

## **Summary of Mosier Fire District Budget Hearing and Board Meeting - 6/8/2023**

**Budget Hearing called to order** 1804. Members Present: Joanne Rubin, Kris McNall, Carol Goter

Staff: Chief Michael Carlson

Meeting began with Budget Hearing for the purpose of passing the budget approved by Budget Committee for 2023-2024 FY.

- **Resolution 2023-06-08, Adoption of FY 2023 budget as approved by Budget Committee presented for Board approval (see Mosier Fire District Resolution #2023-06-08 for detail)**

- Motion to approve by Kris McNall, second by Joanne Rubin; no discussion requested;
- Aye votes: Joanne Rubin, Kris McNall, Carol Goter voted aye; no nay votes; resolution approved.

- **Resolution for tax rate of \$2 per \$1000 of assessed value for operations (see Mosier Fire District Resolution #2023-06-08 for detail)**

- Motion to approve by Kris McNall, Seconded by Joanne Rubin, no discussion requested
- Aye Votes: Joanne Rubin, Kris McNall, Carol Goter, Steve Fisher (now joined meeting); resolution approved

**Budget Hearing closed at 1810.**

**Board Meeting Called to Order at 1810.**

Members Present: Joanne Rubin, Kris McNall, Carol Goter, Steve Fisher, Todd Reeves

Staff: Chief Michael Carlson

Public: None [?]

**No comments from the public.**

**Current Bills :**

- Bills: Clarification on Communications Northwest charges requested by Kris McNall; Chief Carlson provided details re this billing for radio installation

**No Volunteer report**

**Board Representative to monthly Drill**

- Carol Goter attended in June

- July 3 Drill – Chief Carlson said he didn't think that there would be a drill due to the holiday; Joanne Rubin said she would look into asking someone to attend on the 10th.

### **JUF Committee**

- Kris McNall will work with Chief Carlson on the MFD lease, operations, and maintenance.
- Joanne Rubin will replace Steve Fisher for MFD representation on the JUF Committee.

### **Board**

- Board Mission Statement – deferred until next meeting. Joanne will work on it before then.
- Board training discussion – Kris McNall advocated for all board members to do ongoing training, including videos made available by Chief Carlson.
- Two-Year unexpired term explanation: Clarification provided that Kris McNall's new term is only for two years, not four like the others who were elected in May. This is because the board member she replaced by appointment of the board was less than two years into the term. Therefore, by state law, Kris' seat will be up for election again in two years.
- Officer elections: Kris McNall will continue to work on financials if no one else on the board wants that job. Carol Goter will start recording minutes beginning with the next meeting and summarize prior board meetings occurring during the 22-23 FY for our financial review. Officer elections will take place at the next meeting.

(Board member Todd Reeves now in meeting)

### **Financials**

- Approval of Chief Carlson's travel expenses – Motion to approve by Joanne Rubin; second by Kris McNall. All board members approved the motion.
- Proposed Credit card policy – (actual policy included in board documents for this meeting) Joanne Rubin made a motion to approve; Kris McNall seconded; no discussion requested; all board members voted aye; policy approved.
- Proposed Bill Payment Policy : MFD bookkeepers would like MFD to move away from Bill Pay because it is taking a lot of their time and costing us money. Checks would align us with all of the other districts. Chief Carlson will use a spreadsheet detailing bills to be paid, and which expense accounts they are assigned to. Spreadsheet has received approval by bookkeepers and our accountants, who also say receipts must be kept for all expenses, no matter how small. Bookkeepers and accountants also recommended putting the grant funds into the general fund, and that Chief Carlson keep a spreadsheet of grant funds and expenditures from those funds. Some edits needed for this policy. Defer approval to the next meeting.

Additional notes on this topic: Kris McNall will create a policy covering grants/grant use for approval by the board for the next meeting. Carol Goter will become a check signer and will work with Chief Carlson to get sworn in.

### **Chief's Report**

- Included in board meeting documents

- Additions to written report: Chief Carlson will bring up the topic of purchasing a new brush truck which he has located at the next meeting; Chief Carlson has hired a part time wildland firefighter; the Chief is looking at some modifications to training, more "hands on".

**Correspondence** - none

### **Additional topics**

– Kris McNall requests board approval to look at other banks. Would like higher credit card limit and some of current bank's processes are cumbersome for MFD board and our bookkeepers. Approval granted.

- Kris McNall made a motion to add Carol Goter to current bank signatures; Joanne seconded; no discussion requested; motion approved.

- Kris McNall made a motion to authorize Kris to work w/ bookkeeper and Chief Carlson to move an amount of money, not to exceed \$233,000 from Gen Fund (operations) to Capital Reserve Fund (savings) as part of getting books in order for FY 22-23 as budgeted. This transfer of funds was budgeted a year ago, but we may need some of that amount to remain in the General Fund. Motion seconded by Joanne Rubin. No discussion requested. Motion approved unanimously.

- Chief adds that starting Sunday at 0001, Wasco County will be on a complete burn ban, including barrel burning. This has been posted on our Facebook page.

- Todd Reeves adds that our fire truck, Brush 81, up for auction, now has a bid of \$7,025 with two more days left to bid

### **Executive Session at 18:58 - 19:05**

No decisions were made during Executive Session.

### **Adjournment**

Joanne Rubin made a motion to adjourn the meeting. Kris McNall seconded. Unanimous consent.  
Meeting adjourned at 19:06