

# Mosier Fire District Board Meeting

Thursday, May 9, 2024 at 6 pm  
Held as in-person and Zoom Meeting

## Attendance

**Board Members:** Carol Goter, Kris McNall, Rob Miller, Todd Reeves, Joanne Rubin,  
**Staff:** Chief Michael Carlson

## Call to order 1804 by Todd Reeves

**Agenda additions or corrections:** McNall states that regarding the scheduled Executive Session, prior to that the Board needs to discuss the process for the review in public. Rubin explained that she has gathered and collated all the information in preparation for Chief Carlson's annual review, but then it was lost on her computer. Therefore, while the discussion of the process will happen at this meeting, we will delay the Executive Session until the information can be reassembled. A new special meeting needs to be scheduled, McNall will send out a poll to select a date.

**Comments from the public:** None

**Consent agenda** - McNall requested a correction to the April draft minutes to clarify her reason for not approving the March minutes. Goter will correct.

McNall requested clarification on categorization of selected bills and income.

McNall made a **motion** to approve April minutes (with correction) and the bills. Seconded by Rubin. Approved by Goter, McNall, Reeves, Rubin (Miller joined the meeting later by phone).

## Business:

1. **Volunteer Report:** None

2. **Board** - Board Representative to June Drill: Rubin will attend.

### 3. Financials

**3.a. Prior month closed or forecast current month:** McNall received request from Goter to get financial reports representing the prior month end rather than month-to-date. No objection from board.

**3.b. Modify policy to remove PO number requirement:** McNall requests discontinuation of the process due to it being unnecessary with current oversight measures. She edited the current bill policy with Chief Carlson's approval, and presented to the Board. McNall made **motion** to remove PO use from our bill payment policy. Reeves seconded. Approved by Goter, McNall, Reeves, Rubin (Miller joined the meeting later by phone).

**3.c. Audit/Financial Review:** McNall explained that following an audit, usually financial reviews are required in subsequent years. Currently, our books are in good shape and the State of Oregon will not require us to have an audit unless we have more

than \$1M in expenditures, which will happen when the JUF is built. The current accounting firm is unable to do financial reviews for us at this time. The hope is that when the JUF is built, MFD is able to persuade our (former) accountants to do the audit. McNall explained that the Business Oregon loan will require an audit, but it appears that only will apply to the \$36K/year used for loan repayment. McNall's opinion is that we do not need to have an auditor at this time to do a financial review. Reeves asked what checks are in place to make sure money is not being taken out of our bank accounts. McNall responded that she and Chief Carlson routinely review bank statements. Further, when we are audited by accountants, they have direct access to our bank accounts to verify activity. LGIP access is not as clear and McNall advised that she and Chief Carlson review how to get access to LGIP statements.

**3.d. Bill review by board member:** This topic was raised/requested by Board Member Miller, who was not present. The board discussed whether this was something they wanted to pursue, i.e., assigning one board member per month to review all the bills so the entire board didn't have to do it. General consensus was that all board members reviewing provides more oversight. Goter pointed out that newer board members, such as herself, benefit by having seasoned board members review bills. Decision made to defer to have discussion with Miller to get a better picture of his reasoning for a single rotating board member to review bills.

**4. District Vision Statement:** McNall reviewed her suggested statement from the last meeting, "provide fire and EMS services to protect Mosier. Life safety, property protection, environmental stewardship, financial responsibility." All agreed it sounded good. McNall will type it up, send it to Chief Carlson, and Board will formally adopt at next meeting.

**5. JUF Update:** No recent meetings. Chief Carlson said there had been a few email exchanges between Colleen and USDA. Next meeting will be May 22. Chief reported that in the email he noted that USDA says that before construction starts, all funds need to be in place before the USDA grant is awarded.

**MOU Status:** Background: Rubin reported her understanding had been that the MOU had been submitted long ago to our attorneys, who reviewed and returned it, but there was no follow-up. Rubin currently has the MOU with attorney's and City's comments and would like to review this at the upcoming special board meeting. Question raised as to whether or not it can be resolved at our next meeting. Decision made to move ahead to agenda item **8**. since Board Member Goter had to leave the meeting early.

**8. Chief Performance Evaluation Process:** Rubin states that, acknowledging that the Chief's evaluation is due in March, she sends an email to board members, volunteers, other area fire chiefs, and other potential interestes parties (there were none this year) to ask for feedback. She then takes all these comments and organizes/collates them. We have an evaluation tool that has been used the last two years, which lists various activities and attributes which will then be ranked (e.g., "exceeds expectations", "meets expectations", "needs improvement", and "not observed"). She then brings all this information to the Board to review performance and discuss in Executive Session. Chief Carlson will then get the completed report.

Discussion about timing of any raises and the difficulty of awarding of raises after the budget for that season has already been completed, going over budget because of a raise that had not been accounted for in that fiscal year.. McNall pointed out that as

long as MFD is within 10% of their budget, the state will not have a complaint. She suggested researching what our fire district neighbors do in this regard and volunteered to do that.

Rubin suggested going through the eval process in January/February so that potential raises could be accounted for in the budget. Chief Carlson requested his providing a self-evaluation, with no objection from the Board.

**6. Chief's report:** Drills are gearing up for wildland fire season. The focus in May is getting refresher training done. Rubin suggested including seldom-used vehicles in the training to make sure they're ready for use. Chief reviewed all the calls from the prior month and compared to prior year (increase in calls for April of this year). MCFR and Wildland firefighting training is upcoming, to be attended by two MFD people, including one of the new part-time fire fighters.

Has applied for grant for two SCBAs and hopes to hear back by early June.

Chief provided update on all vehicles that are currently out of service and recently repaired. Cost of repairs will not exceed budget. Applied for a state grant to add a hydrant (a pump to use with existing cisterns) on Carroll Rd at Russ Hargraves' facility. Chief stated this would help for fires in the Vensel Rd area.

Applied for FEMA funds available due to winter emergency declaration. If the funds are received they would be used for the vehicle repairs.

Has two of the three part-time firefighter positions filled with well-qualified individuals and has two more interviews. Is preparing schedules for the new hires. Discussion about how this new staff will be assigned and prioritized when incidents occur. Chief reviewed some of the staffing requirements for different vehicles. Chief approached American Legion about allowing him to park his RV in their lot for use by these individuals, and they will vote on that at upcoming meeting. Electric service to be worked out. Chief continues to review resources to see if it's possible to hire a fourth person. Their start time is currently June 20, to stay through the last Friday in October. Attended a meeting detailing how the funds of the grant for these individuals can be use (e.g., yes for FICA, no for supplies for them). These positions were made available to current volunteers as well.

Discussion regarding cause of damages associated with vehicles at Station 13.

Chief Carlson requested resolution to authorize him to spend the funds for the part-time firefighters and read the grant-mandated requirements. Reeve made a **motion** to approve the resolution; McNall seconded; approved by McNall, Miller, Reeves and Rubin.

Discussed resolution to annex Vensel Rd, but there will be a slight change in the language, per recommendation of our attorney. Chief will come up with the language; defer resolution to next meeting.

Discussed SDIS insurance renewals for Chief. Costs have risen slightly. **Motion** made by Reeves to authorize the insurance renewals. Rubin seconded. Approved by McNall, Miller, Reeves and Rubin.

**7. Correspondence - None**

**Comments from the public - none.**

**No Executive Session.**

**Meeting adjourned at 1935.**