

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
April 21st, 2022

Director Welter called the Board meeting to order. Also present was Director Stueve, Director Curths, & Director Bauer. Others present were Chief McMann & Anita DeVilliers. Captain Deleon and Station 1 crews were on ZOOM.

Called to order at 6:05 pm

Flag Salute:

Agenda: Approved as presented.

Proclamations, Commendations, Special Reports/Awards: None presented

Minutes: Board Meeting Minutes of March 17, 2022, approved as presented.

Public Comment: None

Standing Committee Reports:

1. Secretary/Treasurer's Report. Director Curths stated we are 75% through the current fiscal year. MVA revenue is a little lower due to a decrease in MVA calls. All conflagration funds have been received. Expenditures are lower than anticipated. We are in good shape. Expenses are down and revenue is up. She stated our Chief is doing a "outstanding job".
2. Strategic Planning. Chief stated that we plan to start the revision process in the fall at the end of Quarter 3 (Q3) or the beginning of Quarter 4(Q4). Updated information to follow as we near the start date.
3. Community Involvement. Bethel Park development put in multiple homes but has not done any road improvements, nor met any comments and agreements that were noted by FM Smith. Houses are now occupied but improvements have not been done. FM Smith is working with the Developer's attorneys and the architects to resolve. Discussion ensued.

Old Business:

1. SDAO Consultant. Chief McMann explained Mr. Emery's background and why he is a good fit for our agency. Director Curths commented to the good layout of the document. The need of a Chief Financial Officer (CFO) is a crucial. Chief commented that is our goal long term; however, the immediate plan is to get a Financial Accounting Specialist on board with a goal of either growing into the CFO position or eventually hiring a CFO. We also need to focus on our HR department.
2. Oak Grove Area Surplus. BC Bjorklund has the lead on this project. He just wrapped up the newest Single Role (SR) academy so he will start moving forward on this project. More information to come.

New Business:

1. 2022 Standards of Cover (SOC). BC Boyer has been spear heading this revision task. It is 75% completed in draft form. We used the City of Salem as a model. Cleaning up duplicate information and data points. The consideration is updating to coincide with the current Local Option Levy (LOL) with a three-year document, but updating data points every year. Discussion ensued.
2. 2021 Annual Report. Chief McMann is working with BC Bjorklund to develop the report. Targeting end of May for completion.
3. Resolution #2022-06 Capital Outlay Line of Credit - Holman Capital. Chief stated this has gone through both the Bond and Contract legal counsel. They both reviewed the contract for compliance with law and accuracy as well as helped re negotiate an acceptable contract agreement. We are locked in a fixed 3.5% for 15 years. Discussion ensued. Director Bauer made a motion to accept as presented. Director Stueve seconded. Motion carried.
4. Job Descriptions: Financial Accounting Specialist and Staff Assistant (limited duration). Chief McMann stated the need for both positions. He asked the Board for support to open both. Director Curths made a motion to accept as presented. Director Bauer seconded. Motion carried.
5. Resolution #2022-07 FY2022 Wage resolution Amendment. Chief McMann stated he has made two enhancements to capture wage scale information. Adding the Management Analyst position filled by Sam Phillips as a .5 FTE position and the Staff Assistant position as a 1 FTE with a flat wage (limited duration). Director Bauer made a motion to accept as presented. Director Stueve seconded. Motion carried.
6. Upcoming Procurements.
 - a. Station 2 remodel project. Expected construction start date is October 2022.
 - b. Replace SCBAs. They are expiring in February 2023 so we are starting the RFP process now. We are hopeful to be awarded a Grant but either way the process has to start now due to the expiration date.
 - c. Engine replacement. Discussions starting now.
 - d. Medic Unit Remounts. We secured 2 medic units in good condition from La Pine Fire for \$14,000 each. We will go through an RFP process to get both new chassis.

Chiefs Report:

1. Auditors. They have contacted us to set dates for the audit process.
2. Volunteer Breakfast. The volunteer association has selected June 4th for the event. They have decided it will be 1 day only.
3. New office hours. Effective May 1st we will open from 8am – 4pm Monday - Friday.
4. Budget Process. Continuing to work with staff to complete the annual process and be ready for the May 19th Budget Committee meeting.
5. Medic Units. We purchased 2 used Medics from La Pine Fire for \$14,000 each. Great deal. They are road ready and will be put in service. We are 12-14 months out from new chassis.

Individual/Organizational Input:

Special Presentations: None

VFFA: None

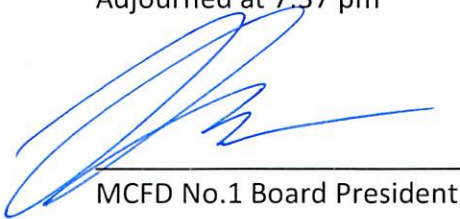
Local 2557: President Deleon stated it has been hectic for the past few months with the increase of personnel. He also stated he is continuing to work well with Chief McMann & DC Lee.

Good of the order: Chief McMann recognized Director Bauer for his recent promotion to Captain.

Public Comment: None

Next Meeting: Regular Board Meeting on May 19, 2022, 6:00 pm at Brooks Fire Station #5 Training Room, 4960 Brooklake Rd NE immediately following the scheduled Budget Committee Meeting.

Adjourned at 7:37 pm



MCFD No.1 Board President



MCFD No.1 Board Secretary