

M I N U T E S

Mosier Fire District Board Meeting

Mosier Senior Center

500 East 2nd, Mosier, Oregon 97040

January 11, 2018 @ 6pm

Directors Present: Ayers, Rubin, Sacamano and Reeves

Excused: Evans

Staff: Renault, Starling, and Herman

Volunteers: McNall and Goter

Call to Order: Board Vice President Rubin called the January 11, 2018 meeting of Mosier Fire District to order at 6:01 pm.

Agenda Corrections/Additions: Board member Ayers is adding the minutes from the SDAO planning session 12/15/2017.

Consent Agenda: Minutes: Rhonda stated she would like to clarify the 12/14/17 minutes stating that tracking numbers are not assigned to track the Joint Use Facility Funds. All funds are shown in the Balance Sheet under the 1004 general ledger number. Also the 12/14/2017 minutes reflect a comment by President Evans stating that all interest is posted to the Joint Use Facility Fund. Rhonda said she has been posting the interest to the Capital Reserve fund. She feels this is just confusion about the funds postings and further discussion should be tabled until the return of President Evans. Board member Ayers stated that in the 12/14/2017 minutes her name is being misspelled. Herman apologized and stated she will correct the spelling. **Board member Ayers made a motion to approve the minutes of 11/8/2017, 12/14/2017 and the SDAO Board planning session 12/15/2017**

Public Comment: Former Chief Appleton stated he had questions to be brought before the board. Rubin reminded him that all public comments would be limited to 3 minutes.

He would like a recap of the questions Board member Evans stated did not warrant a reply as stated in the 12/14/2017 minutes.

He does not feel the statement from Rubin in the 11/8/2017 minutes is accurate, referring to a busy month and meeting all calls and in record time.

He is also asking, when in a public meeting did it become clear that MFD needs have changed and the Chief's role became more complex?

He stated he has requested in writing the removal from the website the statement of MFD's accreditation lapsing with DPSST and Renault's single-handedly renewed the accreditation agreement.

He stated he still had concerns with the 11/8/17 minutes language and the motion to conclude his contract.

He was advised his three minutes were up and was thanked for his comments.

Director Ayers stated she made a motion previously to approve the minutes. Sacamano seconded and the motion passed unanimously.

November 8th recording: Board member Sacamano stated the 11/8/2017 recording of the public meeting has been given to Board members Ayers and Evans. Also to Jim Appleton.

Review/Approve bills: This business has been delayed until later in the meeting

Business:

1. What do we do with leftover general funds: Rhonda explained that at the present time there is \$33,000.00 in the general fund. There are still a few taxes outstanding and looking at the budget vs actual her recommendation is to move \$17,000.00 from the general fund to the Capital Reserve Fund. **Board Member Reeves moved to transfer \$17,000.00 from the General Fund to the Capital Reserve Fund. Board member Ayers seconded. The motion passed unanimously.**
2. Safer grant Update/Staffing Strategy: Board member Ayers presented the findings of the MFD SAFER grant/staffing committee on 1/8/2018. The grant authorized the hiring of a full time recruitment coordinator funded at up to \$33,770 per year in salary and \$15,981 for benefits. This does not have to be a staff position – could be contracted. Also can pay other staff charges related to recruitment (i.e. Chief and/or contract manger generating monthly reports and filing status reports quarterly). Controversial if a full time or part time Chief is needed. The budget currently reflects a full time Chief. Currently budgeted for a .25 Training officer. SAFER grant funds are not permanent, 4 years max – so what then? Whether or not to charge Chief hours to this grant or not?
It was determined that first a Chief be hired before anyone else is hired.
Many steps need to be taken prior to implementing the grant.
Stipends for volunteers to be used for continued training /incentives can come from the grant.
A grant manager is needed. Board member Ayers was suggested for this position.
A procurement policy needs to be adopted prior to getting reimbursed.
A conflict of interest policy, which the Board has.
Deciding how hours will be tracked. Rhonda will have input into this. Chief Renault advised reporting could be done on line and would be done quarterly.
Rhonda added there needs to be personnel policies, i.e. sick leave, vacation and paid leave policies.
A Chief must be hired before any other staff.
3. Search process for permanent Chief: **Board member Sacamano moved that MFD create a posting for a new full time Fire Chief.** After a lengthy discussion, the board determined MFD has the need for a full time Chief. Board member Reeves stated he could not support hiring more than 1 FTE. It was determined after discussion not any of the Fire Chief's salary will come

from the SAFER grant. Board member **Ayers seconded the motion. The motion passed with Sacamano, Ayers and Rubin voting yes. Board member Reeves voted no.**

Board member Rubin asked Volunteer McNall for the Chief's job description which she previously forwarded to her.

