

MINUTES

Mosier Fire District Board meeting Thurs. 11/9/17 at 6pm Mosier Senior Center, 500 E. 2nd St.

Attending:

Board: Evans, Sacamano, Ayers, Rubin, Reeves

Staff/volunteers: Bookkeeper Rhonda Starling, Capt. Charles Young, EMT Kris McNall, Interim Chief Mike Renault

Public: Jim Appleton

Call to order 6:05pm

Agenda changes/corrections: Add discussion of Spartan (new MFD fire engine;) update on Rhonda's proposed financial review; and recap of last meeting/Where to from here

Comments from the public: None

Consent agenda

1) Approval of minutes 9/23/17, 9/25/17, 10/12/17 and 10/26/17

2) Review and approve bills

Discussion about replacing credit cards and bank accounts in former President, VP and/or Chief names; need for inventory of all equipment; posting minutes on the website

Motion to approve Consent agenda/ Reeves, 2nd/Ayers M/S/P unanimously

Business:

1. **Volunteer reports:** On behalf of MFD Volunteers, Kris Mcnall and Charles Young cited the groundswell of enthusiasm by volunteers, noting changes in how people respond to calls, despite being tested last month by a record high volume. They cited enthusiasm and teamwork, and said Interim Chief Renault fostered this among volunteers.

2. **Committee Reports:** None

3. **Vote for Secretary/Treasurer and Vice President**

Motion: Reeves, 2nd/Evans - M/S/P unanimously:

Sacamano to remain as Secretary/Treasurer

Joanne Rubin appointed VP

4. Update on Lexapol – Mike Renault

Renault said the wheels are turning on Lexapol to update all our Operational Policies, that he and Capt. Young are going through each one. Once complete, for the first time, all our policies will be compliant with OSHA and NFPA standards, we will have complete policies, not just a few and we will also have a hard copy for reference, in addition to the online services.

5. Position to take minutes and notice meetings – group discussed using a MFD laptop for board meeting minutes if needed. Member Ayers had agreed to be interim recorder last month until a permanent replacement for Tracy can be found. She said Jane Herman, a longtime (now retired) secretary for Mid Columbia Fire & Rescue, who lives a block from our meeting place, a MFD volunteer for years, is willing. A backup to her is Donna Wehrley, who lives two doors away from the Senior Center and Ayers also agreed to be a backup to take notes. This is an all-volunteer effort. We hope Jane can do the December meeting minutes and continue from there. The Board and staff were supportive of this replacement.

6. SAFER grant – we are on a short turnaround to use our SAFER grant since Appleton accepted the grant recently, which started the grant in motion before the Board reviewed or accepted it. We need to explore if we can delay with an extension of time given the changing circumstances; and make changes to our plans to ensure we are successful. We need to get SDAO involved also with our planning to ensure we are strategic. Ayers mentioned that Mid Columbia Fire & Rescue also got a SAFER grant at the same time for a recruitment and retention person- our staff should work together with them if possible. Hood River Fire also said they hired someone specifically to fulfill the grant reports, and the SAFER grant hired just focused on the volunteers. Chair Evans and member Sacamano to follow up with the FEMA contact in Washington DC managing the Safer grant to check into our options.

General Board consensus was:

- 1) Delay start of fulfillment of the grant until we have a plan
- 2) Edit the grant fulfillment to adapt to our new situation and needs

7. Chief/Training Officer monthly summary

Renault said we received/served 14 emergency calls last month- a 100% increase in call volume. All were handled professionally. Staff (paid/volunteer) are training on the new engine 51; repairing Brush 52; doing a flow test on Engine 86. All vehicles are being assessed for safety – in general we have too many aging vehicles, they need regular maintenance, safety checks and may need to be surplus, repaired or replaced. We have 4 Type 6-7 units that are candidates for surplus, to generate funds for newer gear and to ensure safety for our staff on calls. Vehicles not working need to be repaired or surplus – it's a safety issue. He will report back with recommendations on a phased in plan.

Chief is purchasing 3 controlled medicine vaults, to secure DEA controlled substances – this is essential. We also need a radio for the new engine/Engine 81. Also, he is ordering 10 new 45 minute SCBA bottles – it's a firefighter safety issue to have both 30 minutes and 45 minute bottles in use at the same time on incidents – we are consolidating to only 45 minute SCBA.

He suggested we also consider revising insurance – current policies only covers rolling stock (vehicles) and buildings - but not the equipment in it – each unit has up to \$40,000 in equipment that should be insured. He is looking at options. He is also looking at out of date equipment and moving it out of service.

