

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

DATE: September 14, 2017  
6:00 p.m.

BOARD: Joe Sacamano, Phil Evans, Todd Reeves, Joanne Rubin

Absent: Excused: Barb Ayers

STAFF: Fire Chief Jim Appleton, Recorder Tracie Hornung, Bookkeeper Rhonda Starling,  
Training Officer Mike Renault

MOSIER FIRE VOLUNTEERS & ASSOCIATES: Maggie Goter, Kris Mcnall, Charles Young

PUBLIC: None

CALL TO ORDER – Meeting was called to order by Board President Evans at 6:08 p.m.

ADDITIONS OR CORRECTIONS – Todd Reeves added the issue of Non-combat Volunteers  
and Bookkeeper Starling added Bank Signer Documents.

BUSINESS FROM THE AUDIENCE – None

#### CONSENT AGENDA

1. Approval of Minutes
2. Review/Approve Bills

**Board Member Sacamano made a motion to approve the consent agenda as presented.  
Board Member Rubin seconded. The motion passed unanimously.**

#### BUSINESS

##### 1. Volunteer Reports

Volunteers President Goter said there will be a barbecue and short business meeting for the  
Volunteers Sept. 29. Besides Volunteers, the Board, staff and other associates of the Fire District  
are invited. She noted new Volunteers on the list on the MFD office wall. She and Volunteer  
Lisa White are preparing to test for Fire Fighter 1, and they will be attending an EMS conference  
in Bend next weekend.

##### 2. Committee Reports

Rubin said the fire chief evaluation will not be completed this month.

##### 3. Clarify existing committees

Chief Appleton said former committee member Craig Funk suggested the Board should consider  
reviewing/modifying MFD committees. Appleton said he will ask him for more input.

##### 4. Civic Center – temporary liaison

Board Member Evans said a temporary representative from MFD needs to contact the Mosier  
City Council President before a joint committee of the MFD and City is established. Appleton  
said the need for the initial contact is to decide how the committee will be created and what the  
goals will be. Rubin volunteered to take on the role.

5. Volunteer coordinator grant oversight

Noting that MFD recently received a four-year FEMA grant of \$275,000 to hire a volunteer and recruitment coordinator, Appleton said the deadline to hire is Dec. 1, 2017. He said that he has been working with Kip Miller who did a similar job for the City of Hood River and would like to use his job description as a basis for the MFD hiring document. He added that the position will be 4/5 time at \$42,500/year. He will send the job description to Board members. It was agreed by consensus that Goter, Board Member Reeves and Appleton will be on the hiring committee, to be called the Retention Coordinator Committee. Appleton will send Reeves the grant information he requested.

6. Second draft of Board Policy Manual

Bookkeeper Starling distributed draft copies of the manual to the Board. Several issues were discussed relating to language in the document; as the process was not completed it was agreed that it will be continued at the next Board meeting.

7. Location of MFD Board meetings

Sacamano said he had discussed with the manager of the Mosier Senior Center the possibility of using the center for MFD meetings. She agreed and said there will be no rent payment required. The first meeting at the center will be the regular meeting of October 12.

8. Chief's and Training Officer's Monthly Summary

Renault passed out his written report. He recommended Lexipol for helping MFD write policies and procedures and will bring more information about the company's service to another meeting. He added he would like an OSHA inspection of MFD. Appleton noted that there had been one about two-and-a-half years ago and said that he and Mike can review the resulting report. There were no questions regarding the Chief's written summary.

9. Bank signers documents

Starling handed out the paperwork that Rubin, Sacamano and Evans needed to sign to be official signers for the MFD bank account. They did so.

10. Non-combat volunteers

Reeves suggested MFD recruit volunteers to provide service of some sort for the in-field volunteers. A variety of ideas were discussed. No action was taken.

11. Correspondence

Appleton announced that Recorder Hornung is resigning at the end of October. A discussion ensued about ways to move forward with the position. No action was taken.

The meeting adjourned at 8:38 p.m.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2017

Attest:

\_\_\_\_\_  
Board President Philip Evans

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Tracie Hornung, Recorder