

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
June 16, 2022

Director Welter called the Board meeting to order. Also present was Director Hart. Director Bauer and Chief McMann were present on ZOOM. Others present were Deputy Chief Lee and Anita DeVilliers.

Called to order at 7:20 pm

Flag Salute:

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

- Deputy Fire Marshal Job Description changed from action item to an information item.
- Financial Policies changed from action item to information item.

Proclamations, Commendations, Special Reports/Awards: None presented

Minutes: The following minutes were approved as presented.

- Budget Committee Meeting May 19, 2022
- Board Meeting May 19, 2022
- Special Board Meeting June 2, 2022

Public Comment: None

Standing Committee Reports:

1. Secretary/Treasurer's Report. Director Hart reviewed the May reports, stating, as always, they look very, very good. We are right on target to get us through the remainder of the Fiscal Year (FY). He did ask why Motor Vehicle Accident (MVA) billing was at 44% to be collected. Chief McMann explained it was due to low staffing, creating the swing companies, and MVA calls decreased. Director Hart commented that all revenue reimbursements have been received. President Welter noted Out of Shift Over Time (OOS OT) was under budget.
2. Strategic Planning. Chief stated status quo at this time.
3. Community Involvement. City of Salem & Marion County are doing a public open house online regarding the area from Kuebler Rd/Cordon Rd to Hazelgreen to I-5. They are calling it the Kuelber Cordon Corridor. They are asking for public input for long term

development planning. Chief stated he has submitted some comments as to high accident areas, etc.

Old Business: None

New Business:

1. Deputy Fire Marshal job description. This position was presented in the Budget. Our goal is to bring someone on halfway through the year to training with Fire Marshal Paula Smith. Collaboration to finish the job description is not complete yet. We hope to have a draft ready by the July meeting for the Board to review.
2. Emergency Response Cost Recovery Fee & Collection Schedule. Chief explained these are Motor Vehicle Accident (MVA) billing cost recovery fees. The only section that we increased is the career fee due to the Cost of Living Adjustment (COLA) increase. Director Hart made a motion to approve as presented. Director Bauer seconded. Motion carried.
3. Financial Policies. The numbers come from the adoption of the Budget, which hopefully occurs later this evening with Resolution 2022-14 FY2023 Budget. When it passes it will come to the following Board meeting.
4. Resolution 2022-14, Adopting the FY2023 Budget. Director Hart made a motion to adopt Resolution 2022-14 Adopt FY2023 Budget as presented. Director Bauer seconded. Motion carried.
5. Resolution 2022-15 Non-Represented Wage & Benefits. Chief explained this is the 7th year we have used this scale for non-represented employees, either by CBA or contract. These rates represent a 2% COLA. All other benefits listed are status quo. Chief stated he did remove the Chief Administrative Officer position and add the new Finance Accounting Specialist & HR Analyst positions which we are currently recruiting for. In addition, he also removed last years step 1 rate and added a new step 5 to those two specific pay scales to reflect the increase. Director Bauer made a motion to accept as presented. Director Hart seconded. Motion carried.
6. Resolution 2022-16 EMS Billing Rates. Chief explained we mirrored Salem Fire's rates (12.7% increase) as did Keizer Fire. That way all 3 agencies are aligned in rates. Director Hart made a motion to adopt Resolution 2022-16 EMS Billing Rates. Director Bauer seconded. Motion carried.
7. Resolution 2022-17 Establishing Fund Balances. Chief McMann explained this is required by GASB, due to the decrease in some of the numbers in the Debt Service fund to stay within the 10% margin. This resolution establishes categories for the ending fund balances of each fund. Director Bauer made a motion to adopt Resolution 2022-17. Director Hart seconded. Motion carried.

Chiefs Report:

1. FF/P & SRP Hiring. Chief McMann stated testing for both positions were on June 13, 2022. Two candidates showed up. One firefighter conditional offer was made to a former employee, Jared Gazeley who was laid off in December 2020, due to the loss of our levy in 2020. In addition, one offer was also made to a Single Role Paramedic (SRP). Fortunately, we picked up the SRP position as one of our current SRP's suddenly left so

essentially, we are still down one SRP position. Ultimately, we are in a good position as we have hired 25 personnel (including these two positions) in the last six months. This is a huge accomplishment.

2. Finance Position. Chief stated we had three applicants; however, one backed out. We will reopen the position for six weeks to see if we can attract a bigger pool.
3. HR Position. Chief McMann said there are currently three applicants. The position closes June 24. We may extend a few more weeks. We want to get the right person who is a good fit for the agency.
4. Capital Outlay Projects. Chief listed out the following projects all in process: The Quint, a Pumper, Sta2 & Sta4 remodel, SCBA, and medic & tender remounts. Unfortunately, none of the projects are moving quickly.
5. GFOA Conference Summary Report. Chief McMann said it was a great conference considering it was not a fire service conference. It was pretty dry material with a group of accountants. Had an exceptional good conference with a Finance Director from British Columbia as far as what to look for in a finance person. Learned a lot over all. Spoke with a Springbrook Representative who stated there are a lot of great new features including reports that will save us a lot of time from hand calculations into Excel. Other topics of useful information included Federal single audits, financing agreements, debt service, GASB requirements...just about everything he was hoping for he got. Director Hart asked when our auditors are coming on site and if there will be an issue if we don't have a finance person hired. Chief explained that it won't be an issue; Merina & Company will help.

Individual/Organizational Input:

Special Presentations: None

VFFA: None

Local 2557: None

Good of the order: Director Hart asked about the SDAO email regarding Board and Management training series. Chief McMann will check with Jeff Griffin on bringing the training to a future Board meeting.

Public Comment: None

Next Meeting: Regular Board Meeting on July 21, 2022, 6:00 pm at Brooks Fire Station #5 Training Room, 4960 Brooklake Rd. NE

Meeting adjourned at 8:04 pm


MCFD No.1 Board President


MCFD No.1 Board Secretary