

Mosier Fire District Board Meeting

Thursday, April 11, 2024 at 6 pm
Held as in-person and Zoom Meeting

Attendance

- **Board Members:** Carol Goter, Kris McNall, Rob Miller, Todd Reeves (joined for Executive Session via Zoom), Joanne Rubin,
- **Staff:** Chief Michael Carlson

Call to order 1803 by Joanne Rubin

Agenda additions or corrections: Chief will add something to his report.

Comments from the public: None

Consent agenda - Miller suggested that Board consider assigning one board member each month to review all the bills rather than it be the entire board's responsibility to review prior to the board meeting, still allowing for bills to be available to all board members for their review. Will add to agenda for next board meeting. **Motion** made by Rubin to approve March minutes and the bills from April meeting. Seconded by Goter. Approved by Goter, Miller, and Rubin. McNall abstained due to not having been at the March meeting.

Business:

1. **Volunteer Report:** None

2. **Board**

2.a. **SDAO Board Training 4/17/24 10:00 a.m. - noon at Mosier Grange:** Grange available until noon only so will have lunch off-site for further discussion offered by the SDAO trainer.

2.b **Board Representative to May Drill:** Goter will attend. Both Miller and Reeves had attended a drill since last board meeting.

3. **Financials:**

- **Transfer of funds from 1st Interstate to LGIP account:** Board preauthorized the bookkeepers to move all but \$70K from bank to LGIP several months ago, but it hasn't been done yet. McNall is concerned about the amount of interest not earned from the higher return LGIP accounts. Discussion about whether \$70K will last 3-4 months to minimize fund movement and the costs associated with that, but more can be transferred as needed. Chief Carlson will try to project future expenses to make sure that if more funds need to be transferred, that can be done timely. The current unknown large expense is apparatus repair/maintenance which is not scheduled due to mechanic unavailability.

- **Budget Committee:** Barb Ayers emailed McNall with interest in being on the Budget Committee. No one else contacted McNall with interest for being on the Budget Committee. **Motion** made by McNall to appoint Barb Ayers to Budget Committee for remainder of Wayne Haythorn's term, which is one more year; seconded by Rubin; approved by Goter, McNall,

Miller, and Rubin.

McNall stated that at March 2024 board meeting Wade Root should have been appointed for three years instead of one year, but this can be fixed next year.

Per Chief Carlson, Budget Committee will meet at 6 pm at Senior Center on 4/25/24.

4. District Vision Statement: Chief Carlson reiterated that he needs the vision statement before he can do his strategic plan. Rubin and McNall stated it was to protect life, property and the environment from fire and provide the services at a reasonable budget; they requested that Chief create his strategic plan from that. *(Later in the meeting Miller requested clarification on what was needed; per Chief, the mission statement is in place, it's the vision statement that remains and is needed for him to complete a strategic plan. He will provide the Board with our current Mission statement.)*

5. JUF Update: Discussion of JUF documents (drawings and manual) received by Reeves from Jayme Bennett of City of Mosier, which Reeves then forwarded to the board. Chief Carlson and Rubin reported from the last JUF meeting that there is a \$1.4M shortage, total cost is \$8.4M (includes soft costs) at this time. The project is to be sent out to bid. The architect has some hope that it they may get bids under our current estimate based on another recent project (a school) they've been involved in.

Miller asked if MFD counsel had responded to the operations description that had been sent to them. Rubin stated we had not gotten it, Chief stated we hadn't received a bill for it.

Rubin emphasized that when there are JUF-related billable hours, those hours should be applied to the JUF and not MFD, which has not been the case to date. This is to include applicable MFD outside contractors as well as Chief Carlson's time.

McNall requested clarification on MFD obligations to the USDA grant that the City of Mosier is applying for. Chief stated that it's a paperwork obligation only and he has already provided Colleen Coleman a copy of the most recent MFD Audit. Chief also received clarification that if MFD wanted to apply for another USDA grant for Stations 12 or 13, MFD would be able to do that as long as it's not within the first year. McNall requested that the MFD Board get details about the grant.

After a review of part of the large document received from the City, McNall raised the idea of a project manager to represent MFD and City of Mosier in this process, stating that it's too much for the Chief and the Mayor and not really their jobs. Chief reported back that someone has taken over as a project manager (he will get that name for the Board) and that Colleen Coleman and Chief are in charge of the day-to-day operations.

MOU update will be provided next month.

6. Chief's report: In addition to his written submitted report, Chief Carlson reported that Mosier Fire had twelve calls last month and was able to respond to eight. Chief will include the number of calls responded to in future reports. Chief reviewed upcoming MFD and regional trainings.

Chief discussed updating our PPE and SCBAs and compliance with OSHA. New SCBAs would cost \$120K and he will investigate grants for that. Vehicle/apparatus repairs were discussed; expense for parts for the winter damage to Brush 12 (stored outside, resulting in frozen lines) will be nearly triple what was quoted earlier (from \$500 to \$1400). Tender 13 needs repairs and Chief will seek

prices for repairs.

Budget for FY 24-25 has started and Chief sent notice to the paper and it was to be run on April 10.

Reported successful Wildfire Townhall held in March.

Reported having advertised for three seasonal wildland firefighters to be funded by a grant. MFD volunteers can also apply for these positions.

Reported that last month's Station 13 trespasser has been released from jail, cannot come in contact with MFD property unless required for medical or fire response, and is ordered to pay \$850 in restitution.

Burn ban will be in effect May 15 (contingent on weather -- could be earlier).

8. Correspondence - Chief received a kudos card from PERS stating that our bookkeepers had completed all the paperwork and reports on time.

Comments from the public - none.

Public session ended at 1852 for Board to go into Executive Session.

Board returned from Executive Session at 1901. Decisions:

- Board members will email comments related to Chief Carlson's performance evaluation to Joanne Rubin no later than 4/30/24.

- Chief Carlson received his EMT basic license from Oregon and per his contract, his annual salary to be raised from \$75K/year to \$80K/year. **Motion** made by McNall to increase salary accordingly; seconded by Rubin; approved by all board members. McNall will notify bookkeepers to make raise effective 4/1/24.

Meeting adjourned at 1906.