

MCMINNVILLE FIRE DISTRICT

Board of Directors' Meeting Agenda

December 21st, 2023

Hybrid Meeting Location: Station 1, 175 NE 1st St, McMinnville

Zoom Meeting: <https://bit.ly/3RHl67y>

Meeting ID: 811 8376 7729

Passcode: 249874

This meeting is being recorded.

6:00 pm

AGENDA

REGULAR SESSION

- I. CALL TO ORDER**
- II. ROLL CALL OF DIRECTORS**
- III. PLEDGE OF ALLEGIANCE**
- IV. CHANGES TO AGENDA**
- V. CONSENT AGENDA/ APPROVAL OF MINUTES**
 - a. Minutes from Regular Meeting 11/9
 - b. Minutes from Special Meeting 11/6
- VI. FINANCIAL REPORT**
 - a. Loan payment to Leasing Central - Apparatus
 - b. Loan payment to City of McMinnville - Monitors
- VII. PUBLIC COMMENT (The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)**
- VIII. BUSINESS- Action Required**
 - a. Resolution 2023-16
 - b. 2024 Meeting Schedule
- IX. OTHER BUSINESS- No action Required.**
 - a. Board Committee/liaison Reports

- i. LOSAP
 - ii. Branding
- b. Board Information Reports

X. INFORMATION ONLY

- a. Department Reports
 - i. International Association of Firefighters Local 3099
 - ii. McMinnville Volunteer Firefighters Association- President
 - iii. Fire Chief Report
- b. Correspondence
- c. Informational Items
- d. Next Meeting – Thursday December 28th, 2023, at 6:00 p.m.

XI. ADJORNMENT

McMinnville Fire District

Minutes of Board Meeting

Held via Zoom Video Conference and at McMinnville Fire Station, McMinnville Oregon

Thursday November 6, 2023, at 5:30 p.m.

Directors: Present Absent

Adam Garvin
Ray Pratt
Brian Smith
Dan Sparrow
Josh Traff

Also present were HR Director Vicki Hedges, Assistant Chief Scott Law, A/C Fire Marshal Ty Darby, Donna Fleischman, Attorney Truman Stone, Roy Emery, Nick Hubbard

***The Board went into Executive Session at 5:30 p.m. (closed to the public)
The board adjourned Executive Session and resumed Public Session.***

Call to Order: President Garvin called the meeting to order at 7:03 p.m.

Changes to the agenda: none

Consent Agenda/Approval of Minutes: None

Financial Report: None

Public Comment: President Garvin called for statements from citizens.
Nick Hubbard – comment regarding fire chief process stating that the 2 board members that are also coworkers of the candidate for fire chief should excuse themselves from process.

Business: Action

- a. Reconsider Resolution 2023-12, an appointment of a committee of two to negotiate the Fire Chief employment contract.
Vice President Smith made a motion to table resolution until regular meeting November 9th, motion passed unanimously 5-0.

Other Business:

- a) Board Committee/liaison Reports
 - I. LOSAP – nothing to report.

 - II. Branding – Director Sparrow reported that the committee will delay meeting until Wednesday November 29th at 5:30p.m. due to lack of response from a couple graphic companies. The committee wants to have feedback from those companies before reconvening.

- b) Board Information Reports: No reports

Information

- a) Division/Department Reports
 - I. International Association of Firefighters (IAFF) Local 3099: no reports

 - II. McMinnville Volunteer Firefighters Association: no reports

 - III. Fire Chief Report: no reports

- b) Correspondence: The board received emails from Dennis Goecks, and Local 3099.

- c) Informational items: None

- d) Next Meeting: Thursday September 9, at 6 p.m.

Meeting adjourned: Time: 7:11pm

McMinnville Fire District

Minutes of Board Meeting

Held via Zoom Video Conference and at McMinnville Fire Station, McMinnville Oregon

Thursday November 9, 2023, at 6:00 p.m.

