

MCMINNVILLE FIRE DISTRICT

Board of Directors' Meeting Agenda

February 8, 2024

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

Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/89883526228?pwd=uElh6w8thLh9JVpglg6CB8l4ZlKbeO.1>

Meeting ID: 898 8352 6228

Passcode: 39985

This meeting is being recorded.

6:00 pm

AGENDA

- 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 1/25/2024
- VI. FINANCIAL REPORT**
 - a. Leave Payout received \$328,818.59
 - b. Budget update
- 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. Board Policy 15, February Budget Committee Members.
- 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
 1. Civil Service update
 2. Administrative Director and Finance Manager Update
 3. Change to M-11
 4. Contract for Airshow
 5. FEMA Grant Update
 6. Acting Fire Chief
 7. Website Update
 8. Life Scan Physicals

b. Correspondence

c. Informational Items

- i. Dennis McMillian Retirement
- ii. Awards Banquet March 15th 1700-2000, Youngberg Hill
- iii. 150 Year anniversary planning
- d. Next Meeting – Thursday February 22, 2024, 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 January 25, 2023, at 6:00 p.m.

Directors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin	
	Ray Pratt	
		Brian Smith
		Dan Sparrow
	Josh Traff	

Also present were Fire Chief Reed Godfrey, Assistant Chief Scott Law, Donna Fleischman

Call to Order: President Garvin called the meeting to order at 6:03 p.m.

Changes to the agenda:

Discussion on AFG grant under Chiefs Report

Consent Agenda/Approval of Minutes:

Time: 6:05pm (01:22)

Minutes from 1/11/2024 Meeting

Secretary Pratt made a motion and Treasurer Traff seconded to approve meeting minutes from 1/11/2024. Motion passed unanimously 3-0

Financial Report:

Bank transactions – Should have profit & loss by next meeting. Will be typically shared on last meeting of the month.

GEMT – confirmation that we will get approx. 400,000 it has not been received yet.

City Payment – District should be getting a check from the City for ambulance revenue of approx. \$77,000.00.

Public Comment: President Garvin called for statements from citizens.

Business: Action

- a) Consultant Scope of Work and Bid – George Dunkel is our rep for this. Still waiting for call back. Will be working with him soon. 3 bids were requested. One denied, and other did not respond. We will move forward with SDAO/George.
- b) OFDDA – membership will cost approx. 1200.00. This organization is predominantly Fire Service. Treasurer Traff made a motion and Secretary Pratt seconded to approve moving forward with a membership with OFDDA. Motion passed unanimously 3-0.

Other Business:

- a) Board Committee/liaison Reports
 - I. LOSAP – Balance report - President Garvin asked what the percentage is at. The interest rate starts at 3.05%.
 - II. Branding – patch has been accepted. Website is built out, no information yet on launch but logo has been added. Getting a bid now for patch from 511. 6-8 weeks for production.
- b) Board Information Reports: No reports

Information

- a) Division/Department Reports
 - I. International Association of Firefighters (IAFF) Local 3099: No updates
 - II. McMinnville Volunteer Firefighters Association: No updates
 - III. Fire Chief Report:
 - Civil Service update: 16 applicants. Should have a draft by the next meeting.
 - Administration Director and Finance Manager Job Postings – finishing up the application, and supplemental sheet. Will run for 30 days but

will do first review at 2 weeks. If we have enough candidates that meet the minimum qualifications available, we will run the process early.

Once the Admin Director is on board there will be a full salary survey done for all employees.

Hiring update: Dual role and single role. We will be testing 2 candidates for the single role open position. One is from local area, one from antarctica.

IGA update: We completed this and have received all our vehicle titles. We have paid the service fee, and the charge for 99 years of use for the training grounds.

AFG grant: Opening date will be 29th of January to 8th of March. Does not list Airpack's specifically however, instead radios are top priority. Our radio system is end of life – 6yrs. Met with Sherif Elliot today and their office is in same situation. Looking at options. It is the Chiefs recommendation that we pursue the AFG grant for this. Will need 600,000 worth of radio upgrades in the next few years. This year alone, we will need 150,000. The District Board supports further investigation into options with proposed cost presented to the Board at the next meeting, or 2 meetings from now (prior to Grant).

b) Correspondence: None

c) Informational items:

- i. Assistant Chief Jan Fox Celebration – January 26th 1:00pm – 3:00pm at the station.
- ii. Fire Chief Swearing in Ceremony – January 26th 6:00pm – 8:00pm at the station.

d) Next Meeting: Thursday February 8th, at 6 p.m.

Meeting adjourned: Time: 6:47pm