

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**

December 12th, 2024 Special Meeting Minutes

Present: Fire Chief McMann, DFC Lee, President Welter, Director Hart, Director Lara, Lacy Meade, Brad Kimsey, BC Mike Berger

President Welter called the Board meeting to order at 6:06 p.m.

Flag Salute: Complete

Agenda: Director Hart moved to approve the December agenda. Director Lara seconded. Motion carried unanimously.

Public Comment: None

Minutes:

- Board Meeting Minutes from October 17th, 2024. Director Hart made a motion to approve. Director Lara seconded. Motion carried unanimously.

Proclamations, Commendations, and Special Reports/Awards:

- MCFD 1 has received the GFOA Budget Award again for FY 2025 and several Thank You cards from the public were mentioned. DFC Lee's end of December retirement and subsequent workback were discussed; his final day will be 12/31/24. It was announced that the Administration Office will be closed during the week of Christmas.

Standing Committee Reports:

- Treasurers Report: Director Hart gave a report on October and November Financials. We are into the second quarter of the fiscal year. The LGIP rate is down to 5.11% and is now beginning to decrease from 5.3% in September. We are approx. 42% spent FYTD. Collections are at 15.75%; still to collect is 84.3% as of October. November collections are considerably higher due to property tax collections. We have one large outstanding conflagration payment as well as a few smaller ones that have yet to be received. Expenditures by division are in the expected range and on-track. The audit is being reviewed by Acuity and an extension has been filed with the Secretary of State. CFO Gilbert is planning to begin attending Board meetings beginning January 2025 and has already begun preparations for the FY 2026 Budget process. All MCFD 1 Umpqua Bank Accounts have stopped receiving EFT's and are ready to be closed.

- Strategic Plan: In January, BC Boyer will have a full report after meeting with all MCFD 1 task forces to give a summary from CY2024.
- Community Involvement: There have been many holiday events, including Keizer and Pratum's tree lighting ceremonies and several parades including the upcoming Keizer Lights Parade that will feature the ladder truck.

Old Business:

- IT Security Policy: The change in website domain from '.com' to '.gov' has been in-process but is not completed. Anticipated completion is January
- District Investment Policy: The declining LGIP interest rate highlights the need to explore alternative investment options. However, ongoing collective bargaining efforts have limited the time available for this pursuit.
- Job Descriptions: Job descriptions have not been completed though they were slated to be completed prior to Thanksgiving.

New Business:

- Resolution 2024-22 Closing Umpqua Bank Accounts: All transactions both in and out of the District's Umpqua accounts have ceased and have been fully transitioned to MAPS. All Umpqua accounts can now be closed. Director Hart moved to approve. Director Lara seconded. Motion carried unanimously.
- Resolution 2024-23 Inter-Department Transfer: A budget adjustment is needed. Sam Phillips put in an amendment with FEMA to reallocate money within the SAFER Grant for Volunteer Recruitment and Retention. Funds have been focused and allocated towards turnouts, background checks, physicals, and onboarding processes rather than printed materials. Director Hart moved to approve. Director Lara seconded. Motion carried unanimously.
- Resolution 2024-24 PERS Contribution: The District is proposing that the 6% PERS contributions will currently be covered by the District solely for the Fire Chief, DFC, and CFO (exempt status employees) at the current time. This is to be considered part of the employee's total compensation package. Discussion ensued regarding the fact that other comparable districts are already covering this cost for their employees. Director Lara moved to approve. Director Hart seconded. Motion carried unanimously.
- Civil Service Commission Vacancy: There is now a Civil Service Commissioner vacancy following a resignation. The Board has moved to accept this member's resignation and allow the District to make an announcement and advertise for the position. Director Hart moved to approve. Director Lara seconded. Motion carried unanimously.
- OSFM CWRR Grant: A \$66,000 Grant from OSFM for Community Wildfire Risk Reduction has been awarded to MCFD 1. Due to the size of the Grant, it will become common practice to ask for approval and acceptance from the Board for Grant funds. Director Hart moved to approve. Director Lara seconded. Motion carried unanimously.
- 2025 Fire Code Adoption: DFM Arrellin-Lara has provided a Memo addressing new codes related to mobile food vendors and adding food cart inspections to our permitting and inspection processes. Also, the Oregon State Fire Marshal is working to adopt the 2025 Oregon Fire Code, but as a district MCFD 1 cannot adopt this code unless it has

been adopted at the state level. For now, this remains a pending matter until it is officially adopted.

Chief's Report:

- Chief McMann will be out of the country from 01/02-01/12/25 and DFC Lee will be AIC Fire Chief during that time. Discussion ensued regarding how career staff divides Holiday time off based on seniority and trades in response to a question posed by Director Hart.
- Bargaining with the Union will be every other week and Chief McMann, DFC Lee, and CFO Gilbert will be meeting every Wednesday and Friday from mid-January until potentially May.
- Chief McMann discussed the various upcoming toy drives, parades, and events the District hosts and participates in. There are roughly 120 toy donations that will be completed this year.

Individual/Organizational Input:

VFFA: None.

Local 2557: None.

Good of the order: Director Lara posed questions about new ways to engage volunteers for the District, including podcasts, commercial opportunities, etc.

Public Comment: None.

Next Meeting:

Regular Meeting January 23, 2025, at 6:00pm at Station 5.

Adjourned: 6:51pm

President, Board of Directors

Attest