Directors: Present Absent

Adam Garvin

Ray Pratt

Brian Smith

Dan Sparrow

Josh Traff

Also present were HR Director Vicki Hedges, Assistant Chief Scott Law, Attorney Truman Stone, Donna Fleischman, Roy Emery

***The Board went into Executive Session at 6:00 p.m. (closed to the public)
The board adjourned Executive Session and resumed Public Session.***

Call to Order: President Garvin called the meeting to order at 6:43 p.m.

Changes to the agenda: None

Consent Agenda/Approval of Minutes:

Time: 6:44 p.m. (01:18)

Minutes from Regular Meeting October 26, 2023

Secretary Pratt made a motion and Vice President Smith seconded to approve the meeting minutes from the Regular Meeting 10/26/2023. Motion passed unanimously 4-0.

Financial Report: None

Public Comment: President Garvin called for statements from citizens.
No public comments

Business: Action

Time: 6:48 p.m. (04:25)

- a. Resolution 2023-15, by appointment of a committee of two to negotiate the Fire Chief employment contract.

Vice President Smith made a motion to withdraw Resolution 2023-15 (in draft form), Secretary Pratt seconded to approve withdrawing Resolution 2023-15 from the agenda. Motion passed unanimously 4-0. This motion keeps Resolution 2023-12 in place.

- b. Board Policy Review 31-33

Time: 7:00 p.m. (06:15)

31. Drug and Alcohol-Free Workplace

Treasurer Traff made a motion and Vice President Smith seconded to approve Board Policy 31, Drug and Alcohol-Free Workplace. Motion passed unanimously 4-0

32. Harassment

Vice President Smith made a motion and Treasurer Traff seconded to approve Board Policy 32, Harassment. Motion passed unanimously 4-0

33. Non-Discrimination

Secretary Pratt made a motion and Vice President Smith seconded to approve board policy 33, Non-Discrimination. Motion passed unanimously 4-0

Other Business:

- a) Board Committee/liaison Reports:

- I. LOSAP – Chief Law informed Treasurer Traff that the district completed the required paperwork to transfer the LOSAP funds from the City to the District. Once the new Fire Chief is in pocket they will be authorized as a signature authority on that account.

- II. Branding – No report, (Director Sparrow absent)

- b) Board Information Reports: None

Information

- a) Division/Department Reports

- I. International Association of Firefighters (IAFF) Local 3099: No report
- II. McMinnville Volunteer Firefighters Association: No report

III. Fire Chief Report: We had our Kickoff meeting with payroll company today. Tuesday, the administrative team will meet with the accountant. The Fuel account and fueling cards have been switched over to District.

Operations: Deputy Fire Marshal Candela helped host Mac Leadership for their Public Safety Day.

Two new employees have been hired and successfully onboarded. 1 EMT Basic and 1 Paramedic. We also have a new paramedic intern from Chemeketa starting Monday.

Volunteers were able to tour YCOM for the first time in a few years due to Covid.

Holiday Decorations – going up Sunday the 19th. The department will feed the decoration crew breakfast at 7am.

The Board discussed potentially meeting on November 30 instead of Thanksgiving November 23rd. The Board agreed to tentatively meet on November 30th. Also decided to keep the meeting schedule for December 14, 21, & 28th.

- b) Correspondence: Garvin responded to Dennis Geocks, no other correspondence.
- c) Informational items: None
- d) Next Meeting: Thursday November 16, at 6 p.m.

Meeting adjourned: Time: 7:05 p.m.



McMinnville Fire District

MEMO

To: MFD Board of Directors
From: Scott Law, Interim Operations Chief
Date: 12/18/2023

Subject: Motion of approval for two separate budgeted loan payments exceeding \$50,000.00 each.

Action Requested

Approve by motion and vote of the Directors payment to Leasing Central via ACH of \$57,645.70 due 12/30/23 and payment to the City of McMinnville via check of \$53,246.75 due 10/31/23. The total of both payments is \$110,892.45.

