

Approved Mosier Fire District Board Minutes 12/09/10

Darin called the meeting to order at 7:06 PM in the Mosier City Fire Station office.

Board members present included: Darin Molesworth, Ken Hudson, James Matthisen, LeeRoy Herman and Glenn Bartholomew.

Others present: Chief Jim Appleton and Jeanne Reeves

Items discussed/actions taken:

James proposed and LeeRoy seconded a motion to approve the minutes, as drafted, from the 11/11/10 Board meeting. The motion passed unanimously.

The Board reviewed a draft resolution confirming its' earlier decision to enroll in PERS. After a brief discussion Ken moved and LeeRoy seconded a motion to approve the resolution as drafted. The motion passed unanimously.

Jeanne Reeves reported that the Mosier City Counsel discussed her previous proposal that she and Jean Hadley provide book keeping and secretarial support for the Board. The Counsel concurred with her proposal. The Board asked Jeanne and Jean to help in drafting job descriptions for both support roles. After further discussion, the Board concluded that an amount of \$30.00 per hour each would fairly include the wages paid by the City to Jeanne and Jean and all City provided overhead. Ken moved and LeeRoy seconded a motion that Jeanne relay these figures to the City for their concurrence. The motion passed unanimously.

The Board discussed several issues relating to Board Officers, (organization, elections, staggering of positions):

The Board decided to organize itself with a President, Secretary, Treasurer, and two general members. The Board has been operating with the following temporary Officers: President – Darin, Secretary – Glenn, Treasurer – Ken, general members – James and LeeRoy.

The Board discussed the benefits of having staggered terms of office for the members of the Board. It was decided that three of the five positions should stand for election after two years and the remaining two positions would stand for election after four years. All positions would be for four years after the initial staggering. The Board further decided that Glenn, Ken, and James would stand for election after two years and that Darin and LeeRoy would stand for election after four years.

The Board decided that internal elections for Board Officers would take place each year at the first meeting after November to allow new members to be included on years when Board member are being elected.

James moved and Ken seconded a motion to approve the Board organization, accept the temporary appointments as permanent, approve the plan for staggering positions, and approve the plan for scheduling internal elections. The motion passed unanimously.

The Board received an update on obtaining a bond for the Treasurer. It has been determined that it will be obtained through Courtney Insurance in The Dalles. Ken will take action to finalize the bond.

The Board continued its' discussion of improved communication with the community. March 10th, 2011 was selected as a target date for hosting a public meeting to update the community on progress made in establishing the new District and Department. While the date coincides with the Boards regularly scheduled monthly meeting, the location will be changed to accommodate a larger attendance. Board members and Chief Appleton were asked to start developing an outline of topics for the presentation. Chief Appleton reported that two sandwich boards have been ordered to use for advertising Board and Department activities. The boards should arrive early next week. Board meeting agenda items for this month's meeting were distributed a week earlier and did at least appear in the Hood River paper and one of the Mosier e-mail distributions.

The Board briefly discussed the Special Districts Association of Oregon (SDAO) check list of better and best practices and decided they would function as a very helpful guide in developing Board policies. Further discussion centered around obtaining copies of Board policies from other districts and SDAO to use as a starting point for developing our own. Chief Appleton mentioned that he is taking a similar approach in obtaining material to help in drafting Department policies and directives.

Board training was briefly discussed. SDAO has offered to send George Dunkle, a retired Fire Chief, to Mosier to provide training. Specific topics and dates will be discussed next week with George.

Chief Appleton provided his initial impressions on reviewing the Insurance Services Office's (ISO) requirements and is optimistic that the Department will be able to show progress in several areas such as the recent hose and pumper testing. ISO ratings can affect insurance premiums.

The Board decided to carry over for future discussion the project of developing long range goals and of obtaining a credit/debit card for the Department.

At 8:16PM, Darin entertained a motion by James, seconded by Glenn, to adjourn the meeting. The motion was unanimously approved.

Glenn Bartholomew

Secretary