

BOARD OF DIRECTORS

Mike Bauer  
Julio Quevedo  
Jeff Hart  
Mike Welter  
Cynthia Lara

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

August 17, 2023

Present: Deputy Chief Lee, Emma Bjorklund, President Welter, Director Hart, Director Lara, Director Quevedo, Juan DeLeon, Jerry Martin

President Welter called the Board meeting to order at 6:03.

Flag Salute: Not complete due to Zoom only meeting.

Agenda: Director Quevedo moved to approve the agenda. Director Hart seconded. Motion passed unanimously.

Proclamations, Commendations, Special Reports/Awards:

Minutes:

- July 20<sup>th</sup>, 2023 minutes. Director Hart moved to approve the minutes. Director Quevedo seconded. Motion passed.

Public Comment: None

Standing Committee Reports:

- Treasurers Report. Director Hart stated that we have completed the first month of fiscal year 2024. It is expected that we will spend about 8% of the yearly revenue at this point and we are just under 8%. The LGIP interest rate has increased to 4.30%. The revenue from the June Conflag deployment has started to be collected.
- Strategic Planning. Chief Lee reported that BC Boyer started to take lead and organize the committees. Meetings are starting next week. The timeline is set to give the strategic plan around November when the levy is occurring. Deputy Chief Lee also reports the staff has been very involved so far in planning and helping with the committees. The main goal of our planning has been to keep realistic and obtainable goals.
- Community Standing. Deputy Chief Lee stated that the National Night Out was successful, we were able to attend seven events in total. We are hosting an open house on September 12<sup>th</sup> at Station 1 and Station 6. The board asked whether we are planning any events for the first day of school. Deputy Chief Lee was unaware but believed Paula

Smith was setting up events. Union president Juan DeLeon suggested that the union can attend events off duty to help.

#### Old Business:

- Local Option Levy Update. Deputy Chief Lee stated that Chief McMann and Betsy Schultz have been continually meeting. The local and Besty have also been communicating. Radio ads have been scheduled for Chief McMann to attend. Betsy has also provided an updated timeline. Emma shared her screen to present it to the board (Appendix A). Juan DeLeon shared his steps, and he and Betsy have created in regards to ads and strategies. The union is still working with their international advisor as well. Hart questioned the schedule and the door-to-door ads. Discussion ensued.

#### New Business:

- Board Position Elections. President Welter stated that every year the board needs to reappoint and elect new officials. President Welter stated that he had previously discussed with Director Bauer if he would like to be vice president. He also suggested that Director Hart is reappointed to the Secretary position. Discussion ensued. Director Quevedo moved to approve Hart as Secretary, and Bauer as Vice president. Hart seconded. Motion carried unanimously.
- Resolution 2023-14 Ambulance Remount. Deputy Chief Lee presented the resolution. This resolution was discussed in the July board meeting. This would remount two Chasity's for the international ambulances. Director Hart moved to approve the motion. Director Hart seconded. The motion carried unanimously.
- Resolution 2023-20 Non-Rep Wage. Deputy Chief Lee stated that this resolution has been seen before. We previously forgot to add the new volunteer coordinator position. The only change to this resolution is adding him to the wage resolutions. Emma clarified that the only change was the volunteer coordinator position. Director Quevedo made a motion. Director Hart seconded. The motion carried unanimously.
- Board policies update. Emma presented the updated board policies. She stated that there are no major changes. The majority of the changes were grammatical. Although, there is a new section to clarify board minutes. Emma stated that she and Chief McMann can continue work on the policies and bring them back or the board can create a subcommittee. Discussion ensued. Emma and Chief McMann will continue working on the policies and bring it back at the September meeting.
- Board Assessment. Emma presented more information about SDAO's board assessment consultation. She stated that this is scheduled as a work session at the beginning of the October meeting. Emma asked with approval of the board to continue with the assessment. Discussion ensued. The meeting will be scheduled for October.
- Firefighter Trainee Job Description. Deputy Chief Lee discussed the history of this job. This position will allow our Single Role employees to train as firefighters to complete their certifications. This would not allow them to respond but they will be able to train. There is no pay increase. Director Quevedo questioned the educational background of this position. Discussion ensued. Director Quevedo made a motion. Director Hart seconded. Motion carried unanimously.

- Resolution 2023-21 Master Fee Schedule. Deputy Chief Lee presented the master fee schedule. This is just a pamphlet of all fees including public record request fees, fire marshal fees, etc. President Welter asked about where were at in comparison to other departments. Deputy Chief Lee stated that we typically fall low on this scale. Discussion ensued. Director Quevedo made a motion. Director Lara seconded. Motion carried unanimously.

Chiefs Report:

- Deputy Chief Lee stated that he will be conducting this due to Chief McMann being deployed on a Conflagration.
- Keizer Fire Collaboration. Conversations are continuing on the ways to improve and collaborate more. The Clear Lake station is still functioning well. The next meeting between Districts will be at the beginning of September.
- ASA Application. The applications have all been submitted. Chief McMann has been heading this. Previously we had automatic renewals, but this changed this year. There have been a few issues with other departments around us with the ASA application. This is not affecting us by any means.
- Capital Outlay Project Update. Station 2 has officially taken occupancy. The crews are loving it so far and are excited to move back in. A few projects are being completed in the next few weeks. The quint is schedule to arrive next Friday. Training will begin immediately after arrival.
- Annual Audit. The audit was pushed back to November. Chief McMann and Renee decided to push it back, so they can be more prepared. We are going through our first single audit which is taking more time to prepare for.

Individual/Organizational Input:

**VFFA:** None.

**Local 2557:** Juan DeLeon stated that he has been working with administration to figure out the volunteer coordinator position. We are trying to figure out where this position works out without breaking the CBA or the Non-Rep wage. Juan DeLeon also stated that he is continuing to work closely with Betsy and work on the Levy. There is a few members that have recently retired as well

Good of the order: None

Public Comment: None

Next Meeting:

- Regular Board Meeting September 21st, 2023, 6:00 pm at Brooks Fire Station #5 Training Room, 4960 Brooklake Rd. NE and ZOOM.

Regular meeting adjourned at 7:38

  
Mike Welter (Oct 4, 2023 15:14 PDT)

MCFD No.1 Board President

  
Jeff Hart (Oct 4, 2023 15:36 PDT)

MCFD No.1 Board Secretary









# BOD Minutes 081723

Final Audit Report

2023-10-04

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