

Mosier Fire District Board Meeting

Thursday, September 14, 2023 at 6 pm

Held as in-person and Zoom Meeting

Approved 11/9/2023

Attendance

- **Board Members:** Joanne Rubin, Steve Fisher, Todd Reeves, Kris McNall, Carol Goter
- **Staff:** Chief Michael Carlson

Call to order 1805 by Joanne Rubin

Agenda additions or corrections: McNall needs to add Minutes and Minute Summaries (from last fiscal year) into the Consent Agenda. McNall requests discussion regarding her getting online bank access during Financials portion of meeting.

Comments from the public: None

Consent agenda - Today's agenda; Current bills: Clarification that Akamai Construction is the company to repair Station 13 door. McNall gave an update on our process of correctly identifying the expense category for bills, for example, equipment that is not physically attached to a vehicle, even when assigned to that vehicle, is not categorized as vehicle maintenance, but fire apparatus or equipment. Chief Carlson agreed with that. **Motion** made by McNall to approve bills, seconded by Rubin. All five board members voted to approve.

Regarding prior month's minutes, Reeves requested correction that it was the architect, not City of Mosier, who at a JUF meeting mentioned the possibility of reducing the number of bays from three to two. With that correction, McNall made a **motion** to approved the last month's minutes, seconded by Rubin. All five members voted to approve.

Regarding summaries for prior fiscal year summaries, McNall requests correcting the misidentification of her MFD board position from two to three. With those corrections, **motion** made by McNall to approve summaries, Rubin seconded, all five board members voted to approve.

Business:

1. **Volunteer Report:** No volunteer present.

2. Board

2.1 SDAO Board Training: Rubin wants an SDAO representative to come and give a training, similar to what has been done in the past, and wants commitment from the board to attend. McNall will assist with polling board to come up with a time.

2.2 Officer Elections: McNall stated that we are required to elect a President, Vice President, and if we want, we can combine the offices of Secretary and Treasurer. Nominations were made and officers were unanimously voted in as follows: Joanne Rubin-President; Todd Reeves-Vice President; Kris McNall-Secretary/Treasurer. Steve Fisher volunteered to be Sergeant-at-Arms. Carol Goter will continue taking minutes and at a future date, will assume more of the Secretary's duties.

2.3 Board Rep to October Drill: Rubin volunteered to go to October drill.

2.4 Board Meeting Format: Discussion about whether to continue with in-person meetings or Zoom. McNall explained that most times that she's come to the Senior Center to set up for the in-person meeting, few if any other board members were in attendance. Therefore, McNall favors Zoom. Rubin and Fisher favor in person and believes it results in better communication and more productivity. Rubin wants to do in-person for six months, with the option to return to Zoom if members do not come to in-person meetings, OR if Covid infections go up. McNall will use her personal laptop for having Zoom meetings and recordings, and requested that Goter look into voice recorders for better capturing of recordings.

3. Financials

3. Agenda addition- McNall access to admin online banking: McNall reports that previous board president, Phil Evans still has admin online bank access, but McNall not. Further, Chief Carlson has no banking access at all. McNall requests that she get admin access and Chief Carlson gets view access. Member Reeves also has view access. Discussion regarding who should have what access. **Motion** made by McNall that she and the bookkeeper have admin online access, and that Reeves, Chief Carlson, and Goter get view access. Seconded by Fisher. All five members voted to approve.

3.1 Independent Audit/Financial Review - upcoming: McNall provided following background: Recent correspondence from OR Secretary of State brings to light a new rule this year that we are only required to do a full audit if we have \$1M in expenses, not \$500K as it was last year. McNall states that considering our audits in recent years, plus our Business Oregon loan requiring an annual independent audit, she is recommending that we have an independent auditor do a financial review, not a full audit unless required by the state. Cost could be around \$10K. Our auditors now charge hourly (\$170). Discussion regarding general use and meaning of the terms 'audit' vs 'financial review'. Rubin will call Business Oregon for clarification. **Motion:** McNall and Chief Carlson are authorized to work on a financial review or an audit, pending state clarification re Business Oregon requirements. Seconded by Rubin. All five members voted to approve.

3.2 Review of Audit action plan - prior year: Discussion of audit action plan related to categorizing which expense accounts monthly bills are to be assigned, as well as which income accounts any incoming funds are to be assigned. Use of the Notes sections of Chief Carlson's cover sheets will provide specific accounts to be used. Board agreed that this is acceptable going forward.

