

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

DATE: August 13, 2015  
7:00 p.m.

BOARD: Joe Sacamano, Phil Evans, Mac Jervey, Joanne Rubin, Darin Molesworth

Absent:                      Excused:

STAFF: Fire Chief Jim Appleton, Recorder Tracie Hornung (via conference call)

Public: Richard Frost

CALL TO ORDER – Meeting was called to order by Board President Molesworth at 7:04 p.m.

ADDITIONS OR CORRECTIONS – Added to the Board packet were a list of bills paid, and the following agenda items: election of officers, bookkeeping job, digital board packets and transfer of Portland fire engine. The Executive Session was moved to the bottom of the agenda.

BUSINESS FROM THE AUDIENCE – None.

#### OATH OF OFFICE

Joanne Rubin was sworn in.

#### CONSENT AGENDA

1. Approval of Minutes
2. Review/Approve Bills

**Board Member Sacamano made a motion to approve the Consent Agenda. Board Member Jervey seconded. The motion passed unanimously.**

#### BUSINESS

1. Volunteer Reports

None.

2. Committee Reports

Board Member Evans, a member of the Fire Station Committee, distributed a proposed scope of work for the committee.

**Board Member Rubin made a motion to accept the proposal; Evans seconded. The motion passed unanimously.**

3. Policy/Procedures Review: Discussion of possible drug-testing policy  
Rubin distributed a draft of the drug policy she had worked on based on Special Districts language. She suggested the name of the policy should be Drug-Free Workplace. During discussion Chief Appleton suggested the Board should get “buy-off” from the MFD volunteers on the proposed policy. He added the Board should have a standing policy advisory committee with updates to the Board at each Board meeting. It was informally agreed that Rubin will attend

the next Volunteers meeting to present the draft. She will then report back at the next Board meeting on the feedback she received.

#### 4. Election of Officers

After a brief discussion the following motions were made:

**Rubin made a motion to nominate Molesworth as President. Evans seconded. The motion passed unanimously.**

**Rubin made a motion to nominate Sacamano as Secretary. Board Member Jervey seconded. The motion passed unanimously.**

Following the above motion, Sacamano agreed to serve as Secretary/Treasurer.

**Rubin made a motion to nominate Sacamano as Secretary/Treasurer. Molesworth seconded. The motion passed unanimously.**

#### 5. Transfer of Portland Fire Engine

Chief Appleton said that the Maupin fire district was interested in acquiring the 1989 Type 1 mini-pumper that Portland Fire & Rescue agreed to donate to the Mosier Fire District earlier this year. He noted that in previous Board discussions it was noted that the vehicle would not be of much use unless expensive retrofitting was undertaken. Appleton said the Maupin fire district said it was required to pay at least one dollar for the vehicle.

**Rubin made a motion to donate the vehicle to Maupin, with President Molesworth signing a transfer document if necessary. Sacamano seconded. The motion passed unanimously.**

#### 6. Bookkeeping Job

Hornung said she is relinquishing her role as bookkeeper in the next month or two but would like to keep the recorder part of the job. Appleton said he had spoken to a local professional bookkeeper who is interested and he is ready to move forward with hiring her. Molesworth asked if the District was required to publicly post the job. Appleton said he would look into it. A brief discussion occurred about compensation. It was agreed no motion was necessary for Appleton to begin the hiring process.

#### 7. Digital Board Packets

Hornung suggested distributing the Board packets digitally to the Board members instead of sending hard copies through the mail. After discussion it was generally agreed to try it for a few months and see how it goes.

#### 8. Chief's Monthly Summary

The Chief referred to his summary hand-out. A discussion of the current fire season followed. He said he was pleased with development of the new Board, There was a brief discussion about a new sign for the District building. By the next Board meeting the Chief said he would have a plan to present to the Board regarding the sign.

9. Executive Session as per ORS 192.660(2)(i) [Chief's annual evaluation]  
Richard Frost left, and the recorder was turned off. The executive session was called to order by President Molesworth at 7:58 p.m. The Board reconvened the regular Board meeting at 8:59 p.m.

Meeting adjourned at 9:00 p.m.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2015

Attest:

\_\_\_\_\_  
Board President Darin Molesworth

\_\_\_\_\_  
Tracie Hornung, Recorder