4. Budget process: Board member Ayers stated the board should begin to look at the budget process. She would like to see more line item detail. For each line item she would like to see a detailed explanation. Rhonda explained how the budget is prepared and how last year the committee did not meet in person but only via email. Board member Ayers will investigate the Budget committee and see if the existing members still have an interest in serving.
Board Vice President Rubin moved that Board member Ayers be the board representative to the budget committee. Sacamano seconded and the motion passed unanimously.

5. Purchase of two tenders and 1 Type 3 Engine: Chief Renault passed out the pictures of the two Tenders and the Type 3 Engine he is looking to purchase with the blessing of the MFD board. The Tenders will fit in our stations and are twins. When volunteers are trained on one, they can then drive and operate the other as they are exact. The ISO ratings will be met with these. They have stainless steel tanks so rust will not be a problem. The tanks are mounted on Ford chassis. They are priced at \$55,000 each which is a good buy with the low mileage and hours.

The Engine is a Type 3 Urban interface engine and seats 5 firefighters. This is the most seats any apparatus that MFD has, even the new engine. This Engine sells for \$130,000. The Engine has an automatic transmission. It will be housed at the City Station and has pump and roll capabilities. This apparatus is coming from South Carolina and Renault has a call into a contractor to truck them out to us. Maintenance records are intact and will be sent with the apparatus. Board member Sacamano asked Rhonda where the funds would be coming from and she advised it would be the Capital Reserve Fund. The UP grant had allocated \$250,000 for fire equipment. Renault advised all the apparatus is red if that makes a difference and both agencies are waiting to hear from him tomorrow regarding the purchase. Volunteer Goter stated does that mean vehicles won't pass us when on the freeway going code? **Board Member Sacamano moved MFD purchase the 2 Tenders and 1 Type 3 Engine Board member Ayers seconded and the motion passed unanimously.**

6. Chief's Training/Monthly Summary: Chief Renault handed out his monthly report to the Board. This report includes the training for the department in the various levels. There were 10 calls for service for the month. Continue working to implement SOP's and SOG's. There is new numbering for the district stations and apparatus. We now will be District 1 and our station and apparatus numbering will reflect that. The light bar on B-82 has been replaced and currently am working on purchasing controlled medication vaults. A new radio for E-81 will be purchased. Still waiting for the surplus SCBA's from Gresham Fire and Rescue. Working with Chief Palmer and Division Chief Hammel on radio frequency issues and dispatch.

The IGA for Automatic Aid should be coming in the next few days.

7. Volunteer Reports: Volunteer Goter thanked the Sacamano's for hosting the Christmas party. She stated she is looking forward to the upcoming training she will be attending. After discussion it was determined that a photo of the volunteers, with names, be posted on the website. Maggie stated as MFD is changing, and big decisions are being made, feel free to reach out to the Volunteers.
8. Committee Reports: None.

Board member Sacamano said in closing there has been a struggle in saying final goodbye's to Former Chief Appleton. There has been discussion with George Dunkel and the Attorney about how to handle all additional requests. Hoping the board can keep moving forward and not answer/act on every question. Rubin asked each board member to read the handout from George Dunkel titled "What to do with a disgruntled former employee" She stated this document has some very good positive points.

Back to the tabled bills. There was some question about the NFPA membership in Appleton's name. The renewal has been changed to Mosier Fire Chief. This membership is literature that addresses codes, laws and standards. **Sacamano moved that all bills presented be paid. Board member Ayers seconded the motion and it passed unanimously.**

There being no further business the meeting was adjourned at 8:06pm.

Joanne Rubin, Vice President

Joe Sacamano, Treasurer