

Mosier Fire District

Board Meeting Minutes

Thursday, October 10th, 2024 at 6:00 p.m.

Held as in-person and Zoom Meeting

Attendance:

Board Members: Carol Goter, Kris McNall, Rob Miller, Todd Reeves

Staff: Chief Michael Carlson

Call to order at 1803

Agenda additions or corrections: None

Comments from the public: None

Consent agenda - SAIF bill and property taxes accounting categories to be corrected, clarified Amazon charge. **Motion** made by McNall to approve Consent Agenda; Reeves asked for rewording of statement in minutes following Executive Session to say no action was taken following Exec Session. Motion seconded by Reeves; approved unanimously.

Business:

1. Volunteer Report - None. Discussed how to get more feedback from the volunteers. Chief Carlson mentioned it at the last Monday night training, will continue to solicit comment from volunteers to bring to the board. McNall reported that in her discussions with other volunteers, the main thing mentioned is a desire for more training. Chief reported that he's announced to the volunteers that he's working on next year's training schedule and it will be different from previous years. Will be doing more hands-on to develop muscle memory, especially for the new volunteers. The board will keep this item on the agenda to keep the door open for the volunteers, who already put in a lot of time to being a volunteer. Reeves asked that the monthly board representative to training talk to volunteers and come back to the board with a summary.

2. Board

a. Board Representative to November drill: Miller will go.

b. Update on Volunteer Appreciation Dinner Scheduling: Chief Carlson is waiting for return email from Isaac to discuss details. Chief is looking at December 10.

c. Discuss disposition of Executive Session minutes: Goter explained that minutes or recordings are required for executive session and would like a folder created, viewable only by board members, where either written minutes or recordings of executive sessions could be filed. McNall stated a preference for executive session minutes to be written, and then read at the next board meeting. She stated that keeping permissions up to date on such a folder is a problem. She also stated that she's created a folder with her, Goter, and Charles Young able to change the permissions. Goter stated a preference for recordings of executive session unless no recording is available. All agreed that recordings or written minutes of executive sessions will go into the special executive session folder, accessible to board members only.

3. Financials

a. Review of spending to date on seasonal firefighters: After October payroll and payment for extra shifts, what will remain unspent is about \$400. Chief explained seasonal firefighter McKibben came to

this position with 600 hours in PERS, but he got clarification from the state that he would need more than 600 hours plus six months of employment in a calendar year to qualify for PERS. If he goes to another state department and meets both metrics, we may have responsibility for part of the PERS, as long as he doesn't have a break in his employment of 31 or more days. Seasonal firefighter Lee was hired by MCFR, but that didn't work out so he brought him back to MFD to finish out the season.

b. Move funds from LGIP to First Interstate **and** d. Discuss who should have access to LGIP:

McNall explained current process which is that Kayla at First Business has the only access (which is secure) to transfer LGIP funds. We may have a delay in transferring funds if, for example, the business were closed for a family event (since it's a family business) or the business was hit with a fire. McNall thinks this is preferable to giving more board members access. She asked if the board would like to get another account stored, for example, at our attorney's office. The board agreed that the current set-up is adequate and acknowledged it could get access on its own if needed.

Reeves reported that he was informed by Carolee at First Interstate that MFD could change our account there to be an interest bearing account with no fees, that if the fees do change, we could easily move it back to a non-interest bearing account. McNall made a **motion** that Reeves contact First Interstate to arrange to change our account to an interest bearing account. Miller seconded; unanimously approved.

Discussion about how the Board is notified of transfers into First Interstate. First Business includes a copy of the bank statement in the folder that Chief Carlson gets every month, which also goes to the auditor.

c. Authority to move funds between accounts: Discussion about how to keep enough money in First Interstate to pay our bills. Our current process is that between Chief Carlson and the bookkeepers, the balances are monitored and if it's predicted that a transfer is needed, that is brought to the Board where it's voted on. McNall suggested the board also keep an eye on the balance sheet and if our bank balance gets below \$30K, we talk about a transfer at a board meeting. McNall clarified that money can be moved between checking and savings at First Interstate without authorization, but this discussion was related specifically to LGIP transfers.

d. Discuss who should have access to LGIP: See item 3.b.

e. Long Term Budget Considerations: McNall has some principles related to the capital improvement plan that she wanted to discuss, and will weave those into the Chief's discussion later in the meeting.

