

MCMINNVILLE FIRE DISTRICT

Board of Directors' Meeting Agenda

May 9, 2024

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

Join Zoom Meeting

<https://zoom.us/j/99186755373?pwd=b2d3WjVjc0J0bGVTTXR6cDIUNnJKZz09>

Meeting ID: 991 8675 5373

Passcode: 238996

This meeting is being recorded.

6:00 pm

AGENDA

Executive Session Notice

The McMinnville Fire District Board of Directors will hold an executive session following the public meeting which will begin at 6:00 p.m., at McMinnville Fire Station No. 1, 175 NE 1st St., McMinnville, OR 97128 on April 25, 2024. The executive session will be held for the purpose of deliberations with individuals designated to conduct labor negotiations. The executive session is being held pursuant to ORS 192.660(2)(d).

- 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 4/25/2024
- VI. FINANCIAL REPORT**
 - a. FY 24 P&L

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. Set budget committee dates.
- b. Future Board Meeting scheduled dates.

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. Update on AP Triton Contract
 - 2. Update on VC3 Contract
 - 3. Update on contract negotiations.
 - 4. Website
 - 5. OFCA Conf update
- b. Correspondence
- c. Informational Items
- d. Next Meeting – Thursday May 23, 2024, at 6:00 p.m.

XI. EXECUTIVE SESSION

XII. ADJORNMENT

McMinnville Fire District

Minutes of Board Meeting

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

Thursday April 25, 2024, at 6:00 p.m.

Directors: Present Absent

Adam Garvin
Ray Pratt (via zoom)
Brian Smith
Dan Sparrow (via zoom @ 6:05pm)
Josh Traff

Also present were Fire Chief Reed Godfrey, Administrative Services Director Michelle Teed, Finance Manager Hunter Sams, Training Chief Scott Law, Office Manager Donna Fleischman

Call to Order: President Garvin called the meeting to order at 6:02 p.m.

Changes to the agenda: None

Consent Agenda/Approval of Minutes:

Time: 6:03pm (01:18)

Minutes from regular meeting 4/11/2024

Vice President Smith made a motion and Treasurer Traff seconded to approve the minutes from the 4/11/2024 meeting. Motion passed unanimously 4-0.

Financial Report:

- a) Department Loan Update: This refers to the loan the District would take to pay off the balloon payment due at the end of June. Meeting with David Albright that was supposed to take place today was rescheduled for next week after conference. The paperwork has been submitted.

Public Comment: President Garvin called for statements from citizens.

No Comments

Business: Action

- a) Budget Committee Appointment: Interviews were held yesterday, and the panel (Reed Godfrey, Michelle Teed, Hunter Sams, Josh Traff, & Adam Garvin) unanimously agreed to recommend Steve Leonard, Matt Scales, Walter Budzik, Phil Loving, and Janet Redmond. The other 2 candidates interviewed were Tony Cordie, and Terry Lucich.

Time: 6:06 pm (03:22)

Vice President Smith made a motion and seconded by Director Sparrow to approve the budget committee candidates recommended by the interview panel. Motion passed unanimously 5-0.

Other Business:

- a) Board Committee/Liaison Reports
 - I. LOSAP – Nothing new
 - II. Branding – Nothing new
- b) Board Information Reports: Vice President Smith mentioned that he and Treasurer Traff recently attended an SDAO training and enjoyed a lot of good information.

Information

- a) Division/Department Reports
 - I. International Association of Firefighters (IAFF) Local 3099: President Godfrey spoke to the frustration of payroll issues that continue. Asked the board to do something.
 - II. McMinnville Volunteer Firefighters Association: Nothing to report.
 - III. Fire Chief Report:
 - 1. Update on AP Triton Contract-Standards of Cover, Chief reviewed and will send back AP Triton. We added a clause to return documents as suggested by Janet Redmond in an earlier board meeting.
 - 2. Update on VC3 Contract-We received our team today. Set up team to team meeting soon to kickoff process.
 - 3. SCBA Agreement-through legal review, received the packs and still working through what needs to be done. We received 15 packs

and 23 masks, as well as some batteries, battery chargers, and 41 bottles.

4. Chief Law has been working on a cadet program policy. The Cadet program would be eligible for any student regardless of if they are in the High School pathway or not. We have 3 volunteers currently from HS program. Building a 3-way partnership with Chemeketa Emergency services, the District, and MHS Fire and EMS pathway. MFD has donated some equipment and MFD vols have approved a donation to the HS program.
5. Chief Law will be covering for Chief Godfrey while he is out of town next week.

b) Correspondence: Correspondence was received from a civil service applicant and Chief Godfrey responded to it.

c) Informational items: None

d) Next Meeting: Thursday May 9, 2024, at 6:00 p.m.

Regular Meeting adjourned: Time: 6:20

Board to enter Executive Session

First Fed - Checking	\$ 626,695.16
First Fed - Savings	250,008.81
LGIP	2,854,901.64
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Balance as of 5/6/24	\$ 3,731,606
Projected Remaining for FY 24	
Revenue	450,000
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Total Resources	\$ 4,181,606
Operating Expenses	(1,372,000)
Projected Balance 7/1/2024	<hr/> <hr/> \$ 2,809,606
Contingency Reserve	(1,000,000)
Unrestricted Ending Balance	<hr/> <hr/> \$ 1,809,606
<u>Monthly Costs</u>	
Personnel Services	540,000
M&S	250,000
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	790,000