Additional action plan addressed was including a signed copy of the budget resolution with the board packet. This wasn't done for the meeting notice it was supposed to be included, but is included now.

McNall explained why the board packet included a Profit & Loss report by Class, to be reviewed per our action plan. We will continue to review once per quarter.

3.3 Budget funds and grants on bill cover sheets: Discussed in **3.2**

3.4 Explanation of Personnel amount in statements - question from last meeting: McNall explained that in addition to an expensing mistake that was corrected, the main reason for this amount appearing to be too high is that although Chief Carlson is paid on the last day of every

month, our bookkeepers books the expense well before the end of the month to ensure that he will be paid on time. He was not overpaid. McNall encouraged the rest of the board to examine financials and ask questions.

Board President Rubin expressed gratitude to McNall for all of her work on the Financials.

Reeves stated a preference for this month's use of Google Drive instead of attachments for Board meeting documents and bills.

4. District Holiday Party: Rubin reported \$5K was put in the budget to do something with/for the volunteers. Discussion about an event in someone's home, a restaurant and how to best let the volunteers know that they're appreciated. Fisher volunteered to get a quote from Moco for a party for up to 30 people, and will look at a couple of other local places as well. Chief Carlson gave his approval for use of budgeted volunteer funds for this.

5. JUF Committee: Chief Carlson, Reeves, and Rubin attended JUF committee meeting (9/14/23) where the main discussion was to bring the cost down from \$8M range to something closer to \$6.5M. Ideas presented by the architect were reducing fire bays from 3 to 2, reducing size of kitchen, eliminating space for Public Works. Chief Carlson explained his concern that, considering our largest rigs, we will not be able to have two vehicles per bay. Rubin reported that the City of Mosier would like MFD to participate more on the fundraising part of the project.

Discussion regarding Station 12 modifications to accommodate or cover/protect vehicles housed there in the event that there are only two bays at the JUF. Reeves presented screenshots from the meeting, the intent being that MFD would examine the amended plans at our October meeting. Condon and Boardman structures were discussed as well as how they were funded. Suggestions put forward to do site visits.

McNall asked Chief Carlson how keeping a structure engine, wildland fire engine, tender, and brush, or whatever is necessary, will work in two bays. Chief states it won't work. More discussion on building something out at Station 12. Chief is getting quotes for steel buildings at Station 12. Discussion about emphasizing that the fire district being able to house vehicles/equipment at the JUF is important to the entire community, that this is an issue that affects local citizen's homes, insurance rates; if community could see the difficulty of backing big engines into the station, they would have a better idea of the need for adequate bay space. Reeves would like to see the entire MFD board and City of Mosier board have a joint meeting to discuss these issues.

Reeves and Chief Carlson explained ideas posited for future expansion, including a third bay. Discussion about bringing these concerns to the public, getting more input from the public about their priorities and concerns. More discussion about MFD's expansion including a simple cheaper building at Station 12. It was pointed out that after the architects were directed to come up with a cheaper JUF, in addition to what's been mentioned, the volunteer space originally envisioned is no longer there, and that the City of Mosier also lost significant space in this recent iteration of the plans.

Getting a bond passed was discussed. McNall explained that our Business Oregon loan is less expensive than a bond will be. McNall gave some rough figures of how much it would cost MFD as well as what the per \$1,000 amount would be. No one thought a bond would pass.

Reeves requested input from the board for the next JUF meeting, with the suggestion that the City would like us to make a decision on the latest design. McNall stated she would like the Chief to create an operational plan with this design, as well as asking if there's any way that the price per square foot

could be reduced

6. Google Accounts: McNall requests permission to delete former MFD board president's account. Granted.

7. Chief's Report: McNall states that MFD received \$35K from the state to hire wildland firefighters, but we were unable to use those funds. Requests that the board direct Chief Carlson to determine how to deal with this. Chief states he will contact the state to see if those funds can be rolled over.

Chief discussed purchasing security cameras for Stations 12 and 13 which will record data to a device in the station. Cameras are night vision equipped. One camera will be inside the base. There are more advanced versions of these cameras, but Chief is looking at the basic version.

8. Correspondence: None besides from the State of Oregon, discussed in 3.1.

Adjournment: 2017