

Mosier Fire District Board Minutes 01/13/11

James called the meeting to order at 7:09 PM in the Mosier City Fire Station office.

Board members present included: Ken Hudson, James Matthisen, and Glenn Bartholomew.

Others present: Chief Jim Appleton, Jeanne Reeves, Jean Hadley, and Mosier City Councilman Steve McKibben

Items discussed/actions taken:

James moved and Ken seconded a motion to approve the minutes, as amended, from the 12/09/10 Board meeting. The minutes were amended to reflect that the internal election of Board Officers would take place each year at the first meeting in July. The motion passed unanimously.

Jeanne reported that the Mosier City Council and the Mosier City Attorney both agree with our proposal for employing Jeanne and Jean to provide financial accounting and clerical support to the Board. The Mosier City Attorney will draft an intergovernmental agreement for review by both parties. Draft job descriptions for both positions are being circulated to the Board for comment. The goal is to complete all necessary actions so Jean can record the Board's February meeting as Glenn will be out of town.

Jeanne asked the Board if, in her capacity as the Boards financial assistant, she could be authorized to sign checks and transfer money between accounts. Glenn will contact George Dunkel from the Special Districts Association of Oregon (SDAO) for advice on the appropriateness of such an action. Glenn will also discuss with SDAO the appropriateness of establishing a limited credit/debit card account for use by the Chief in obtaining supplies, parts, etc. required for Department operations.

The Board commented very favorably on the effectiveness of the training provided by George Dunkel during a recent Board training session. Glenn will express the Boards appreciation to SDAO for George's very professional presentation.

The Board briefly discussed a schedule for beginning the process of drafting a series of Board Policies based on the samples provided by George Dunkel. The April Board meeting was identified as the starting point for that process.

The Board briefly discussed the process of preparing for the community meeting planned for March. Glenn will discuss with George Dunkel the best forum for providing this type of feedback to the community. Chief Appleton will begin identifying the general topics to be covered with the community.

Chief Appleton reported that the engine in B-86 needs to be replaced. He has obtained an estimate of \$3500 to install a rebuilt engine plus \$300 if the clutch also needs work.

James moved and Ken seconded a motion asking the Chief to obtain two additional estimates and authorizing him to determine and obtain the necessary documents needed to approve the repair. The motion passed unanimously.

Chief Appleton provided the Board a copy of the Oregon Public Service Retirement Plan Coverage Agreement. This agreement establishes new employer coverage for Mosier Fire District's paid firefighter. The agreement requires the signature of the Board President. The Board's attorney reviewed the agreement and noted the need to change one of the cited Oregon Statutes to properly reflect which category of employee is covered by the agreement.

James moved and Ken seconded a motion to authorize Darin, Board President to sign the document as amended. The motion passed unanimously.

At 8:04 PM, James adjourned the meeting.

Glenn Bartholomew
Secretary
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