

**BOARD OF DIRECTORS**

Mike Bauer  
Sue Curths  
Jeff Hart  
Jon Stueve  
Mike Welter



FOUR CORNERS STATION  
MIDDLE GROVE STATION  
PRATUM STATION  
MACLEAY STATION  
BROOKS STATION  
CLEAR LAKE STATION  
LABISH CENTER STATION  
CHEMEKETA STATION

**CHIEF OF DISTRICT**  
Kyle McMann

**MARION COUNTY FIRE DISTRICT  
BOARD OF DIRECTORS  
Meeting Minutes  
March 17, 6:05 pm**

Director Welter called the Board meeting to order. Also present was Director Hart, Director Stueve. Director Curths & Director Bauer were present on ZOOM. Others present were Chief McMann, DC Lee, & Anita DeVilliers.

Flag Salute:

Agenda: Approved as presented.

Proclamations, Commendations, Special Reports/Awards: None presented

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

Public Comment: None

Standing Committee Reports:

1. Secretary/Treasurer's Report. Report not available at this time. Merina and Co. will be doing reports. Rebecca Young started working today. We hope to have training up to speed and reports ready next month.
2. Brooks-Hopmere Community Plan. The County started updating the Plan about a year ago. The Plan was developed over 20 years ago. The District is a Stakeholder in that Plan. We meet once a quarter. Currently the group is looking at water and sewer needs in the development of Brooks. The Plan is conceptual right now. The Consultant is planning to present recommendations in September. Brooks was selected to receive Federal money to help finance the Plan.

Old Business:

1. Board Policy Review. President Welter reviewed the policy with the updated information. He stated grammar corrections made as well as changing verbiage to a generalization on items such as the Board meeting date. The example given was current verbiages state the Board meets on the third Wednesday of each month. He changed it to read the Board meets once a month. He went over each change. (A copy with the edits is attached.) Discussion ensued. Director Hart made a motion to accept Board Policy with changes as reviewed. Director Stueve seconded. Motion carried.

2. SDAO/SDIS Best Practices. Chief McMann will reach out to Jeff Griffin to discuss some Board training to schedule to meet the November due date. More information to come.

New Business:

1. Resolution #2022-03 Authorization Signers – Umpqua Bank. The resolution removes Crystal Wooldridge and updates the Secretary/Treasurer to Director Hart. Director Stueve made a motion to accept the changes as presented. Director Hart seconded. Motion carried.
2. Resolution #2022-04 401a Plan Amendment – MissionSquare Retirement. MissionSquare ICMA-RC made some updates (last update was 2009) and because this is an employer-sponsored plan, The District needs to accept the changes. Director Stueve made a motion to accept the changes as presented. Director Hart seconded. Motion carried.
3. Resolution #2022-05 Authorized Users – Oregon LGIP. This is a new resolution adopting users for the online portal. It is appropriate for The Board to formally adopt users to access the LGIP online portal. Online users are Chief Kyle McMann and Deputy Chief Ron Lee. Director Stueve made a motion to accept as presented. Director Hart seconded. Motion carried.
4. Capital Outlay Line of Credit. Chief McMann stated contracts legal counsel reviewed the contract. They made a few corrections and has sent it to Bond Counsel for review. Bond Counsel has started their review. They believe they will be able to complete the review, work with the Holman Company for language agreement, and have a final formal resolution to present to the Board in April. Chief McMann pointed out that he has received letters of recommendation from both the Local and volunteer association. Director Hart made a motion to have staff continue moving forward in document contract preparations to be presented to the Board when completed. Director Stueve seconded. Motion carried.
5. Finance Assistance – Merina & Co. Chief McMann stated the company is out of Lake Oswego. Rebecca Young is an employee living in Salem and designated to be our point of contact. She will assist in our AP & deposits processes, as well as Bank reconciliations and Journal entries.
6. Election Precinct Data. Chief McMann provided and reviewed the MCFD#1 Local Option Levy (LOL) Election Precinct Data chart. The data shows the number of people who voted in each precinct area by yes and no votes by election year for the 2016, 2020, and 2021 votes. This is in preparation of a 2023 LOL if the Board decides to go to the voters.
7. SDAO Consultant – Administration & Finance Division Staffing. Chief McMann & Deputy Chief Lee met with Roy Emery, retired Corvallis Chief, to evaluate administration staffing and potions before we open the current Financial Analyst position. He will work with Command staff in late March/early April and provide a recommendation to the Chief to bring to the next Board meeting.
8. Fire Chief Annual Review & 2022 Goals. Director Welter and Director Curths worked together, with input from others, to complete the Chief's annual review. The consensus of the Board is the Chief is doing an outstanding job especially with the circumstances over the past two year: COVID-19 pandemic, the loss of levy in 2 separate votes, the historic wildfires, and loss of staffing. Each Director made a statement thanking the

Individual/Organizational Input:

**Special Presentations:** None

**VFFA:** None

**Local 2557:** None.

Good of the order:

Public Comment: None

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

Adjourned at 7:30 pm



MCFD No.1 Board President



MCFD No.1 Board Secretary

Chief for his hard work and dedication to the District. A couple of the comments made were as follows: "you are the right guy for the job" and "the proof is where we are today from where we were two years ago".

Chiefs Report:

1. Annual Banquet/Awards. Chief McMann thanked Director Hart for volunteering to handle the electronic system set up for the banquet. He stated it was a good turnout and everyone seemed delighted to be out and able to socialize. Chief said the gifts given to each member were simple in nature but was a big success. Hydro flask water bottles with the new MCFD No. 1 logo and Oregon State Park permits were handed out.
2. Board Photos. Chief stated will be decide on a consistent look for District photos and have it set up and pictures taken next month at the April Board meeting.
3. FY2023 Budget Process. Chief stated we have begun the process of going through our \$16 million dollar budget line by line. He gave kudos to all the staff involved for their hard work to this process.
4. New Hire Single Roles, Firefighters, and staff. We have two new temp hires in Admin. Debbie Voorhis is retired from Marion County Sheriff's office. She is working 40 hrs per week and will be helping with AP and other support staff duties. Emma Bjorklund, BC Bjorklund's daughter, is in college so she is working 15-20 hrs per week in Reception. Both working out very well. The new Single Roles and Firefighters are all on shift now. Single Roles are all on shift work now. The firefighters have two more weeks On the Training Engine then will go to the Medic Units. We are starting another Single Role academy on April 4. When they are through academy and ready for shift we will start operating M34.
5. Quint Project. Chief McMann referred to the picture of the new Quint, Ladder 31, in the Board packet. A group of personnel will go for another inspection in May. The goal is to have it in Spokane, WA in August/September. It will be the first one of its kind on the West coast so it may go on "tour" for shows as a demo before it lands home, here at MCFD No. 1, in October. In the meantime, all Captains and Engineers will go through full training again before we take possession and have it in service.
6. Soccer Club. BC Bjorklund will temporarily be the appointed liaison from the District to work with Director Curths on this project. They will report to the Chief and keep the project going.