

BOARD OF DIRECTORS

Mike Bauer
Sue Curths
Jeff Hart
Jon Stueve
Mike Welter

CHIEF OF DISTRICT

Kyle McMann



FOUR CORNERS STATION
MIDDLE GROVE STATION
PRATUM STATION
MACLEAY STATION
BROOKS STATION
CLEAR LAKE STATION
LABISH CENTER STATION
CHEMEKETA STATION

MARION COUNTY FIRE DISTRICT No.1

BOARD OF DIRECTORS

Meeting Minutes

December 15, 2022

Director Welter called the Board meeting to order. Director Hart was present and Director Curths and Director Bauer were present via Zoom. Others present were Chief McMann, Deputy Chief Lee, Anita DeVilliers, Renee & Derek Gilbert, Volunteer Jerry Martin, Captain Berger, & Firefighters Morgan Whaley & Robert Kempfer.

Flag Salute:

Agenda: Approved as presented.

Proclamations, Commendations, Special Reports/Awards: Chief McMann introduced Renee Gilbert, our new Financial Analyst. Renee gave some background on herself; educationally, personally, and work history. Her husband, Derek, has been a volunteer with us for about 16 years. She is working part time in December and will start full time in January. Director Welter welcomed her. Director Hart also welcomed her and asked what her experience with our financial software, Springbrook, is. Discussion ensued.

Derek Gilbert gave a briefing on the Candy Cane event scheduled for December 23rd. The volunteers are excited since this is the Friday on the weekend of Christmas. They have 1,000 candy canes and 2 crews. Don Maxwell created great maps. Chief McMann suggested some media outlets to get the word out beforehand. Everything coming together. Promising to be another year of a great event.

Minutes: Board Meeting Minutes November 17, 2022, approved as presented.

Public Comment: None

Standing Committee Reports:

1. Secretary/Treasurer’s Report. Director Hart stated we are right on target; nothing out of line; noting some of the charts/graphs didn’t populate. During discussion; Chief noted interest rates jumped to 3.04% from 2.68%. Director Hart also stated property tax collection is up stating last month at this time collection rates were at 11.1% collected and now we have 61.5% collected. Expenditures looking pretty close to the same as last month. Director Hart mentioned OT is still up. Chief explained it is because

we are still waiting for conflagration funds to come in to recoup what we have already paid out.

2. **Strategic Planning.** Chief McMann stated Chris Bryant was planning to attend this evening; however, some life events have occurred. He gave his resignation notice. His wife has accepted a huge promotion at an international company as a Vice President of Human Resources. He has started the Strategic Plan processes. The Steering Committee met the other day to see where we are with accomplishments during the 2018-2023 Plan. He is committed to finishing this step before he departs. A big success that he would have shared tonight is all of the Task Forces have been set up with tenured Captains with 5 plus years left with the District so they can continue on and see the vision through of this Strategic Plan for 2023-2028.
3. **Community Involvement.** Continuing to keep City of Keizer standing meetings on our radar and attending when we can. Did attend Keizer City Council work session with Director Welter. Trying to attend anything that affects the Fire District. Since we are close to the holidays, they are not as active; skipping December meetings.

Old Business: None.

New Business:

1. **Auditor Presentation of Annual Financial Report.** Auditor had a conflict and is unable to attend this evening. Chief McMann stated the Board could accept the Audit that has been presented in both the October and December Board Packets or he can invite the Auditor to attend the January Board meeting. Since we are 7 months past the Fiscal Year end and we are preparing to go into budget season, it is appropriate to accept the Audit. In October there were no findings but there were some recommendations made. All recommendations have been implemented. Chief stated the letter to the Board summarized the Audit. Some discussion ensued. Director Bauer made a motion to accept the Audit as presented. Director Hart seconded. Motion carried.
2. **Civil Service Commissioner Re-Appointment Kevin Fredinburg.** Chief McMann explained it was an oversight to leave Kevin off the November Board meeting agenda. His term has expired and he has expressed a desire to maintain his position as a Civil Service Commissioner (CSC). Director Hart made a motion to re-appoint Kevin Fredinburg as a CSC. Director Bauer seconded. Motion carried.
3. **Resolution 2022-23 Authorized Signer – Financial Institution.** Chief McMann explained this resolution is to add our new Financial Analyst, Renee Gilbert, as an authorized signer to both Umpqua Bank and our LPIG account. Director Hart made a motion to approve as presented. Director Curths seconded. Motion carried.
4. **Community Risk Reduction Plan.** Chief McMann stated this is more of an information item. We are working with Marion County Emergency Management on community wildfire protection plans; focusing a majority on wildfire protection in the Macleay community, south of Highway 22, and the Fruitland areas specifically. We will evaluate other areas as well. On January 1, we would like to rename our Fire Prevention Division to Community Reduction Division. The name encompasses a broader range of wildfire protection, fire and life safety, CPR classes, and rural addressing signs across the district. We will have a project lead and assistants, at least one from each shift, working for the

