

Mosier Fire District Board Meeting
Mosier Fire Hall on Washington St.

DATE: December 11, 2014
7:00 p.m.

BOARD: Darin Molesworth, Glenn Bartholomew

STAFF: Fire Chief Jim Appleton, Recorder Tracie Hornung

Absent: Excused:

Public: Joanne Rubin, Paul Citoli, Mark Cherniak, Carol Seeber, Susan Gabay and Volunteer Marc Berry

CALL TO ORDER – Meeting was called to order by Board President Darin Molesworth at 7:03 p.m.

ADDITIONS OR CORRECTIONS – Added to the Board packet was a list of bills paid.

BUSINESS FROM THE AUDIENCE – None

CONSENT AGENDA

1. Approval of Minutes – November 13, 2014
2. Review/Approve Bills

Board President Molesworth explained that based on his and Board Member Bartholomew's recent research, the Board cannot take action until the Board has a quorum. [With the resignation of Board Member Hamilton and the official recall of Board Members Hudson and Herman the Board is one member short of quorum.] However, based on professional advice, Molesworth said he and Bartholomew can continue to sign checks for normal expenses.

Molesworth asked Chief Appleton about a check for \$144 made out to Juniper Flat RFPD. Appleton said it was a one-year trial of a mobile data service and said several other local fire districts were trying it out as well.

Bartholomew made a motion to approve the bills; Molesworth seconded. Unanimously approved.

BUSINESS

1. Appointment to fill former Board Member Hamilton's position

Molesworth explained that at the regular November Board meeting an attempt was made to fill Hamilton's position by appointment. However, because the Board couldn't reach agreement, no appointment was made and at this point it was the responsibility of the Wasco County commissioners to make the appointment.

2. Next steps for the Board

Bartholomew explained that in order for the county commissioners to make an appointment, the Board needs to get a job description for the position to Wasco County. The county will post the announcement for the vacancy as well as the job description. The county will accept applications and make its decision at the regular Board of County Commissioners meeting on January 21, 2015. The Fire District Board may also make recommendations for candidates. Once the position

has been filled -- establishing a quorum on the Board -- the Board can appoint two more members to fill the positions vacated by the recall election. All three of those positions will come up for election in May 2015. Marc Berry asked Molesworth what questions regarding recent changes to the Board he had asked the Board's attorney and what answers he got. Molesworth said he and Bartholomew asked both the attorney and the Special Districts Association of Oregon "where do we go next," and a variety of other questions while trying to keep legal fees down. Berry asked who was working on the job description; Bartholomew said he, Molesworth and Appleton were. Berry asked if it will be available for public inspection before submission to the county commissioners. Bartholomew and Molesworth said they hadn't considered that. Bartholomew said when he talked to the human resources person at the county that she made no mention of making it available to the public until she posts it on the county website. Berry questioned the writing of the description without input from the public. Rubin asked where information for creating the job description was coming from. Molesworth said they were using other jurisdictions' examples and Appleton said the information was also based on existing Fire District policies. Berry reiterated his question that the Board did not intend to share the job description with the public before submitting it to the county. A discussion followed with the Board and the audience on the appropriateness or necessity of doing that. Berry said he would like to see the job description before it is submitted to the county to see if it is compliant with Fire District policies and the State of Oregon. Cherniak said he didn't know if there was a precedent for that. A discussion followed on procedures for sharing draft documents created by the Fire District, and the Board's responsibility to make decisions. Berry said in the past the only requirement was that the person interested in becoming a Board member was to be a resident of the Fire District but now that a formal job description was being written it should be with the public's input. Appleton pulled up on his computer District policies regarding the role of the Board and Molesworth read them aloud. Citoli said he agreed that the public should have input but that they should come to the District meetings and not have documents sent out to them via email, for example, because that process would become unruly. Molesworth asked those present if they had any comments on the policies that he had just read. A discussion about if EMT duties had been addressed in the policies followed, and after scrutiny it was agreed they had been. Appleton asked if the Board would be willing to work with Berry and anyone else concerned to create the job description. Bartholomew said he would be willing to do so but it would have to happen within the next two days as he is leaving the area for a month. Appleton said the draft description and a request for comments could be posted on the Fire District website and be sent via email. Berry asked how you reach people who don't have the Internet. A discussion followed on public notification in general. Berry asked if, once the Board gets comments and changes anything on the document, will it share that information? Bartholomew said the comments might be incorporated into the document or ignored, but that a decision ultimately has to be made and that is the role of the Board. Appleton said the document would be posted in the next few hours. Berry asked again if the Board would share those possible changes with anyone before submitting the document to the county. Bartholomew said no.

3. Filing Cabinet

Hornung explained that the Fire District needs to have some of its files that she regularly works with stored in a locking cabinet, and as she works from home, the best place for that cabinet would be there. The District already owns such a cabinet that is not in use. Appleton said he currently keeps some items locked in the Fire District office that Hornung needs access to and

she has to ask him for them. He says this is a procedural issue as Hornung is already taking files home to work on them and this change gives her a better place to keep them. Molesworth said using the cabinet in that way seemed reasonable.

4. Chief's Monthly Summary

Appleton verbally walked the Board through the summary; he also showed his recently acquired Fire Fighter One certificate.

Correspondence:

Hornung said a letter had arrived that week from a member of the public about Chief Appleton. Molesworth said it would be tabled for now. Hornung also shared information about a Special Districts board training conference in February and noted that the District qualified to send one Board member for no cost.

Meeting adjourned at 7:59 p.m.

Approved this ____ day of _____, 2015

Attest:

Board President Darin Molesworth

Tracie Hornung, Recorder