

Mosier Fire District

Board Meeting Minutes

Thursday, January 9, 2025 at 6:00 p.m.

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 at 1803

Agenda additions or corrections: McNall added transferring money to the LGIP (Financial), recent SDIS email (Correspondence); Chief Carlson added a bill/check for review.

Comments from the public: None

Consent agenda - Rubin made **motion** to approve; Reeves seconded; approved unanimously.

Business:

1. Volunteer Report - None.

2. Board

a. Board Representative to February drill: Decided at previous meeting that Reeves would go to February drill.

b. Chief Review Tool: Last year McNall had been assigned by then-Board President Rubin to redesign the tool. McNall recommended that we keep the basic content of the tool, that we not score every item on the tool, but rather, score only the major groupings with consideration going to the individual items under each major grouping to come up with that grouping's score, and allowing for comments as well. There was discussion about the line items within each grouping. Miller asked for some reorganization of the line items and suggested the possibility of weighting components of the evaluation. Rubin stated they came directly from the job description. McNall stated that the contract and the job description do not entirely match each other. Reeves thinks it can be important for the board to keep an emphasis on using the items that make up each group. All agreed that this detailed level of assessment would not be sent out to appropriate community partners for input on job performance.

McNall restated that she wanted to keep the same basic content, perhaps removing or adding some items within the existing major categories. She further added that a numerical value could be applied to the major category only, but allow for a narrative for further support of that value. Regarding timing, McNall recommended doing it prior to Chief Carlson's creation of the next fiscal year's budget so that changes in salary could be included in the new budget, and recommended doing it no later than the April board meeting. Reeves requested that the revised evaluation document be presented to the board before committing to it. McNall will upload Chief Carlson's contract to the Board Packet and will work on a draft of a new tool. Reeves asked that goals and objectives be included in the review. Chief Carlson requested that there be specific feedback, particularly in areas deemed "Needs Improvement".

The goal for completion is to review and approve the tool at the February meeting and complete the actual performance review at the March meeting.

3. Financials: Goter updated board of her meeting with First Business regarding inclusion of year-to-date budget information on the Profit and Loss report. First Business showed her what they would need to do to include the requested information. It did appear to be a very tedious process every month. She further stated that since McNall (Board Treasurer) and Chief Carlson were getting the information they need from the current format of the P&L, we could leave the reports as is and individual board members who wanted something else would need to do their own calculations. Miller asked for an assessment of First Business in general, considering this and the issues last summer with the seasonal firefighters who wanted paper checks getting them timely. McNall and Chief Carlson agreed that overall they do a good job and that the potential paper check issue can be addressed at hiring, and that direct deposit would be strongly encouraged.

Added item: Moving funds into LGIP: Having received the major portion of MFD revenue from property taxes, McNall reported that at First Interstate Bank, we currently had approximately \$300K in savings plus \$80K in checking, though we'd only be needing \$150K-\$200K for expenses through the year. McNall made a **motion** to move \$300K from First Interstate to LGIP; Rubin seconded; approved unanimously.

a. Budget Officer: McNall made a **motion** to appoint Chief Carlson to be the Budget Officer for FY 2025-2026. Miller seconded. Approved unanimously.

b. Budget Committee: Al Sorestad and Craig Funk are appointed through 2025. Wade Root and Barb Ayers are appointed through 2026. Tim Hudson needs reappointment and communicated to Reeves that he's willing to serve again. Chief Carlson and McNall agreed to work together to ensure the other four members are still willing to serve. Goter will research whether Root was appointed for the correct term last year.

c. Budget Calendar: We need a budget calendar but do not need to approve one immediately. The current plan is to present the draft 25-26 budget in April with the goal of approval and adoption by early June.

4. JUF Update: There is a JUF meeting on 1/14/25. It is a special meeting to address Mosier Fire's concerns of getting the project going and reducing the cost to equal the funds that MFD and the City of Mosier currently have. Discussion of potential cost reductions emailed by Doug Minarik to Mosier Mayor, Witt Anderson. Chief Carlson explained his rejection of moving the Chief's office to the FAB area (bays) since it would need to be pressurized. McNall requested that MFD representatives at the meeting get detail on what JUF monies have been spent on so far.

5. Chief's report: In addition to Chief Carlson's written report (included in packet), he commented on the four unstaffed calls and his discussion of this at a volunteer training, providing clarification as to who can go to a medical call if they're not medically certified (any volunteer can show up; could do non-medical tasks at the call).

Discussion of good intent calls and MFD response to those.

6. Correspondence: Short discussion of SDIS letter and changes to our account. Reeves had heard from someone in the community about the sandwich board in front of the Fire Station not holding current information. Chief Carlson will address.

Comments from the public: None

Adjournment at 1939

Next month's board meeting is scheduled for March 13, 2025.