

BOARD OF DIRECTORS

Mike Bauer  
Sue Curths  
Jeff Hart  
Jon Stueve  
Mike Welter



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

CHIEF OF DISTRICT  
Kyle McMann

**MARION COUNTY FIRE DISTRICT No.1**  
**BOARD OF DIRECTORS**  
Meeting Minutes  
February 16, 2023

Director Welter called the Board meeting to order. Directors Bauer and Director Curths were present. Director Hart was present via Zoom. Others present were Chief McMann, Deputy Chief Lee, Anita DeVilliers, Emma Bjorklund, Volunteer Vincent DeFabis & Volunteer Jerry Martin.

Flag Salute: Complete

Agenda: Approved as presented.

Proclamations, Commendations, Special Reports/Awards: None.

Minutes: Board Meeting Minutes for January 19, 2023 were approved with the change of 3.4% to 3.04% in reference to the LGIP interest rates.

Public Comment: None

Standing Committee Reports:

1. Secretary/Treasurer's Report. Director Hart stated we are at the seventh month of our fiscal year (FY). LGIP interest rates have increase again to 3.37. In the General Fund Personnel Services and Material & Services percentages the District is currently at 58% of the budget spent with 42% remaining. Within Conflagration, the District obtained \$176,000 from the Rum Creek Fire Conflag and \$30,000 for the Cedar Creek Conflag. Director Hart stated the expenditures are looking good. Only the volunteer account is looking to go over budget. Director Hart has also signed all documents for Umpqua Bank, allowing Renee and any other approved signers to have access.
2. Strategic Planning. Chief McMann stated we are currently still waiting for the transition of duties from Chris Bryant to another employee. He stated that he will bring another update next board meeting.
3. Community Involvement. Chief McMann discussed the increased number of requests from businesses for fire prevention classes. His discussed that FM Paula Smith will be advising and teaching the business and groups that have reached out. Chief McMann also discussed that Fire Districts have been pulled from the Oregon Commissioners radio systems.

4. **Other news.** Chief McMann stated that he has a lot of good news. The District is starting to obtain Conflag EMAC requests. This is the payment for the out of state Conflag. McMann stated that this takes longer to process but it is in the works. The District is keeping the call volume up with an average of thirty (30) calls per day. This will be increasing the EMS billing revenue which will exceed the budgeted revenue. This will allow the District to obtain excess revenue which will be placed into a reserve fund. Chief McMann also stated that the budget is looking good and on track.

#### Old Business:

1. **Budget Committee Appointments.** Position #2 and #4 are still vacant. Discussion ensued about possible candidates. Board Secretary Sue Curths nominated Tom Marks for Position #2 of the Budget Committee. Director Bauer seconded. Motion carried.

#### New Business:

1. **Resolution 2023-01 Non-Rep Wage Resolution Revised Doc.** Chief McMann presented a new wage increase of a three percent (3%) COLA starting February 1<sup>st</sup>, 2023. The resolution also removed the staff assistant position and introduced a second Finance and Administrative Specialist. Emma Bjorklund was to move to the Finance and Administrative Specialist due to new job duties. Director Bauer moved to approve the resolution. Secretary Curths seconded. Motion carried.
2. **Resolution 2023-02 Supplemental Budget.** Chief McMann asked to increase the Conflag revenue and LGIP line items budgets. McMann stated that there is about a 1000% increase with the elevated LGIP interest rates. The resolution also would increase increasing the budgets for IT, station repair and maintenance, and operational divisions. McMann stated that with the new IT system about 17 computers no longer were compatible. There is also a need for iPads for the new CAD system in place. McMann also approved the new furniture for station 2 and station 4 for when they will re-open. McMann stated that no budget line will increase over 10%. Discussion ensued. Secretary Curths moved to approve the resolution. Director Bauer seconded the motion. Motion carried.
3. **Intergovernmental Agreement with Keizer Fire District.** McMann presented an IGA with Keizer Fire District that would allow MCFD1 to use 32 hours of Keizer fires IT personnel. In exchange, Keizer FD would be allowed to use up to 32 hours of Human resources. McMann shared that Keizer already put the IGA through legal approval. Keizer board is to approve it next week at their meeting. The board shared positive thoughts on the relationship that MCFD1 and Keizer FD are creating. Secretary Curths moved to approve the IGA. Director Hart seconded. Motion carried.
4. **Board Practices.** Anita DeVilliers presented a training to the board. This training focuses on the boards effectiveness and the areas they can grow in. The board showed interest in the class. Looking to set up the class in the fall through SDAO. Management will bring more information about training next board session.
5. **Board Terms Expiration.** Anita DeVilliers brought to the board's attention the Secretary Sue Curths and Director Mike Bauer's terms expire in May. Secretary Curths announced that she will not be running again in May. Director Bauer announced he will be running again in May. Discussion ensued about possible candidates to fill Secretary Curths

