

Mosier Fire District

Special Board Meeting Minutes

Wednesday, November 6th, 2024 at 2 p.m.

Held as a Zoom Only Meeting

Attendance:

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

Staff: Chief Michael Carlson

Speaker: Tricia Schultz, founder/owner of Early Bird Grant Writing Services, LLC

Call to order at 1404

Comments from the public: None

Business: Discussion of possible action regarding entering contract with grantwriter

Chief Carlson described his recent notification of an Assistance to Firefighters Grant (AFG), which opens 11/12/24 with a 12/20/24 deadline. He's been in touch with some grant writers and wanted Early Bird to make a presentation. Early Bird's pricing for the grants would be a \$1500 application fee per grant application, which can be reimbursed from the grant if awarded. Additionally, Early Bird would charge \$5,000 for any grant up to \$100K, and would charge 2% of the award for any grants over \$100K. Those charges can't come out of the grant. Ms. Schultz clarified that these grants were not for construction.

Ms. Schultz worked with Portland Fire & Rescue as their grantwriter, she wrote SAFER grants. Her proposal included information about three possible grants and she clarified that information gathered about Mosier Fire for one grant proposal could be used for all of them (e.g., demographics, budget, apparatus info, etc.). She explained that if a grant is denied on the first round, she will identify the reasons for the denial and resubmit in a subsequent round at no extra cost.

She explained that the success of applying for the grant can depend on the narrative provided, the need of the department, and the absence of funds in the department's budget to address the need. It can also depend on how much money FEMA has to distribute.

Schultz clarified ownership of the information gathered for the grants would remain with MFD. She has professional and commercial liability insurance and is registered with the state as an LLC and a woman-owned business. She further stated that she's acted as a procurement specialist and can administer the grant (e.g., get bids on equipment, supplies, etc.) for an additional fee which can be included in the grant award, but that fee can go to someone in our department to administer the grant if we want.

All applicants have the same chance at the grants regardless of when their applications go in as long as they are prior to the deadlines. Other notes about the process: This year the Notice of Funding includes language indicating that they will be funding only high priority items; points are given based on need, narrative, etc., and the highest point applications will get the funding; sometimes needs are not funded one year, but upon resubmission, they are funded without significant adjustment to the application.

Schultz claimed that as the grant writer for Portland Fire & Rescue awards were granted 99% of the time. She has been working as an independent grant writer for about a year.

Miller requested clarification be written into the contract on the fees, that MFD would own all the data collected/submitted, and a signature line for Schultz. Schultz agreed to do that and to rewrite the pricing so that it works in a range rather than using a flat percentage.

Schultz said that the grantors will ask if MFD has had previous grants and how it went. Chief Carlson spoke recently with a SAFER rep and talked about the last SAFER grant received by MFD and how it wasn't

administered very well and asked if that would be held against MFD. He was advised it shouldn't be a problem but if it came up, explain how there was a change in administration.

Chief Carlson stated he would like Early Bird to do the administration of the grant. Reeves asked if Schultz would look at our particular scenario and see if MFD is a good candidate for the grants before applying for them, and she agreed to do that for no charge.

Schultz explained that "supplanting" is not allowed, i.e., we can't apply for something for which we have already budgeted. Chief Carlson stated that his top two priorities are SCBAs and vehicle replacement. Schultz explained there are rules regarding each of those: SCBAs must be a certain age -- 10 or 15 years she thought -- ours cannot be serviced because parts are no longer available for them; a vehicle must be 25 years old before it can be replaced by this grant -- MFD has one that is over 30 years old.

Miller made a **motion** that we enter into a contract with Tricia Schultz/Early Bird Grantwriting. Rubin seconded; unanimously approved. Miller added that he wanted Schultz to communicate with Chief Carlson as to whether these grants were feasible for MFD's needs. Rubin asked whether Schultz's efforts might be applied to JUF funding. Reeves replied that if there was a grant out there that could be used for that, we could go for it and can address it later.

Comments from the public: None

Adjournment at 1502

Next month's board meeting is scheduled for December 12, 2024.