Background

In 2015 the City of McMinnville purchased fire apparatus through a loan agreement for \$1,370,000.000 with Leasing Central. This loan obligation was transferred to the McMinnville Fire District through approval of the IGA in Resolution 2023-15. A loan payment of \$57,645.70 is due December 30th, 2023. This leaves 1 balloon payment of \$587,859.55 due June 30th, 2024. The district is researching options to refinance this balloon payment, which will be covered in future correspondence with the board. This request is only to make the December payment.

In 2020 the City of McMinnville authorized an interfund loan from the Wastewater Capital Fund to the General Fund through City of McMinnville Resolution 2020-34. This loan was used by the Fire Department to purchase cardiac monitors, a command vehicle, and a breathing air compressor not to exceed \$435,000. The cardiac monitors were purchased in October of 2020 and the other two items were purchased in June of 2021. The 4th payment (of 5 annual payments) for the cardiac monitors was due 10/31/2023 and the city is requesting payment by the end of December 2023. This

payment, along with the June payment are budgeted payments. Administration will make the June payment of \$23,654.87 in June of 2024.

MFD Board Policy 27 requires board authorization by a motion and approval for the Fire Chief to make budgeted expenditures over \$50,000.00. Both loan payments due in December exceed the \$50,000 threshold.

Recommendation

The recommendation is that the McMinnville Fire District Board consider approval by motion to pay the above two loan payments totaling \$110,892.45. This fulfills two loan obligations of the McMinnville Fire District as outlined in Resolution 2023-15, approved 12/14/23.

Attachments:

Amortization table for fire apparatus
FY 24 Payment for defibrillators

BOND DEBT SERVICE

Full Faith and Credit Obligations

Fire Equipment 2014 Key

Pls use Key Gov's numbers as final; this schedule differs by a few pennies due to rounding

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/30/2014	31,691.81	3.100%	25,953.89	57,645.70	
06/30/2015	36,901.93	3.100%	20,743.78	57,645.71	115,291.41
12/30/2015	37,473.91	3.100%	20,171.80	57,645.71	
06/30/2016	38,054.75	3.100%	19,590.95	57,645.70	115,291.41
12/30/2016	38,644.60	3.100%	19,001.10	57,645.70	
06/30/2017	39,243.59	3.100%	18,402.11	57,645.70	115,291.40
12/30/2017	39,851.87	3.100%	17,793.84	57,645.71	
06/30/2018	40,469.57	3.100%	17,176.13	57,645.70	115,291.41
12/30/2018	41,096.85	3.100%	16,548.85	57,645.70	
06/30/2019	41,733.85	3.100%	15,911.85	57,645.70	115,291.40
12/30/2019	42,380.73	3.100%	15,264.98	57,645.71	
06/30/2020	43,037.63	3.100%	14,608.08	57,645.71	115,291.42
12/30/2020	43,704.71	3.100%	13,940.99	57,645.70	
06/30/2021	44,382.13	3.100%	13,263.57	57,645.70	115,291.40
12/30/2021	45,070.06	3.100%	12,575.65	57,645.71	
06/30/2022	45,768.64	3.100%	11,877.06	57,645.70	115,291.41
12/30/2022	46,478.06	3.100%	11,167.65	57,645.71	
06/30/2023	47,198.47	3.100%	10,447.24	57,645.71	115,291.42
12/30/2023	47,930.04	3.100%	9,715.66	57,645.70	
06/30/2024	578,886.80	3.100%	8,972.75	587,859.55	645,505.25
	1,370,000.00		313,127.93	1,683,127.93	1,683,127.93

RESOLUTION NO. 2020 -34

A Resolution authorizing an interfund loan from the Was the General Fund and Airport Fund.