Deputy Fire Marshal who ultimately has authority over the division. Having this plan is a requirement for applying for wildfire type grants. We have requested a grant, jointly with Keizer Fire District, through the State Fire Marshal's Office (OSFM) to hire a Community Risk Reduction Specialist and a Fire Prevention Officer to help run this division.

Chiefs Report:

1. Memorandum of Understanding (MOU). We have signed an MOU with the Union to offer work back through February 2025 to personnel that would like to retire. BC Bjorklund has signed an agreement to work back in our open HR Analyst position. He would also continue Battalion Chief (BC) coverage that both Chief McMann and Chief Lee are currently doing. This opened up a Shift BC position. Capt. Mike Berger scored number 1 on our BC Assessment last week. Before this meeting Chief McMann offered him the position and he graciously accepted. Capt. Berger was introduced to the Board and gave his career background information and the projects he is working on for the District.
2. Status of Grants. We are still in the running for the FEMA AFG Grant for SCBAs and a SAFER Grant for a Volunteer Coordinator. We have not received any denials so we are staying hopeful. The 2023 grant opportunities will open up at the first of the year and we will definitely be applying. There were funds left over for the Forestry Department wildland equipment that they had initially denied us but they had departments that didn't spend the funds so they reached out to us and asked if we were still interested. They gave us an \$11,000 grant. We also received an \$8,000 grant for wildland training (Task Force Leader, Engine Boss, etc.) that we will be hosing in 2023, and a Hazmat Grant for training as well. We should hear back on the Community Risk Reduction Grant the first week in January. We also received a clarification request from OSFM on additional information in regards to their engine program. Sam is doing a great job. He has committed to staying on board to manage the SAFER Grant through 2025.
3. Administration Reorganization. With HR and Finance positions filled, and Emma accepting the full-time position of Staff Assistant we put all the administration duties on a white board and discussed, as a group, where the duties belong by areas of responsibilities and how they will transition over the next 6 months. It is something we do when there are big changes in administration. We have done this a few times over the past 10 years.
4. IT Project. We are changing our services from Continuum Cloud Services out of Eugene. The migration started earlier this week to flip us to full cloud base for email, documents, Office365, OneDrive; everything in the cloud. Brad Brunhaver is our primary support, and LightPoint in Lake Oswego will be our secondary support. All stations will have fiber optic and cell back up at all times. This change will save us over \$1,000 a month. We have redundancy and new hardware, switches, firewall, etc.
5. Out of State. Chief McMann will be out of State sometime next week, returning on January 3. Most of the Admin staff will be off on vacation between Christmas and New Years as well.

Individual/Organizational Input:

Special Presentations: None

VFFA: Jerry Martin stated the annual toy drive brought in just under \$10,000. Unfortunately, it is down from last year but so grateful for the community support. He noted traffic was light which affected that. Toy sorting was finished last night and food pick up will be done tomorrow. Deliveries will be done Saturday. Some discussion ensued.


Local 2557: It was reported that Wildfang said fill the boot went well and collected approximately \$17,000.

Good of the order:

Public Comment: None

Next Meeting: Regular Board Meeting January 19, 2023, 6:00 pm at Brooks Fire Station #5 Training Room, 4960 Brooklake Rd. NE and ZOOM.

Regular meeting adjourned at 7:00 pm



MCFD No.1 Board President



MCFD No.1 Board Secretary