4. JUF Update

Chief Carlson reported on that day's JUF meeting. Currently the additional cost is projected at \$7.3M hard costs after the scalebacks (smaller kitchen, two bays, etc). He recalled a report of either \$1.7M or \$1.75M of current and projected soft costs. A delay in construction was raised, with the thinking that MFD would be able to get an extension on the Business Oregon loan. MFD representatives at the meeting brought up the information gathered from other fire departments with recent station construction and how those costs seem much less than the JUF projections.

The JUF committee decided to have a meeting with Mayor Anderson, unnamed City Councilman from that committee, Rubin, Reeves, and Chief Carlson, moderated by Terry Moore, to take a detailed look at some comparison figures to see why some elements of the JUF are so expensive. Reeves stated that MFD is to decide on a suitable date and get back to the City. Reeves agreed to pull together more information from the other stations discussed in our meetings to present a fair comparison to the JUF. Reeves made a preliminary presentation to the MFD Board based on information gathered to date (he emailed it to the other voting members of the JUF committee). Stations shown were Meridian ID, and Millersburg OR, Richland WA, and the presentation included a per square foot cost. Reeves asked McNall and Goter to gather more information from their contacts

that can more easily be compared to the budget for the JUF. Miller offered to provide data analysis on the new information. Discussion occurred about reluctance to start fresh because so much has been invested in this plan, of pursuing a facility separate from the JUF, of whether this specific design is affordable. After additional information about the other recently built fire stations is assembled and analyzed, the board agreed to have a special meeting to discuss. Special meeting will be held on 10/22/24 at 4 pm.

5. **Chief's report:** Chief Carlson reviewed his written report (in Google Drive folder). Discussion about The Wagon fundraiser on the 10/19/24 and how purchases made by people who want the donation to be tax deductible. It will have to go through Main Street Mosier, which is a 501(c)(3) organization. Chief's submission for reimbursement from the US Forest Service for Microwave Tower fire clean up expenses to be roughly \$100K. Notable hazards in the agricultural and industrial dump that was cleaned up was lead, benzene, Chromium 3 and Chromium 6.

At this time, we don't have enough moisture to allow fires. Will be reevaluated on 10/21/24.

No finding at this time on cause of Microwave Tower fire at this time.

a. Presentation/Discussion of Capital Improvement Plan - Deferred to future meeting.

b. Presentation/Discussion of Brush 11/Engine 13 replacement: Brush 11 is a 2008 FEP vehicle put in service 2019 with exhaust and potential engine issues. Mechanic says it's not worth fixing. Has shut down on scenes. Would like to return, but we'd need to replace it. Chief showed several examples of replacement options, discussed buying vs leasing. Engine 13 could be replaced new or with lifecycle remaining. Chief explained lifecycle and the pros and cons of considering the lifecycle. Miller questioned the need of replacing this vehicle. Chief explained that per ISO guidelines, a type 1 engine is needed for Station 13. Reeves questioned the ISO requirement, and thought it may have changed. Chief has an ISO representative who will review our needs for the three stations. Reeves posed the idea of getting more guidance on what we need and how we'll pay for it.

c. Sale of Brush 122 - Reeves made a **motion** allowing Chief Carlson to sell this vehicle. McNall seconded; approved unanimously.

d. ISO Rating- deferred to future meeting.

e. Station 12 Remodel - deferred to future meeting.

f. Grantworks Presentation - deferred to future meeting.

Miller stated that we are missing policies re workplace harassment. There is a mandatory requirement for this and he has drafted a preliminary document for Chief to review, and then will send out to the rest of the board.

6. **Correspondence:** Thank you letter received from FISH Foodbank for canned water donation.

Adjournment at 2042

Next month's board meeting is scheduled for November 14, 2024.