

# McMinnville Fire District

## Minutes of Board Meeting

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

Thursday October 19, 2023, at 6:00 p.m.

Directors: Present Absent

Adam Garvin  
Ray Pratt  
Brian Smith  
Dan Sparrow  
Josh Traff

Also present were HR Director Vicki Hedges, Interim Chief Amy Hanifan, Assistant Chief Scott Law, A/C Fire Marshal Ty Darby, Attorney Truman Stone, Donna Fleischman, Volunteer President Pete Goodman

**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: 6:00 p.m. (01:41)

Secretary Pratt made a motion and Treasurer Traff seconded to approve minutes from September 21, & 28. Motion passed unanimously 5-0.

**Financial Report:** None

**Public Comment:** President Garvin called for statements from citizens.

No comments

**Business: Action**

Time: 6:02 p.m. (02:50)

- a. Approval of Board Policies 28-31
28. Board Member Development and Training

Vice President Smith made a motion and Treasurer Traff seconded to approve board policy 28 as amended. Motion passed unanimously 5-0.

29. EEO – Equal Employment Opportunity

President Smith made a motion and Director Sparrow seconded to approve board policy 29 as presented. Motion passed unanimously 5-0.

30. Veteran’s Preference

Treasurer Traff made a motion and Director Sparrow seconded to approve board policy 30 as presented. Motion passed unanimously 5-0.

31. Drug and Alcohol-Free Workplace

Tabled to allow for additional language regarding an employee that may come to work intoxicated or under the influence.

**Other Business:**

a) Board Committee/Liaison Reports

- I. LOSAP – There are two retired members that have met the entitlement age and maximum benefit of \$400 per month. The Quarterly report came out and shows additional \$28,000 in investment revenue has been added to the account.
- II. Branding – Director Sparrow reported the committee held its 2<sup>nd</sup> meeting 10/18. There was a request to allow budget money to be made available for a graphic designer to professionally digitize the logo. Chief Hanifan mentioned that committee member Chief Darby can approve this purchase. Next meeting will be November 8<sup>th</sup> at 5:30pm.

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: President Goodman updated the board on pancake breakfast and thanked the board members for attending and helping. City holiday decorations will go up on Sunday November 19<sup>th</sup> 7am. The department provides breakfast and then helps McMinnville Water and Light put up the city decorations. Crews are usually done around 10am.
  
- III. Fire Chief Report: Chief Hanifan shared an update on the new website and should have a decision made next week. Also, next week information will be provided on our Ambulance billing vendor and will seek board approval, as well as civil service guidance.

Chief Law spoke about 2 new hires pending October 28<sup>th</sup> FF/Paramedic, and FF/EMT on November 1.

Fall 2023 FF1 academy started Fall 10/14 & 15. McMinnville has 7 out of 35 attending. This academy has 3 MHS seniors in the EMS/Fire pathway also participating through a new partnership.

Chief Darby briefed the board on the multi-unit fire on October 4<sup>th</sup>. He updated the Board about a change in PPE for investigators with full face mask and filter. He has put a hold on the third fire sign installation until spring. Quick development update for the area off Norton Landing 138-unit East of the Hospital. President Garvin mentioned this is also branded as Stratus Village and is a collaboration with the Tribe, City, and other partners.

- b) Correspondence: There was a message from Scott Burke with IT. He is still working on setting up the remaining board members with their laptops and supplied a contact number in case of any issues.
  
- c) Informational items: None
  
- d) Next Meeting: Thursday October 26, at 6 p.m.

**Meeting adjourned: Time: 6:28 p.m.**