8. Spartan (new MFD fire engine)

Rhonda said she issued a \$26,000 delivery check months ago for the new engine (Engine 51) that was supposed to be given to Spartan, who made the engine, upon final delivery to Mosier, was not done, since it occurred during the change in Chiefs and they cannot locate the check. She is stopping that check payment and will re issue a new check – there was discussion about holding that check until the issues that need to be corrected by Spartan, are. The engine was delivered but has problems that need to be fixed, according the Chief Renault, who is in contact with them. This includes door sensors and lights - small items - but there is no reason we should have to pay to have them fixed. The repairs will be done in Portland.

Renault also mentioned that we have 3 new modifications that we must pay for ourselves, they will be done at the same time: A Medical vault for locking controlled medicines and 2 seat modifications to allow SCBA's (oxygen bottles/breathing devices.)

For future payments, there is a new vendor. Starling mentioned our first loan payment is due, to Municipal Leasing, who loaned us money to buy the engine. We need to issue the 1st annual payment of \$27,236 from our Capital Reserves, to Municipal by 12/15/17 – and in future years, our annual payment goes to them until it's paid off. The engine cost \$251,000.

9. Audit / review of books

Starling had researched her idea of doing an optional financial audit; she said after extensive outreach to CPA firms, she recommends tabling this for now. You must do an audit if your expenses reach \$200,000 – we are not there yet. Also everyone at firms were too busy or cost prohibitive. She found one potentially willing CPA, but they couldn't fit it in until next year. Board consensus to table the financial review.

10. "Where to from here" discussion / follow up on last night's meeting

Communications with citizens - Board member Sacamano said he hoped the Board could release more information on the process regarding Appleton contract cancellation of the contract – said

clearly the audience at last night's meeting didn't have a good view of the process due to confidential executive session requirements and he said they heard rumors and inaccuracies. He wanted to rebut some of the one-sided testimony with facts, however our attorney advised not to comment on Appleton's comments. There was Board discussion about enhancing public communications on what we are doing as a department – just not addressing this issue specifically.

Review of our standing with other public safety agencies - Board member Ayers followed up today with calls to most Gorge partner public safety agencies to simply verify our department's standing with them, after last night's vote, without debating issues. She was concerned that former Chief Appleton said "all of our good relationships go away, when I do."

She called Wasco Co. Fire Defense Board Chief Bob Palmer / Mid Columbia Fire & Rescue Fire Chief; City of Mosier Mayor Arlene Burns; Hood River Fire Chief Leonard Damian; Kristin Dodd, regional manager of ODF; Ted Meggert of State Fire Marshall's Office; Hood River Fire Defense Board Chief Jim Trammel and Parkdale Fire Chief Mike McCafferty / Deputy Hood River Fire Defense Board Chief. She reported that these managers said they supported MFD regardless of who was Chief; they all said they wanted MFD to succeed; said it was in their own mutual interest to support us and help us grow. ODF said it is common for government agencies to be loyal to the agency, not individuals.

MCF&R's Palmer and HRFD's Damian were interested in doing more with MFD. MCF&R said their Board wanted to talk to our Board about enhancing mutual aid partnership, exploring how we could share services, plan, contract or develop new models. They also recently did an SDAO audit and are in the process of changing, and said all agencies struggle to keep volunteers and meet the call volume. He said Mosier is part of MCF&R's priority planning process. Chief Damian at Hood River Fire said there might be an ambulance partnership we could explore with MCF&R and MFD – ambulances bring in revenue and they (HRFD and MCF&R) are giving this away to private businesses.

Ayers said she was excited to see MFD's Renault at the recent Hood River Fire Defense Board meeting, discussing how to ensure Mosier is part of their enhanced mutual aid plans and partnership.

Chief replacement: Board needs to meet to discuss options (full time, part time, contracted, etc.) for a permanent Chief and decide before we recruit new staff on the Safer grant, which is coming up quickly.

Strategic planning:

The Board discussed the need for short, medium and long term planning – guiding us "where to from here" – for service priorities as a follow up to our Top 10 priorities and work plan. We can also explore partnering for services, figure out how the SAFER grant fits in, etc.) and seek SDAO support during this time of change. We also need to post the position if we hire a permanent Chief.

Need to get SDAO back to help us plan "where to from here" in the next month of possible.

Next meeting: December 14 at 6pm

Meeting adjourned 7:37pm

Submitted by interim recorder Barb Ayers

Attest: _____

Date:

Ayers

Attest: _____

Date:

Board Chair Evans