

BOARD OF DIRECTORS

Mike Bauer
Jeff Hart
Cynthia Lara
Julio Quevedo
Mike Welter

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**

October 17th, 2024 Meeting Minutes

Present: Fire Chief McMann, DFC Lee, President Welter, Director Hart, Director Bauer, Director Quevedo, Director Lara, Lacy Meade, Brad Kimsey

President Welter called the Board meeting to order at 6:01 p.m.

Flag Salute: Complete

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

Public Comment: None

Minutes:

- Board Meeting Minutes from September 19th, 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 September Financials. We are three months into the fiscal year. The LGIP rate is holding at 5.30% but will likely decrease within the next two months. We are approx. 25% spent FYTD. Revenue is within the expected range. MCFD 1 is waiting on GEMT CCO money as well as a large portion of our Conflagration Reimbursements from the summer. Fire operations expenditures are 3% higher than targeted. The 2025 FY audit has been completed. Director Hart met with on-site auditors yesterday and answered basic questions.
- Strategic Plan. Chief McMann reported that BC Boyer moved to Day Shift as of 10/1/24 and is doing shift coverage; he is also working on getting Task Forces for Strategic Planning coordinated and will report to the Chief.
- Community Involvement. There have been many public education requests for the Deputy Fire Marshall and several stations will be doing upcoming Halloween Events.

Old Business:

- IT Security Policy. The change in website domain from '.com' to '.gov' has been approved and BC Bjorklund has been reviewing IT's draft that will be coming to Board in November for approval.
- District Investment Policy. Now that the audit is complete we will be progressing. With permission from the Board, MCFD 1 will send out an RFQ: Request for Quotations/Services to several investment firms to give us some proposals.
- Job Descriptions. EMS Division Chief, Finance and Administrative Specialist, Finance Specialist, and Benefits and Wellness Coordinator job descriptions have been completed by legal. The EMS Division Chief position which is new for MCFD 1 will be recruited by a third-party company and this individual will run the entire EMS division. Director Bauer moved to approve the above listed job descriptions. Director Quevedo seconded. Motion carried unanimously. The Training Captain position was returned from legal and has been included in the packet but was listed as 'info'. This will be corrected to 'Action'. Director Hart moved to approve the above listed job descriptions. Director Bauer seconded. Motion carried unanimously.
- GMP Contract. The recruiting firm, GMP, met with CFO Gilbert and Chief McMann last week in regards to the EMS Division Chief recruitment process. They are confident in a quality candidate pool and they will recruit nationally; they have a list of potential candidates already. Salem Fire is recruiting for the same position which may bring attention to MCFD 1's open position. GMP will visit on 11/8/24 for a tour of the office. Director Quevedo moved to approve. Director Hart seconded. Motion carried unanimously.

New Business:

- Resolution 2024-20 Supplemental Budget. CFO Gilbert has submitted our Conflagration reimbursement submissions so we are several months ahead with that process. The Supplemental Budget includes the Conflag. funds as well as funds from several Grants (OHA & ODF). Director Bauer moved to approve. Director Quevedo seconded. Motion carried unanimously.
- Resolution 2024-21 Non-Rep. Wage and Benefits Scale. EMS Chief wages needed to be added to the Non-Rep. Wage and Benefits Scale and there were small job description changes to both the Finance and Admin. Specialist and Benefits & Wellness positions resulting in additional duties. Director Quevedo moved to approve. Director Hart seconded. Motion carried unanimously.
- Resolution 2024-22 Public Contracting Rules. Local Government Law Group provided these rules, last amended in 2023. This document was last approved by the Board in 2012. Director Quevedo moved to approve. Director Hart seconded. Motion carried unanimously.

Chief's Report

- Regional fire district collaboration. Chief McMann meeting with Chief Russell from Keizer Fire District this week. Last month Chief McMann met with the new Salem Fire Chief, who is open to joining the Regional Fire Alliance Collaboration.

Individual/Organizational Input:

VFFA: Volunteer numbers are good and there are Halloween events approaching. Station 3 will have a Halloween event and they will be setting up at Clearlake Elementary to hand out candy, coffee, cookies, etc. The Keith Nardy Memorial Breakfast is upcoming and we are planning to have a strong volunteer presence. MCFD 1 volunteers will head up the Toy & Food Drives in November and December.

Local 2557: None.


Good of the order: Deputy Chief Lee will be active Fire Chief in Chief McMann's absence for the coming week.

Public Comment: None.

Next Meeting:

Regular Meeting November 14, 2024, at 6:00pm at Station 5.

Adjourned: 7:07pm



President, Board of Directors

Attest 