

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: Chief McMann, Deputy Chief Lee, Emma Bjorklund, President Welter, Director Hart, Director Lara, Director Quevedo, Director Bauer, Jerry Martin, Chief Ryan Russell

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

Flag Salute: Not complete due to Zoom only meeting.

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

Proclamations, Commendations, Special Reports/Awards:

Minutes:

- August 17<sup>th</sup>, 2023 minutes. Director Quevedo moved to approve the minutes. Director Hart seconded. Motion passed unanimously.

Public Comment: None

Standing Committee Reports:

- Treasurers Report. Director Hart stated that we are in the second month of the fiscal year. Should be around 17% spent and 83% available or collected. The LGIP is up to 4.50%. In general fund revenue, we have collected about 10% of revenue. EMS billing collection is on the higher side. The expenditure funds is up due to the overtime rates of our staff being high. Expenditures per division was sent out and was not changed from July meeting. Emma screen shared the corrected form with the expenditures per division for August. Discussion ensued.
- Strategic Planning. Currently the task forces are still meeting with there new leadership. Some are currently updating goals. Other forces are still looking for times to meet. BC Boyer is continuing working with the task forces. By the end of the month or next month there goals and strategies should be complete. President Welter and Vice President Bauer are making a subcommittee and meeting in November to help with the planning. The goal is to have this completed by the end of 2023.
- Community Standing. The Open house at Station 1 and Station 6 was successful. About 500-600 people showed up. Chief Russell attended the Station 6 open house. There was

ice cream and snow cone available. With the bigger showing, demos will return next year. The Keizer-Salem School District was a huge help in advertising to their families. The radio project for community Wildlands is going well. Trying to meet with the Farm Bureau. Chief McMann met with Keizer Chamber of commerce yesterday. He reported looking for other communities to be involved in for the levy, but also for future connections after the levy. Director Lara suggested different communities to reach out with.

#### Old Business:

- Local Option Levy Update. Chief McMann stated they are continuing to meet with Betsy. We published a announcement video last night. There is about a hundred view and no bad comments. The Hayesville group gave us about 30 minutes to speak. Yesterday the Keizer Chamber Governors Affairs voted to endorse MCFD levy and present it to the Board. We are continuing to schedule meetings and radio ads. Marlin and Betsy is sending over videos that were filmed last year that we will publish on social media. We will also be published in the statesman journal. Betsy is also working with the union. There are 9 ballot measures on election. The mass email to our distribution group was sent out today which was attached to our announcement video. We are all confident in the levy. President Welter stated that he likes our position and where we are at.

#### New Business:

- Interra IGA. Interra is a high level mapping program. Woodburn, Keizer, and one other department have all decided to join this. The Oregon State Fire Marshals also use this. There is an upfront cost which will be shared amongst the other agencies. Woodburn is the main agency and we will pay them. We are able to leave at any time and it will be year to year contract. Keizers Board passed this on Tuesday. This would be functioning around November 1<sup>st</sup>. Quevedo asked if this was a budgeted for item. Chief McMann stated that this was budget for, since we have been working on it for a year or two. Discussion ensued. Director Quevedo made a motion to approve. Director Hart second it. Motion carried unanimously
- Board policies. Chief McMann stated that we are hoping to present these in the October meeting. He also stated that he will be comparing with our agencies board policies. Emma stated that we will be implementing an email policy as well to ensue that we are in compliance.
- Finance Specialist Job Description. Our admin team has been looking at how we are able to get more applications that are quality. Emma and Renee stated that there is to much duties and that there are quality finance candidates and hr candidates. We decided to try and split the job duties into defining roles. Director Quevedo made a motion to approve. Director Lara seconded. Motion passed unanimously.
- HR and Administration Specialist. Same topics as the Finance Specialist, this would not be hired till 2025 ish. Director Quevedo made a motion to approve. Director Hart seconded. Motion passed unanimously.
- Audit Contract. Currently we work with acuity llc out of Albany for our audits. They have sent us a contract for 4 more year with rate locks. There is a board policy that we change auditors ever so often. We have been with Acuity for 5 years. It is still a year-by-

year signing, but it would lock rates. Discussion ensued. Director Quevedo made a motion. Director Lara seconded. Motion passed unanimously.

Chiefs Report:

- Keizer Collaboration. Still going well. There has been several fire in the past couple days, Keizer Fire and others helped. There was a fourplex fire this morning. At the same time we had a CPR call in our district that Keizer covered. There is more discussion with other agencies about collaboration. This is being discussed next month. Jeremy is at an IT conference and Keizer's IT is covering for him. Russell appreciated that Chief McMann attended their meeting yesterday.
- Grant Summary. Sam is still doing great. We just got a 25,000 dollar safety grant for smoke detectors. Going into the fall we are looking for more grants to apply for. We still have not been denied for any grants so far. There are still a few grants pending for review.
- Capital Outlay Project Update. Station 2 crews have moved in and the landscaping is complete. There are a few things that are being addressed before completeing the project. The quint broke down in Washington. It was at Cumins in Tri City and now is in Portland at a shop. Their was some communication issue and we are now dealing with the director of the west sales and we are meeting the President of Rosen Bauer tomorrow. This truck was suppose to be delievered in June. The pumper project has been stopped until there is resolution with the quint. Lastly, the water tenders one has been at cascade fire is still moving slowly. Troy Jurgens has been talking to the President of Cascade Fire about the tender. The Chastises for the new medic unit were order. The goal was to start this in a week but Ford went on strike cause this to be delayed.
- Open House. Chief McMann thanked Emma and Renee for helping getting it organized.
- Board shirts. Emma mentioned that we will be getting all the board members new shirts. She presented a few options. Discussion ensued.
- Fraud issue. The fraud that occur in April. The check from our insurance has been received official and we have made back all the fund other than 5,000 dollar deductible.

Individual/Organizational Input:

**VFFA:** Jerry Martin reported for the volunteer foundation. He is still working on the exempt tax in order to get there status. Their legal counsel believe that there will be no iddues in the obtaining there 503C. Their has been a lot of support from the volunteers with the open house and two fire calls.


**Local 2557:** None.

Good of the order: None

Public Comment: None

Next Meeting: Work Session at 5:30- 7:00 pm at Station 5 Brooks and the regular meeting to follow at 7pm.

Regular meeting adjourned at 7:07


  

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Mike Welter (Oct 25, 2023 13:09 PDT)  

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**MCFD No.1 Board President**

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Jeff Hart (Oct 25, 2023 15:37 PDT)  

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**MCFD No.1 Board Secretary**









# BOD Minutes 092123 draft

Final Audit Report

2023-10-25

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