

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

May 19, 2022

Director Welter called the Board meeting to order. Also present was Director Curths, Director Hart, Director Stueve, & Director Bauer. Others present were Chief McMann, Deputy Chief Lee, Anita DeVilliers, and a citizen Trish Lutgen.

Called to order at 7:21 pm

Flag Salute:

Agenda: Approved as presented with the following changes under New Business:

- Resolution 2022-12 change from an action item to an information item
- Adding a special meeting on May 31, 2022

Proclamations, Commendations, Special Reports/Awards: None presented

Minutes: Board Meeting Minutes of April 21, 2022, approved as presented.

Public Comment: None

Standing Committee Reports:

1. Secretary/Treasurer's Report. Director Hart stated we are right on target as we always are. All Conflagration funds have been received. Everything looks great. Director Hart congratulated Chief McMann and support staff for doing a great job with all the staffing issues going on.
2. Strategic Planning. Chief stated he is planning to work with legal counsel in quarter 4 otherwise not much movement.
3. Community Involvement. Chief stated nothing has really happened with Brooks Hopmere plan. However, the County announced they received over \$8 million in ARPA money to put into the Brooks area. Discussion ensued.

Old Business:

1. Resolution 2022-08 Standards of Cover. Director Curths made a motion to adopt. Director Stueve seconded. Motion carried.
2. Procurements Status: Heather with Beery, Elsner, Hammond is helping with design and language. Priority 1 is SCBA ordering, then the CM/CG process for the Station 2 remodel, the RFQ for the tender remounts, which require an RFQ due to the price of approximately \$100k, and the Strategic Plan. President Welter asked about the damage to the tender that was totaled. Chief Lee explained the rear quarter panel had the damage. Discussion ensued.

New Business:

1. Rosenbauer Pumper Procurement. We will use the same company that is building our Quint ladder truck. We have properly noticed our intention of awarding the contract to Rosenbauer in the paper. No one has protested. We have done our due diligence and met all our procurement requirements. Some discussion ensued.
2. Annual audit. All the interim work is completed. All done remotely. Audit is set for August 22-23, 2022. The Board Audit Committee typically meet with the Auditors on the first morning.
3. Human Resources Analyst Job Description. Based on the Administrative Assessment Report, it was determined this position needs to be a true HR position only. Director Curths made a motion to accept as presented. Director Bauer seconded. Motion carried.
4. Finance and Administrative Specialist Job Description. Key attributes added in addition to putting it in the standardized format. Making it clear this position focuses on Accounts Payable and Receivable. Also making this position full Board support; Board of Directors, Budget Committee, and Civil Service Commission. It was under The Chief Administrative Officer position; however, that position is changing to a HR position only. This position will focus more on assisting the Chief and the citizens of the District. Director Hart clarified this is not the position Crystal previously filled. Chief confirmed. It is Anita's current position that has evolved with all the changes over the past several months. Most of which she has been doing for quite some time. This is part of clean up and restructure. Director Bauer made a motion to accept as presented. Director Curths seconded. Motion carried.
5. Resolution 2022-09 LGIP – Capital Outlay Projects Account Opening. Chief is requesting to open a new account to put the newly approved financing agreement funds. It will earn interest; it is an account just like our previous Bond accounts. It will have its own Fund and will be transparent in tracking for budgeting purposes. Director Curths made a motion to adopt as presented. Director Stueve seconded. Motion carried.
6. Resolution 2022-10 Intra Fund Transfer. This is to move funds to the volunteer general ledger items. It is not changing the total appropriations of the General Fund; it is changing a fund with in a fund. This way we will not need to do a Supplemental Budget. This proposal will move \$20k from Fire Operations (monies saved from the delay in hiring) to the Volunteers. We have many active volunteers pulling shifts and the banquet. Director Bauer made a motion to adopt as presented. Director Hart seconded. Motion carried.

7. Resolution 2022-11 Declaration of Plan Administrator. To remove Anna Kraemer as the Plan Administrator there has to be a Board Resolution. Since we do not have an HR person at this time, the resolution is appointing the Fire Chief, Kyle McMann, as the Plan Administrator. The HR job description identifies the HR position at Plan Administrator so when that position is filled, another resolution will be brought to the Board to make the change. Director Hart made a motion to adopt as presented. Director Stueve seconded. Motion carried.
8. Resolution 2022-12 Supplemental Budget – Fund 70 Capital Projects. The original information was not correct. We also need to make changes to the fund. Due to lack of time, we will present the corrected resolution at the special Board meeting at the end of the month, May 31, 2022. Until this resolution is approved, we cannot spend any money from the financing agreement so we need to send a corrected notice to the paper and a notice for a Supplemental Budget.
9. Special Meeting May 31, 2022. Chief McMann proposed a special meeting to reviewing and adopting a proposed Supplemental Budget and updated Resolution 2022-12 on ZOOM at 6:00 pm.

Chiefs Report:

1. FF/P & SRP Hiring. Both positions are open. We have one application for Single Role Paramedic and maybe four applications for Firefighter Paramedic but only one qualifies. We will delay the hiring process for a couple of weeks to see if we can get a larger candidate pool. We have Grant guidelines and rules to follow, so we will not delay too long. Some discussion ensued.
2. Oak Grove Area Surplus Property. BC Bjorklund has completed budget work so he will start working on this project again. Both the baseball park and the soccer field are interested.
3. Budget Committee Meeting. It just happened.
4. OFCA Conference. The conference was in Bend this year. Excellent conference. A lot on mental health, awareness, and suicide prevention. Well worth the time. A lot of good energy. Chief McMann expressed interest in the Health & Safety section of the OFCA Board.
5. OSFM. They will be posting two Grants. Sam Phillips is already prepping. One for housing apparatus and provide staffing to respond to conflagration fires and one, referred to as a mini Safer Grant, worth \$40k to increase firefighter staff for the summer; leaving it up to the individual departments how they use the funds.
6. Brooks Breakfast. June 4th from 6:30 am to 1:00 pm. One day only this year. It is a way to reengage in the community.
7. GFOA Conference. Austin, TX June 3-8. Chief McMann will be attending. Topics very applicable to our District; one full day on federal single audits which applies directly to our SAFER and AFG Grants, and another class on GASB auditing requirements for line of credit and leasing. Another big class is on building and capital improvement plans.

Individual/Organizational Input:

Special Presentations: None

VFFA: None

Local 2557: None

Good of the order: Chief McMann showed the official proof of the Quint.

Public Comment: None

Next Meeting: Regular Board Meeting on June 16, 2022, 6:00 pm at Brooks Fire Station #5 Training Room, 4960 Brooklake Rd. NE and ZOOM immediately following the properly scheduled Budget Hearing.

Regular meeting adjourned at 8:18 pm

MCFD No.1 Board President

MCFD No.1 Board Secretary