McMinnville Fire District

Minutes of Board Meeting

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

Thursday August 24, 2023, at 6:00 p.m.

Directors:	<u>Present</u>	Absent
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Adam Garvin Ray Pratt Brian Smith Dan Sparrow Josh Traff (joined meeting at 6:16 p.m.)

Also present were Chief Leipfert, City HR Director Vicki Hedges, Assistant Chief Amy Hanifan, Assistant Chief Scott Law, A/C Fire Marshal Ty Darby, Donna Fleischman

Call to Order: President Garvin called the meeting to order at 6:00 p.m.

Changes to the agenda: None

Consent Agenda/Approval of Minutes:

<u>Time: 6:01 p.m. (1:13)</u> Secretary Ray Pratt made a motion and Director Dan Sparrow seconded to approve minutes from the August 10, 2023 meeting. Motion passed unanimously 4-0 (Treasurer Josh Traff absent for vote)

Financial Report: None

Public Comment: President Garvin called for statements from citizens. There were no public comments.

Business: Action

a. Board Policies 13-16 review

Time: 6:17 p.m. (17:20)

Vice President Brian Smith made a motion and Secretary Ray Pratt seconded to approve Board Policies 13, 14, and 16. Motion passed unanimously 5-0. Board

Policy 15 was tabled for next meeting with request to bring back additional committee suggestions.

b. Fire Chief Hiring Process Update
HR Director Vicki Hedges made a request that the Board share the job post on social media. Board decided on dates for process.
October 12th - 3 panel interviews.
October 13th - top 2-3 finalists will meet with the executive board and there will be a meet and greet that evening with community members.
October 16th - Final decision and negotiations

Other Business:

- a) Board Committee/liaison Reports
 - I. LOSAP no update at this time.
 - II. Branding no update at this time. Director Sparrow confirmed committee members to include, Director Dan Sparrow, Treasurer Josh Traff, Volunteer Lieutenant Shelly Zinda, A/C Fire Marshal Ty Darby, and Local 3099 President Todd Godfrey.
- 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: Volunteer President Pete Goodman gave update to the board regarding recent activities including National Night Out August 1st, Cruise McMinnville August 26th, and the annual pancake feed October 8th.
 - III. Fire Chief Report: Chief Leipfert informed the board that an auditor was selected to do the audit of the Rural Fire District. After the audit is done and the LGIP account is open, the transition of funds can be completed. Board computers should be here by next meeting. Chief Leipfert gave an update on I.S. and how Scott Burke will separate the District's internet services from the City's. Chief mentioned the current FF/EMT process being held August 30th, as well as the current status of vacancies. Chief asked the Board if they had any knowledge

of departments or districts who have language requiring 3 applicants to have a process vs open continuous in their Civil Service. Chief Hanifan shared a recent lifesaving recognition in Yamhill. Chief Darby shared that the first in three fire hazard awareness signs was installed. This one is at the intersection of Baker Creek and Hill Rd, the second will be at Peavine and Youngberg Hill, and third will potentially be on Masonville Rd. Chief Law gave an update on the upcoming Fall Volunteer Academy which will be held after October 14th. Academy will run through October and November with the final live burn the first week of December. McMinnville could potentially have 4-6 volunteer

candidates in the academy.

- b) Correspondence: None
- c) Informational items: None
- d) Next Meeting: Thursday September 14, 2023, at 6 p.m.

Meeting adjourned: Time: 6:53 p.m.