

BOARD OF DIRECTORS

Mike Bauer
Julio Quevedo
Jeff Hart
Mike Welter
Cynthia Lara

CHIEF OF DISTRICT

Kyle McMann



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

**MARION COUNTY FIRE DISTRICT No.1
BOARD OF DIRECTORS**

Meeting Minutes
April 23rd, 2024

Present: Fire Chief McMann, DFC Lee, President Welter, Director Hart, Director Bauer, Emma Bjorklund

President Welter called the Board meeting to order at 6:04

Flag Salute: Complete.

Agenda: Director Hart moved to approve the agenda. Director Bauer seconded. Motion passed unanimously.

Proclamations, Commendations, Special Reports/Awards: None

Minutes:

- Board Meeting Minutes from February 15th, 2024. Director Bauer made a motion to approve. Director Hart seconded. Motion carried unanimously.
- Work Session Minutes from February 15th, 2024 Director Bauer made a motion to approve. Director Hart seconded. Motion carried unanimously.

Public Comment: None

Standing Committee Reports:

- Treasurers Report. Director Hart is reporting on January 2024 through March 2024 due to being absent. Hart met with Renee Gilbert, our financial analyst, to catch up on the quarter and the transition of bank institution. Ambulance revenue has been delayed due to finance institution changes. Chief McMann, Renee, and Lacy met with System Designs West to discuss EMS billing. Chief McMann reported that the meeting went well, and our EMS revenue should be seeing an increase. The transition from Umpqua Bank and MAPS Credit Union has been going well. MAPS is super proactive, and the customer service is much better. We can accrue 3% in a money market account with MAPS. There are less fees associated with MAPS. The LGIP rate in January was 5.0%. In February and March, the LGIP rate held at 5.20%. All conflagration revenue has been collected. Of property taxes, 14.2% was waiting to be collected in January, 10.1% in February, and 7.3% in March. Chief McMann stated that they are waiting on the CCO side of GEMT to

come through. We have officially made all our payments and now are waiting to collect the revenue. Conversation ensued.

- Strategic Planning. Bypassed due to old business agenda topic.
- Community involvement. Lots of school events are beginning to be scheduled. A career fair/open house was held at Brooks Station 5. This has been the biggest career fair to be held since COVID happened.

Old Business:

- Strategic Plan. This document was headed by BC Boyer. Chief McMann reported that there was a lot of document clean up. The finance section and the staffing and succession plan may need to add more later. Movement from the committee and excitement to get started on projects has been expressed. President Welter asked to a name to be changed to the position to match the rest of the document. Discussion ensued about making the strategic plan a live document. The board would be brief semi annual or quarterly based on movement of the document. Director Bauer made a motion to approve the strategic plan with correction. Director Hart seconded. Motion carried unanimously.

New Business:

- Resolution 2024-04 Supplemental Budget. Appropriation did not change beyond 10%. We were awarded \$105,000 from an OHA Grant for MCI packs. This a mass shooter or mass causality pack. This supplemental budget will focus on the admin and logistics divisions. Admin expenses were increased primarily due to IT services. Jeremy had to do a lot of upgrading when starting his position which caused increase of cost. Logistics has a large increase due to apparatus in the shop. There are changes to Fund 70 and 80, but this is due to a number mix up in June 2023 supplemental budget. This is a balancing change and not an increase. Director Hart made a motion to approve. Director Bauer seconded. Motion carried unanimously.
- Resolution 2024-05 Umpqua Bank Changes. The District moved over to MAPS Credit Union. This resolution is authorizing closing our previous Umpqua Bank account. Our EMS account will remain open until the end of the fiscal year. Director Bauer made a motion to approve. Director Hart seconded. Motion carried unanimously.
- Resolution 2024-06 Ambulance Remount. This resolution is identical to a resolution brought back a few months ago. Chief McMann is requesting one more ambulance into the remount due to better pricing. This resolution is for one more ambulance. This would result in the District having five (5) ambulances. Director Bauer made a motion to approve. Director Hart seconded. Motion carried unanimously.
- Resolution 2024-07 Master Lease Purchase Agreement. Chief McMann presented the resolution and a written summary proposal (see board packet for details). The District is requesting to purchase all three pumpers at one time instead of two now and one later. These would come through a performance bond with PNC Bank. PNC Bank would pay all the upfront costs and we would pay them. This is a five (5) year lease that would include three (3) payments after obtaining the pumpers. All three pumpers would arrive in September of 2026. Financial obtaining all three (3) pumpers is more cost effective. President Welter agreed with the idea. Stated that we can continue to invest our money

and make an apparatus replacement schedule. Director Hart made a motion. Director Bauer seconded. Motion carried unanimously.

