for material and services and capital outlay.
 - Line items were over spent within a category, but not the overall category. This was primarily due to expenditures relating to McCully Mountain as well as radio and phone equipment for user agencies which was later reimbursed to METCOM. New line items will be implemented in the current fiscal year to show funds passing through for these items.
 - ✓ Motion to approve audit report: Sherry Bensema
 - ✓ Motion second: Paul Iverson
 - ✓ Motion carried, no opposition

Resolution 2015-02 / User Fee Review:

The User Fee Committee for fiscal year 2013-2014 identified a user fee split distribution. The split was determined to be 59% police and 41% fire. Each discipline will determine the split between the user agencies within their discipline. The user fee process will be reviewed on a periodic basis, with the first review anticipated to be in two years. Resolution 2015-02 was drafted and presented by Gina Audritsh regarding the user fee recommendation.

- Motion to approve Resolution 2015-02 User Fee Recommendations: Terrill Isaak
- Motion second: Paul Iverson
- Motion carried, no opposition

Budget Committee Election:

It was recommended to have a committee made up of between 7 and 9 members.

The following persons were nominated or volunteered to participate on the committee:

- Shawn Bair, Woodburn Ambulance
- Sherry Bensema, Lyons Ambulance
- Jack Carriger, Stayton Fire District
- Doug Garrett, Woodburn Police Department
- Jon Remy, Turner Fire District
- Jim Trett, Detroit-Idahna Fire District
- Jim Trierweiler, Mt Angel Fire District
 - Motion to approve the budget committee members: Dave Dryden
 - Motion second: Don Taylor
 - Motion carried, no opposition

A recommendation was made for the first Budget Committee meeting date to be Wednesday, February 18, 2015.

OLD BUSINESS

Marion County Consolidation Study:

A draft of the Marion County Consolidation study has been presented to Marion County Undersheriff, Troy Clausen. Troy Clausen was not in attendance to provide further information on the study. Gina was also presented with a copy of the study on October 10, 2014. She provided feedback on October 24, 2014. No further information on when the final version of the report will be made available.

METCOM Goal Setting and Future Planning Session:

George Dunkle with Special District Association of Oregon will be available to assist METCOM with the process of goal setting and future planning.

The first goal setting and planning meeting has been set for Thursday, January 29, 2015, 9:00 A.M. at METCOM. Lunch and snacks will be provided.

George Dunkle introduced the process anticipated for the goal setting and planning sessions (data collection, SWOT exercise, prioritization, objectives, tasks, goals, etc.). George also asked each department to complete and return a four question questionnaire no later than January 28th.

1. List priority expectations you have for the district (METCOM).
2. List any concerns you have regarding the district (METCOM).
3. List any positive feedback or strengths you would like to share about the district (METCOM).
4. Additional comments.

Election of Board Positions:

All positions are open for election: METCOM Chair, Vice Chair, and 2nd Vice Chair. All positions serve a two-year term. The three positions must be split between police and law enforcement disciplines. By rights of the new election's should be filled by two (2) fire personnel in Chair and 2nd Vice Chair positions and one (1) police personnel in the Vice Chair position.

Nominations were as follows:

- Terrill Isaak – METCOM Chair / nominated by Jack Carriger, second by Sherry Bensema
- Scott Russell - Vice Chair / nominated by Mike Healy, second by Jim Trierweiler
- Bill Miles - 2nd Vice Chair / nominated by Paul Iverson, second by Jack Carriger
 - Motion move to vote for all the above nominated: Jack Carriger
 - Motion second: Dave Dryden
 - No further discussion
 - Motion carried, no opposition

Gina Audritsh asked to entertain a motion to retain current check signers for the next 30 calendar days during transition in an effort to allow time for new Chair positions to sign appropriate bank documents and still be able to conduct business.

- Motion moved by: Mike Healy
- Motion second: Jack Carriger
- Motion carried, no opposition

Newly elected Executive Board members took their place to conduct remainder of the meeting.

Other Board Business:

- ORS190 Agreement Revision
 - A concern was brought forward regarding existing language in the 190 Agreement that specifies that an alternate or voting member must be employed by the governing body. This would exclude anyone from being a primary or alternate who is serving on your fire board or city council. Does not

believe this was the intent when forming the 190 Agreement. Past 190 Agreements with SCCC and NORCOM had verbiage allowing for someone who served on the fire board or city council to act as either a primary or alternate voting body for board meetings. METCOM's current 190 Agreement does not contain such language. It was discussed:

- ✓ That was not the intent of the "crafters" of the Agreement.
 - ✓ Believe this may have been an oversight in the 190.
 - ✓ At the beginning of the merger it was said to anticipate this would be a process, that situations would arise that may require modifications. This appears to be such a situation.
 - ✓ Gina will prepare a resolution for consideration at the next board meeting addressing the above "voter" language as well as addressing the election process noting alternating disciplines (i.e. 2 fire/1 law enforcement OR 2 law enforcement/1 fire every other election period as was the original intent).
- Gina presented the "Save The Date" flier for the 2015 North Santiam River Unleaded Fuel Spill Response Tabletop Exercise. The exercise is scheduled for Thursday, March 19, 2015, 0800-1300 at Stayton Fire Department.
 - Paul Iverson thanked the past executive board members for their service as well as the fee schedule committee for all the hard work.
 - A question was posed regarding the radio project proposal; did the proposal include systems that would improve radio service up the canyon? Board Chair stated, the first order of business was to determine user fees. After the fee schedule had been determined the board would then address the radio project, aspects, and how it may be funded, etc. Currently the radio project is still in process. Along with this would include the discussion on ownership of equipment.

Recess for Executive Session called at 2:18 P.M.

Executive Session was called to order at 2:24 P.M. under 192.660 (2) (d).

Executive Session concluded at 2:49 P.M.

Regular Governing Board Meeting resumed at 2:50 P.M.

Upcoming Board Meeting Dates:

Board meetings have been scheduled for the following dates, times and locations:

April, 21, 2015
1:30 p.m.
METCOM

Meeting adjourned at 2:51 P.M.