

McMinnville Fire District

Minutes of Board Meeting

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

Thursday September 28, 2023, at 6:00 p.m.

Directors: Present Absent

Adam Garvin
Ray Pratt
Brian Smith
Dan Sparrow
Josh Traff

Also present were Chief Leipfert, 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:

Time: 6:01 p.m. (01:07)

Minutes from Regular Meeting September 14, 2023

Director Sparrow made a motion and Traff seconded to approve minutes as amended. (amended to show Sparrow on Zoom) Motion passed unanimously 5-0

Financial Report:

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

Business: Action Required

Time: 6:04 p.m. (03:51)

- a. Approval of Board Policies 24-26, 28

Board policy 24: Motion made by Secretary Pratt and seconded by Vice President Smith to adopt board policy 24. Motion passed unanimously 5-0

Board policy 25: Motion made by Treasurer Traff and seconded by Secretary Pratt to adopt board policy 25. Motion passed unanimously 5-0

Board policy 26: Motion made by Vice President Smith and seconded by Director Sparrow to adopt board policy 26. Motion passed unanimously 5-0

Board policy 28: Tabled for next meeting to allow time for further review.

b. Fire Chief Hiring Process Update

Time: 6:20 p.m. (20:12)

President Garvin and Vice President Smith reached out to applicants this week. Reduced number from 9 down to 6.

c. Resolution 2023-10 Appointing Amy Hanifan as the Interim Fire Chief for the McMinnville Fire District

Motion made by Vice President Smith and seconded by Secretary Pratt to approve resolution 2023-10 appointing Amy Hanifan as the Interim Fire Chief for the McMinnville Fire District. Motion passed unanimously 5-0

d. Consider second reading of **Ordinance No. 23-1**: An Ordinance Prohibiting Career and Volunteers and Other District Employees and Volunteers from Serving as a District Director.

Time: 06.24 p.m. (24:37)

Motion made by Director Sparrow and seconded by Secretary Pratt to approve Ordinance 23-1 in its 2nd reading; An Ordinance prohibiting career and volunteer firefighters and other district employees and volunteers from serving as a District Director. Motion passed unanimously 5-0

i. Copy of Ordinance available at Fire Station

e. Consider second reading of **Ordinance No. 23-2**; An ordinance to Allow the McMinnville Fire District to Adopt Fees and Rates for District Provided Services and Allowing for Future Board Amendments of Rates by Resolution.

Motion made by Director Sparrow and seconded by Secretary Pratt to approve Ordinance 23-2 in its 2nd reading; An Ordinance to Allow the McMinnville Fire District to Adopt Fees and Rates for District Provided Services and Allowing for Future Board Amendments of Rates by Resolution. Motion passed unanimously 5-0

- i. Copy of Ordinance available at Fire Station

- f. Resolution 2023-11 A Resolution establishing participation in Oregon PERS Motion made by Secretary Pratt and seconded by Vice President Smith to approve Resolution 2023-11 a resolution establishing participation in Oregon PERS, The Public Employee Retirement System. Motion passed unanimously 5-0

Other Business:

- a) Board Committee/liaison Reports
 - I. LOSAP – No report

 - II. Branding – Director Sparrow reported that the committee had its first meeting on September 26th. Next meeting will be held October 18th.

- b) Board Information Reports: None

Information

- a) Division/Department Reports
 - I. International Association of Firefighters (IAFF) Local 3099: Reminder of pancake feed October 8th, looking for help. President Godfrey thanked Chief Leipfert for his service to the department.

 - II. McMinnville Volunteer Firefighters Association: None

 - III. Fire Chief Report:
Draft IGA is with Attorney, Chief Hanifan and Director Hedges will be reviewing it.
The District's LGIP account is open and Rural District funds will be transferred over.
Final mapping is done.
Chief Hanifan made an announcement that Chief Law will transition to Interim OPS Chief during the transition of hiring new chief.

- b) Correspondence: None

c) Informational items: President Garvin reminded the Board of the Pancake Breakfast. President Garvin and Vice President Smith thanked Chief Leipfert for his service to the department.

d) Next Meeting: Executive session Thursday **October 12, 2023**, at 5 p.m.

Meeting adjourned: Time: 6:44p.m.