- **IT Service Policy.** Chief McMann presented a written memo to the board (see board packet for details). In the past year, we have had two (2) security breaches. The goal is to begin to tighten up on cyber security. Current best practices are that the District provides District owned equipment including cellphones, laptops, iPad, emails, etc. This would include eliminating any personally owned equipment for work-related business. Currently, we are allowing work from personal equipment and reimbursing when deemed fit. Chief McMann is looking for directions of whether this is a policy the board is wanting to pursue. Discussion ensued. This will be presented in a policy at a later board meeting.
- **Volunteer Program Redesign.** Chief McMann presented a written memo to the board (see board packet for details). Our volunteer program has been redesigned about every two (2) years for the past twelve (12) years. Chief McMann is looking for support from the board to begin tightening up expectations and the standard of our volunteers. This would include keeping a number of maximum number of volunteers. Chief McMann stated that he does not want to get rid of the volunteer program but wants to make it more sustainable. Discussion ensued. All members of the board present stated that they support Chief McMann enforcing our current policies. As this is an operational change and not policy change, the board gave Chief McMann authority to do as he deems necessary.
- **Medic 30.** Our call volume is still climbing. The District just got done hiring six (6) new paramedics. Chief McMann is wanting to put a 24hr ALS ambulance at Chemeketa Station 8. This would help reduce response time and cover a busy area. This ambulance would also be able to provide coverage for any Flack or Salem Fire calls. Chief McMann stated that this was within budget, revenue, and appropriations. This ambulance would be implemented May 1st, 2024. Chief McMann was looking for Board support to place another apparatus in service. The board supported implementation of Medic 30 unanimously.
- **District Investment.** Chief McMann and Renee Gilbert attended Oregon GFOA Conference. They went to seminar about investing District money. Many other special districts and fire districts are currently investing money. There is interest in investing in the US Treasury. We would pull money from LGIP and place it into the US Treasury which currently has better interest rates. The District would also get a financial advisor to assist Renee with all investing. This would result in a quarterly meeting. Chief McMann stated that he will bring a proposal to the next board meeting.

Chiefs Report:

- **Collaboration.** Fire Chief Association Conference meeting is being held next week. All the Fire Chiefs that have expressed interest in the Fire Alliance will be in attendance and discussion should occur. Keizer Fire District and MCFD legal counsel have started meeting. We are currently up to eight (8) or nine (9) interested parties.
- **Quint and Type III Engine.** There will be a roll in ceremony June 4th at 8:30am to roll in both the ladder truck and our new OSFM Type III Engine. There will be multiple people

in attendance including a few politicians and FEMA from the Grant that they gave us for the Ladder.

- Hiring. We hired six (6) Single Role Paramedics. We were fully staffed for approximately 21 days. Currently there are Chiefs interviews occurring.
- Budgeting. Budget is going well. Chief McMann stated that he and Renee are looking into a bi-annual budget. Many Districts are looking into this. More will be discussed in the future.
- Administrative Duties. Emma is officially in her Benefits and Wellness job. Discussion of Lacy becoming an executive assistant to Chief McMann with AR being her primary job is being discussed. Lacy may all help with the Board and act as liaison. Emma will also be an executive assistant to Deputy Fire Chief Lee. BC Bjorklund is officially out of HR and is moving to an administrative BC role. This is mainly to assist Chief McMann and DFC Lee.

Individual/Organizational Input:

VFFA: None.

Local 2557: None.

Good of the order: None

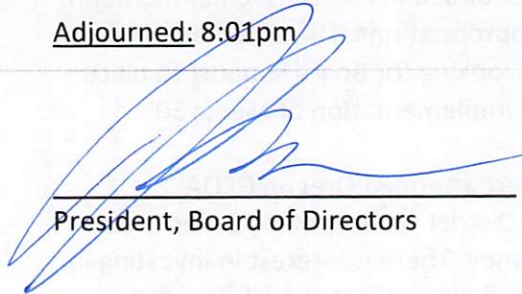
Public Comment: None

Next Meeting:

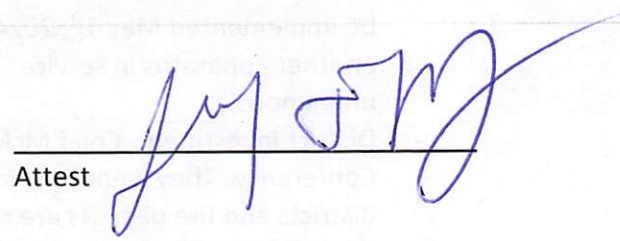
Budget Committee Meeting May 16, 2024, at 5:30pm at Station 5.

Regular Meeting May 16, 2024, at 7:00pm (to follow budget committee meeting) at Station 5.

Adjourned: 8:01pm



President, Board of Directors



Attest