

MCMINNVILLE FIRE DISTRICT

Board of Directors' Meeting Agenda

February 22, 2024

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

Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/86927541172?pwd=ZVUkFTXaCRc3eMmOKSjazUZFa76g4L.1>

Meeting ID: 869 2754 1172

Passcode: 278751

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 2//08/24
- VI. FINANCIAL REPORT**
 - a. Budget update
 - b. Budget Committee
- 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 2024-01. OSGP Deferred Comp
- 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. FEMA Grant Update
 - 4. Website Update
 - 5. Training Update
 - 6. SOC Update
- b. Correspondence
- c. Informational Items
 - i. Awards Banquet March 15th 1700-2000, Youngberg Hill
- d. Next Meeting – Thursday March 14, 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 February 8, 2024, at 6:00 p.m.

Directors:	Present	Absent

Adam Garvin

Ray Pratt (via zoom)

Brian Smith

Dan Sparrow

Josh Traff (via zoom) @ 6:26pm

Also present were Fire Chief Reed Godfrey, Assistant Chief Scott Law, A/C Fire Marshal Ty Darby, Donna Fleischman

Call to Order: President Garvin called the meeting to order at 6:15 p.m.

Changes to the agenda: None

Consent Agenda/Approval of Minutes:

Time: 6:16 (01:12)

Minutes from 1/25/2024 Meeting

Vice President Smith made a motion and seconded by Secretary Pratt. Motion to approve minutes passed unanimously 3-0.

Financial Report:

- a. Leave payout received from City, total was \$328,818.59.
- b. Budget update – Met with accountant regarding budgeting and discussed how we want those documents put together to better view actuals.

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

Business: Action

- a. Board Policy 15 – Budget committee members. Discussed budget committee policy. Recommendation was given by Chief Godfrey to open budget committee member search. The committee will consist of all 5 district board members and 5 additional members. The board will start this process next month.

Other Business:

- a) Board Committee/Liaison Reports
 - I. LOSAP – nothing new to report
 - II. Branding – nothing new to report
- 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:
 1. Civil Service update – should have the completed document by next meeting.
 2. Administrative Director & Finance Manager update – Positions are open and posted. 1 application received.
 3. Change to M11 – Will be transitioning this unit to ALS ambulance as staffing allows.
 4. Contract for Airshow – Received from the City. Contract is good through December 2024
 5. FEMA grant update – Chief Law is taking this on. We will be going for radios with this grant. Will bring to board at next meeting.
 6. Acting Fire Chief - Chief Darby will be “Acting Fire Chief” while Chief Godfrey is at the SDAO Conference. Chief Law is covering for Chief Hanifan while she is out.
 7. Website Update – It is being worked on now, no given timeline yet.

8. Life Scan Physicals – Currently working on getting bids.
9. Consultant with SDAO regarding updating Standards of Cover, Strategic Plan etc. We have been assigned Dunkle and will be meeting with him Friday and going over the scope of work.

b) Correspondence: None

c) Informational items:

- I. Dennis McMillan Retirement – February 23rd 5-8pm at The Oak.
- II. Awards Banquet March 15th 1700-2000, Youngberg Hill / We will be inviting our new retirees as well as all retired past employees.
- III. 150 year anniversary planning – Event planning committee will be working on this event.

d) Next Meeting: Thursday February 22, at 6 p.m.

Meeting adjourned: Time: 6:44 pm

Resolution 2024-01

The board of directors (governing Body) of the McMinnville Fire District (Employer), pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474, which provides in part that:

“A local government that establishes a deferred compensation plan may invest all or part of the plan’s assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421”.

Hereby determines to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and administered by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel.

Be it further resolved that the officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to ORS 243.478 (1), and

Be it further resolved that Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the “Plan Document” as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustee of its Plan, as required by Section 457(g) of the Internal Revenue Code (IRS), 26 USC 457 (g)(2). The Employer certifies it is an “eligible employer” under IRS Section 457(e)(1) and has received a copy of the Plan Document and TPA Services.

Be it further resolved that Employer shall submit a certified copy of this resolution and “Notification Memo” to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator.

Be it further resolved that the Governing Body and Employer, recognize the PERS Board’s responsibility for maintaining the integrity of the Plan and hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS, including without limitation in processing requests for withdrawal in case of unforeseeable emergency as defined in IRC Sec. 457(b)(5) and Treasury Regulations 1.457-2(h)(4) and (5).

Adopted by the Board of Directors of the McMinnville Fire District at a regular meeting held the 20th day of February 2024 by the following votes:

Ayes: _____

Nays: _____

Approved this 20th day of February 2024.

President

Attest:

Secretary

Attachments:

N/A