

Mosier Fire District Board Meeting

Thursday, October 12, 2023 at 6 pm

Held as in-person and Zoom Meeting

Approved with correction 11/9/2023

Attendance

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

Call to order 1804 by Joanne Rubin

Agenda additions or corrections: McNall adding Unemployment Insurance to Financials discussion. McNall adding topic of phishing attacks, advising Board members and staff to be aware of this and not engage in phishing emails.

Comments from the public: None

Consent agenda - Today's agenda: Minutes missing from the linked file. Will defer to next meeting.

Current bills: Chief and McNall explained that it is correct to apply insurance payment for vehicle door repair to unanticipated income. **Motion** made by McNall to approve Consent Agenda, seconded by Rubin. All five board members voted to approve.

Business:

1. Volunteer Report: No volunteer present.

2. Google Accounts: McNall reported that the Board has wanted Google accounts for various reasons, including volunteer email accounts. At one time the volunteers had discussed creating a non-profit to reduce the cost, but that did not happen. Cost is \$160/year and Chief Carlson confirmed that he wants to continue providing those for the volunteers. Chief will start cleaning up old email accounts that are no longer needed. McNall said she will make an archive of the entire district, active and inactive accounts. McNall discussed the phishing attacks, described what they may look like, and instructed not to click on any links, and if anyone does click on a link, contact her or Charles Young to have their password reset. Fisher suggested that a quarterly password policy may be a potential solution. McNall says that doesn't always work because people end up with unsafe password practices.

3. Board

3.1 SDAO Board Training: Rubin reports that SDAO will come and give a board training. McNall will set up a poll for board members to indicate training day preferences during the first two weeks of December and the first two weeks of January. Training will take place at the Senior Center.

3.2 Board Representative to November Drill: Rubin will go, but would also like to see volunteers attend board meetings or provide a volunteer report. Fisher wants the volunteers to know that they're welcome to come to the meetings. McNall explained that previously volunteers were not encouraged to come to meetings, but would instead be represented by the president of the volunteer association, currently Captain Oswald, who is on a leave of absence from the department at this time. The Board wants the volunteers to know that they are welcome to come to Board meetings and, if they want to, speak on their own individual behalf (not on behalf of all of the

volunteers). Chief will include this invitation in his Tailboard Talks.

4. Financials

4.1 Independent Audit/Financial Review: McNall provided clarification regarding Business Oregon requirement for audit. The contract requires that the funds which will be used to repay the loan must be audited by an independent auditor. This can be part of a larger financial audit/review. Therefore, this requirement will be met since our auditors will be reviewing MFD financial records as a part of our annual audit. McNall recommended that the loan funds be transferred to the Mosier Center fund at the beginning of the year so that it's always there, easily identified by auditors and others.

McNall and Chief continue to work with the MFD accountant (Amanda) to provide information for the audit. McNall copies the Chief on anything sent to the accountant. Chief will pick up financial info from MFD bookkeepers and take to accountant.

4.2 Balance Sheet: McNall answered question regarding PERS on the P & L, and clarified that until Chief is eligible for PERS, nothing will show up in that account.

McNall advised the Board that MFD will soon receive tax funds, around \$300K, the bulk of it in November. She reviewed what is currently kept in First Interstate, about \$60K between checking and savings; LGIP General Fund has \$176K, \$67K of which is owed to the Capital Reserve Fund for apparatus replacement fund (\$57K from anticipated tax revenue increase plus \$10K from standard tax revenues).

4.3 McNall said that when tax revenues come in, they will go into the First Interstate account. She recommends that everything except what is considered necessary for operating expenses be transferred to an LGIP account, where the interest earned is much better. **Motion** made by McNall that after tax revenue comes in, all but \$75K -\$80K is transferred into the LGIP account; seconded by Reeves; all five members approved the motion.

4.4 Motion made by McNall to complete the transfer of \$67K from the LGIP General Fund to LGIP Capital Reserve Fund; Rubin seconded; all five members approved the motion.

5. District Holiday Party: Fisher reported back from Moco that they would do a holiday party for MFD board and volunteers plus one for a \$1500 flat fee minimum, all food and drink would be applied to that minimum. Date selected was December 13. Fisher will communicate to Moco. Chief will email to volunteers to check on their availability for that date.

6. JUF: Rubin provided a report from the latest meeting where design changes to decrease the size of the building were discussed by the architect to bring the cost down. Some of the changes include reducing fire bays from three to two, smaller restrooms, smaller kitchen, and smaller offices. These changes should bring the cost down to \$6.7 million.

Other discussion points:

- McNall was asked to prepare a report with her findings of costs of other area fire stations built in the last two years.
- City of Mosier has voted to approve the architect going forward with a formal design with these changes. Architect has an expansion plan which includes another bay and quarters in the back.
- Chief Carlson has prepared an operational plan to offset the downsizing of the JUF that includes

changes at Station 12 to accommodate more equipment.

- Several citizens of Mosier have expressed their concerns regarding the delay in JUF construction.

Motion to approve the redesign of lower cost JUF by architect made by Fisher. Rubin seconded. All five members voted to approve.

7. Chief's Report: In addition to written report, we've started using MCFR training areas. Chief has opened up the NW Leadership Conference to all volunteers. Chief also is opening up to any volunteers going to a diversity training in Puyallup; the training is free, but there will be lodging costs, etc. Idiot's Grace is doing a fundraiser giving a donation to MFD. Chief would like to use that for an ATV (or something like it) that would hold a stretcher for use in places like Twin Tunnels, where there have been recent calls.

Will be discontinuing Lexipol subscription (not used, not progressed past draft form). Instead will use funds for training and tools to track training.

8. Correspondence: None.

Adjournment to Executive Session at 1953.

Return from Executive Session 2032. Decision made that President Rubin will talk with Chief Carlson regarding his six-month evaluation.

Meeting adjourned at 2033.