Payment Entry	MFD-Defibrillators	
10/31/20XX		
	DR	CR
01-99.9701-77	53,249.75	
77-6901-01		53,249.75

53,246.75

RECITALS:

Oregon Local Budget Law allows a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body (ORS 294.468). This resolution authorizes a loan from the Wastewater Capital Fund to the General Fund for purposes of capital purchases of

- o Replacement of three McMinnville Police Department (MPD) pursuit vehicles
- o Replacement of eight defibrillators, one command vehicle and one breathing air compressor used by the McMinnville Fire Department (MFD)
- o Replacement of a fuel tank at the Airport

All of these internal borrowings are included in the FY2020-21 Budget for the City of McMinnville.

Pursing internal borrowing for these capital outlays has both a lower actual cost and transaction cost for the General Fund compared to a commercial lease arrangement.

The Wastewater Capital Fund has reserve funds available to loan to the General Fund and Airport Fund.

Therefore, as provided for in ORS 294.468, this resolution authorizes an interfund loan of no greater than \$184,800 from the Wastewater Capital Fund to the General Fund for the three pursuit vehicles, another interfund loan of no greater than \$435,000 from the Wastewater Capital Fund to the General Fund for the MFD's defibrillators (Ambulance Division), command vehicle and breathing air compressor (Fire Division), and an interfund loan of no greater than \$155,000 to the Airport Fund for the fuel tank. Only the actual amount needed for these specific purposes.

LOAN AMORTIZATION SCHEDULE

Eigh

ENTER VALUES	LGIP 1.30% 5.14.2020
Loan amount	\$252,439.89
Annual interest rate	1.80%
Loan period in years	5
Number of payments per year	1
Start date of loan	9/1/2020
Optional extra payments	\$0.00

ORS 294.468 requires that an in full within 10 years of the date of the useful life of five to ten years; all loans interest on the loan is set at 1.80% per interest rate for funds invested in the loc 2020. A loan repayment schedule, unde is included in the body of this resolution.

NOW, THEREFORE, BE IT RESOLVED OF McMINNVILLE, OREGON, as follows

1. Interfund loans from the Wast Fund are authorized.
2. The loan will be made from u Wastewater Capital Fund and will not exceed a total of \$774,800.
3. Interest will accrue at the rate of 1.80% per annum repayment of principal and interest will be made according to the following amortization schedules, except as provided for in section 4:

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT
1	FY22	\$252,439.89	\$53,246.75
2	FY23	\$203,737.06	\$53,246.75
3	FY24	\$154,157.58	\$53,246.75
4	FY25	\$103,685.66	\$53,246.75
5	FY26	\$52,305.26	\$53,246.75

MPD - Pursuit Vehicles	FY2021 -2022	FY2022 -2023	FY2023 -2024	FY2024 -2025	FY2025 -2026	Total
Principal	35,653	36,295	36,948	37,613	38,290	184,800
Interest	3,326	2,685	2,031	1,366	689	10,098
Total	38,980	38,980	38,980	38,980	38,979	194,898

MFD - Ambulance	FY2021 -2022	FY2022 -2023	FY2023 -2024	FY2024 -2025	FY2025 -2026	Total
Principal	59,808	60,884	61,980	63,096	64,231	310,000
Interest	5,580	4,503	3,408	2,292	1,156	16,939
Total	65,388	65,388	65,388	65,388	65,388	326,939

MFD - Fire Prevention	FY2021 -2022	FY2022 -2023	FY2023 -2024	FY2024 -2025	FY2025 -2026	Total
Principal	24,116	24,550	24,992	25,442	25,900	125,000
Interest	2,250	1,816	1,374	924	466	6,830
Total	26,366	26,366	26,366	26,366	26,366	131,830

Airport Fuel Tank	FY2021 -2022	FY2022 -2023	FY2023 -2024	FY2024 -2025	FY2025 -2026	Total
Principal	29,904	30,442	30,990	31,548	32,116	155,000
Interest	2,790	2,252	1,704	1,146	578	8,470
Total	32,694	32,694	32,694	32,694	32,694	163,469

4. Repayment of the balance of the loan may be made in advance at any time.

This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 9th day of June 2020 by the following votes:

Ayes: Drabkin, Garvin, Menke, Peralta, Stassens

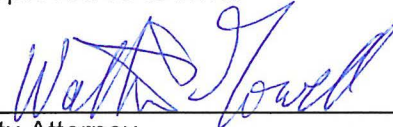
Nays: Geary

Approved this 9th day of June 2020.