position. President Welter said he would reach out to a few people to see if there is any interest.

6. HR Analyst – District Benefits Administrator. Chief McMann discussed a resolution that will be seen in future board meetings. With BC Mark Bjorklund in the HR Analyst position, McMann will propose to make the HR analyst the plan administrator signer.
7. Joint Efforts with Keizer Fire. Chief McMann wanted share with the board that there is a possibility of more IGA's between Keizer Fire District and MCFD1. There will be one more IGA presented next board meeting. Chief McMann also announced that Keizer fire is still working on appointing a Fire Chief. He shared his hope to keep it with Interim Chief Ryan Russell.
8. Deputy Fire Marshal Job Description. Chief McMann presented a few changes to the Deputy Fire Marshal position that was originally presented around July or August of 2022. The main changes were presented in the require certifications. Four certifications where changed from upon hire date to within six to twelve months after hire. Discussion ensued. Chief McMann shared that we have two possible internal candidates and four externals if needed. Secretary Curths moved to accept motion. Director Bauer seconded. Motion carried.

**Chiefs Report:**

1. Annual Banquet. McMann shared that the annual awards banquet is next week on February 20, 2023. Stated everything is going well and is on track. McMann asked for the board to send in nominees for the board excellence award.
2. New Quint. Last week Chief McMann, BC Mike Berger, and Engineer Keith Storms travelled back to Minnesota to check in on the new quint. Chief McMann shared that everything is looking good and is on track to be finished in the next few months. Chief McMann and BC Berger are traveling back in April for the final inspection.
3. Chief McMann announced that Marion County Fire District has been awarded the GFOA grant for FY 2023. This is the fifth year in a row this has been awarded to the District.

**Individual/Organizational Input:**

**Special Presentations:** None

**VFFA:** Jerry Martin reported that during the recent Volunteer meeting the volunteers elected chairpersons to each committee. He stated that he believes that this will help in keeping fundraisers on track. Volunteer Jerry Martin shared that the Brooke's Breakfast is scheduled for March.

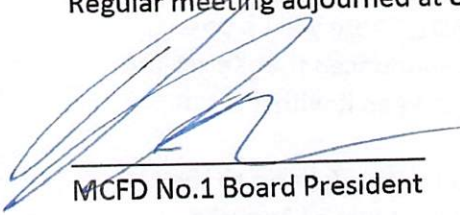
**Good of the order:** None

**Public Comment:** None

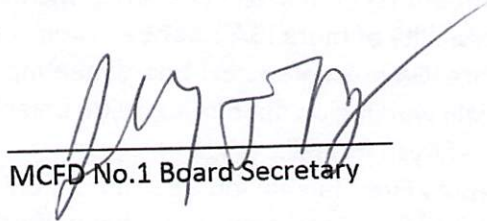
**Next Meeting:** Regular Board Meeting March 17, 2023, 6:00 pm at Brooks Fire Station #5 Training Room, 4960 Brooklake Rd. NE and ZOOM.

**Executive Session:** ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Regular meeting adjourned at 8:20 pm



MCFD No.1 Board President



MCFD No.1 Board Secretary