

BOARD OF DIRECTORS
Mike Bauer
Jeff Hart
Cynthia Lara
Julio Quevedo
Mike Welter



FOUR CORNERS STATION
MIDDLE GROVE STATION
PRATUM STATION
MACLEAY STATION
BROOKS STATION
CLEAR LAKE STATION
LABISH CENTER STATION
CHEMEKETA STATION

CHIEF OF DISTRICT
Kyle McMann

MARION COUNTY FIRE DISTRICT NO.1
BOARD OF DIRECTORS
January 23rd, 2025 Special Meeting Minutes

Present: Fire Chief McMann, DFC Lee, President Welter, Vice President Bauer, Director Quevedo, Director Hart, Director Lara, Lacy Meade, William Chapman

President Welter called the Board meeting to order at 6:07 p.m.

Flag Salute: Complete

Agenda: Director Quevedo moved to approve the January agenda. Director Hart seconded. Motion carried unanimously.

Public Comment: None

Minutes:

- Board Meeting Minutes from December 12th, 2024. Director Hart made a motion to approve. Director Quevedo seconded. Motion carried unanimously.

Proclamations, Commendations, and Special Reports/Awards: None

Standing Committee Reports:

- Treasurers Report: Director Hart gave a report on December financials. We are halfway through the fiscal year and are at approx. 50% spent FYTD. The LGIP rate has drifted down to 4.85% but MAPS rates have increased. December collections are dramatically higher due to property tax collections; collections are at 80.3%; still to collect is at 19.7% as of December month-end. Some outstanding revenues by division are slightly high; MVA Billing and Capital FireMed, for example. Other revenues are as expected. Three additional Conflagration reimbursement payments have been received with two still outstanding. In CFO Gilbert's absence, Director Hart gave some additional general information. MCFD1 has transitioned to a hybrid work schedule with the office continuing to be open to the public Mon. through Thurs. Umpqua accounts have been officially closed and we are now banking solely with LGIP and MAPS. Budget season has begun and all prospective budgets are due by 01/31. W-2's are complete and have been sent out and quarterly taxes are balanced and have been submitted. A new staffing software for Payroll will be live by April 1st. FEMA annual financial reports were

completed for open grants. Bargaining meetings have been reduced to occur twice per month.

- Strategic Plan: A Summary Status Report will be completed for the next meeting.
- Community Involvement: BC Bjorklund is working on a 2024 Annual Report and is also preparing a Community Update PowerPoint to be presented to various groups regarding MCFD1's call volumes and the tax levy. Director Lara noted that MCFD1's presence at the Home Show was well-received and the District was well-represented.

Old Business:

- IT Security Policy: The IT Security Policy is being finalized but is not completed. There are some final changes regarding District devices vs personal devices and security. Anticipated completion is February.
- District Investment Policy: CFO Gilbert is in the process of completing this and it is being moved to a higher priority due to the drop in LGIP rates.
- Job Descriptions: Job descriptions have not yet been completed by legal counsel.
- 2025 Fire Code Adoption: DFM Arrellin-Lara is waiting for the OSFM to do some amendments from the international fire code.

New Business:

- FY2024 Audit Presentation & Approval: An auditor was scheduled to appear to present but was unable to make it. The consensus of the Board is that the policy should be reviewed prior to approval so this has been tabled for the February meeting.
- Strategic Plan 2024 Summary Status Report: BC Boyer has not yet completed the 2024 Summary Status Report.
- Board Policy Review: Some small proposed additions to the Board Policy review have been added and the proposed Board Policy will be brought to the Board for approval in February.
- Board of Directors District Election: Four Board Members will be up for re-election in May. These Board members include President Welter, Director Quevedo, Director Lara, and Director Hart.
- FY2026 Budget Calendar: CFO Gilbert has completed a FY2026 Budget Calendar outlining deadlines for Budget preparations this fiscal year. Vice President Bauer made a motion to approve. Director Quevedo seconded. Motion carried unanimously.
- Budget Committee Member Appointment: There will be one Budget Committee opening upcoming and the process of trying to find a replacement for this opening will begin.
- Budget Officer Appointment: Chief McMann has been appointed as the FY2026 Budget Officer. Vice President Bauer made a motion to approve. Director Quevedo seconded. Motion carried unanimously.

Chief's Report:

- Overall 2024 was a successful year. The District has decided to focus on some key goals that are intended to have maximum impact for calendar year 2025, with an emphasis on recruitment and retention going forward. There has been a need for additional assistance in Fleet and Facilities so there will also be a focus on increasing efficiencies here.

- There are two task forces and an engine in California for the fires. They are on their way back within the next few days. Chief McMann stated that there is speculation that the January fires in CA could be the beginning of their wildfire season for the year.
- Chief McMann updates the Board on the progress being made for EMS Chief recruitment. Currently there are seven applicants, and three additional applications are expected. Approximately 50% of applicants are from out of state. The candidates appear to be qualified and updates on the process will be provided to Chief McMann every Monday. Discussion ensued about Salem Fire’s EMS Chief hiring process; they decided to hire internally which could help MCFD’s candidate pool.

Individual/Organizational Input:

VFFA: The Volunteer Foundation has completed some required strategic planning per their bylaws several weeks ago and their Board currently has eleven members. There are plans to be involved in the upcoming OVFA Conference that will be hosted in Salem. For 2025 there will be a continuing focus on crew/volunteer relationship building. The Brooks Breakfast is scheduled for the second weekend in March.

Local 2557: None.

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Public Comment: None.

Next Meeting:

Regular Meeting February 20, 2025, at 6:00pm at Station 5.

Adjourned: 7:04 p.m.

President, Board of Directors

Attest