MAYOR

Approved as to form:


City Attorney

Attest:


City Recorder



McMinnville Fire District

MEMO

To: MFD Board of Directors
From: Scott Law, Interim Operations Chief
Date: 12/18/2023

Subject: Resolution 2023-16 Approving an Intergovernmental Agreement between the McMinnville Fire District and the City of McMinnville to contract with the City to provide various administrative and management services through City personnel, including Human Resources services, Information services, and Finance services.

Action Requested

Approve Resolution 2023-16 Authorizing the McMinnville Fire District (District) to enter into an agreement with the City of McMinnville (City) for administrative and management support through 6/30/24 with the option to extend to 9/30/24.

Background

The McMinnville Fire District came into being July 1, 2023, and has been operating under a temporary Intergovernmental Agreement with the City to provide administrative and management services. Resolution 2023-16 is attached for your consideration which allows the District to use City administrative services from January 1st, 2024 until June 30th, 2024. The District has made a successful transition for most services previously provided by the City, including transitioning payroll, finance, and operations to the stand-alone entity.

Moving forward, the District continues to have a need for select administrative and management support in 2024 in order to ensure a continued successful transition. This resolution allows us to continue utilizing the support services necessary.

The McMinnville City Council approved the enclosed resolution at their regular meeting held on December 12th, 2023, under City Resolution 2023-69. District legal reviewed the

resolution indicating the phrase “all other terms” under section 1 seems over broad and advised we may want to be more specific on what changes remain.

Recommendation

The recommendation is that the McMinnville Fire District Board consider approval of the Resolution to authorize the District to contract with the City for administrative and management services including Human Resources services, Information Services and Finance services.

RESOLUTION NO. 2023-16

A RESOLUTION APPROVING AN AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE MCMINNVILLE FIRE DISTRICT ("THE DISTRICT") AND THE CITY OF MCMINNVILLE ("THE CITY") FOR TEMPORARY FIRE AND EMERGENCY RESPONSE SERVICES FOR A SPECIFIED TERM.

RECITALS:

WHEREAS, on July 11th the District Board adopted Resolution 2023-02, approving an Intergovernmental Agreement between the McMinnville Fire District and the City of McMinnville ("IGA"); and

WHEREAS, the IGA contracted City services to the District to provide administrative support through City personnel, including Human Resources, Information Services, and Finance services; and

WHEREAS, the Term of the IGA is set to expire on December 31, 2023, unless amended to extend the Term prior to that date; and

WHEREAS, the District has a needed extension of these services; and

WHEREAS, the City has capacity of resources to continue offering these services under the Term of the IGA:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MCMINNVILLE FIRE DISTRICT, OREGON, as follows:

1. Authorizes the Fire Chief to execute an amendment to the IGA, extending the Term of Agreement six months to June 30th, 2024, with an option to extend an additional three months to September 30th, 2024, and with all other terms of the IGA and Resoultion 2023-02 to remain in place through the extended Term.
2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Board of Directors of the McMinnville Fire District at a regular meeting held the 21st day of December 2023 by the following votes:

Ayes: _____

Nays: _____

Approved this 21st day of December 2023.

President
Attest:

Secretary

**Exhibit A: FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
BETWEEN THE MCMINNVILLE FIRE DISTRICT AND THE CITY OF MCMINNVILLE,
OREGON, FOR TEMPORARY FIRE AND EMERGENCY RESPONSE SERVICES FOR A
SPECIFIED TERM**