

Board of Directors
Regular Meeting
March 11, 2020
Mohawk Valley Fire Station #1
92068 Marcola Rd.

Call to Order: President Woodworth called the meeting to order at 7:01pm.

Roll Call: Elmer Shew X Quentin Holmes X
Eric Stevenson Kevin Woodworth X Peggy Schultz X via phone from
7:15pm to 7:30pm

Approval of Minutes: February 12, 2020 board meeting
President Woodworth asked if there were any corrections to last month's board meeting minutes. There were none. President Woodworth asked for a motion for approval; Elmer motioned to approve, and it was seconded by Quentin. It was approved 3-0.

Audience Participation (Citizen Testimony): None

Correspondence:

None

Emergency Prep Group:

10 people showed up the EPUD meeting. There is more information to come about the 21 evacuation zones. Quentin noted this meeting was helpful.

Chief also said he is getting weekly updates on safety concerns regarding the coronavirus. President Woodworth wanted to know what our plans are if a big outbreak hits. Chief said we will use station 4 as an quarantine area because the upper floor has a kitchen and bathroom. Dispatch is also now asking additional questions to callers. If we have to take people to the hospital, the medical unit has to get disinfected now. The mutual aid between fire stations also agreed to help each other out if a department had to quarantine.

Financial Report: February 2020

The report was reviewed. The highlights include:

- The amounts didn't print correctly so Chief talked about which ones he remembered standing out
- Canon Solutions was for the copier
- Gordon Truck was for the inspections of the engines
- Inn at Seaside was for the conference
- Superior Tire services was for the tires on the tenders
- Oregon Fence was for fencing in the training ground and a gate was included in that
- GHA Technology was for our computer upgrades

President Woodworth asked for a motion for approval; Elmer motioned to approve, and it was seconded by Quentin. It was approved 3-0.

Fire Chief Report: Officer's Report/ Maintenance Report/ Activity Report

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The Activity Report was discussed with highlights that include:

- The Chief hours
- Standard meetings
- The silent auction letter was included for the old copier. There was only 1 bid
- We created a Company Officer position. This position is not going to officer meetings unless requested. It is a position to help develop officer skills
- We are lower than the calls from this time last year but that is most likely because there was a lot of snow at this time last year

Maintenance Report

The Maintenance Report was not actually included but it was discussed. The highlights include:

- Computer system backup
- Change the internet
- Move the fax lines for new printer
- Annual tire inspection
- Quotes for installation in the radio in the new engine
- New brackets ordered for the new engine which is not on calls yet
- Got rid of used oil to a company that needed it
- There is an issue with the fuel pump and it will be a couple hundred dollars to do a temporary fix

Old Business:

1. Project Update

The new engine is here, 6 months late. We found out that it sat in Spokane without anything being done to it. We do not have to pay for the brackets that it is missing. The wheels were also not on the original order nor was there a change order for the tires. The warranty of the body was extended to 10 years. Quentin asked why it was so late. The CEO did write us an apology letter saying they took on too much. The other districts have made it known to the company that if our wheels are not fixed then they will not buy from this company.

The fuel pumps are 15 years old and we are looking to replace them with a system that has a code for whomever uses it. This new coding system will help with accuracy on who used what and how much. It will let us know if MPG drastically changes in a report. The school board said they are willing to pay half. Carson, the fuel company, would get notified if we are running low. We are also on their top priority list to top off our pumps. Their current delivery of bi-weekly is working for us.

We have noticed a cost saving by going into town for regular fuel for vehicles and putting clear gas in the small engines. We are using about 100-150 gallons of regular fuel every 2-weeks and 350 gallons of diesel.

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2. Incentive Program

Chief discussed the differences in the Stipend cap vs the LOSAP. He is recommending LOSAP. The stipend has a cap, there is no W2 or W4, it is hard to budget and have to pay PERS. The LOSAP is designed as an incentive program. We pay into their retirement. The vesting period is a minimum of 2 years and their hours put in at the station (drill, calls, training etc) would transfer as points. We could grandfather volunteers in who have been with us at least 2 years. Several departments are using it. We have already budgeted \$10,000. The last time we had an incentive program, \$9,000 was budgeted. There was discussed and confusion on when it would start and when the check to the company would be written. Chief was asked to write something up. President Woodworth asked for a motion for approval to go through with the incentive program; Quentin motioned to approve, and it was seconded by Elmer. It was approved 3-0.

3. Copier

The new one is installed and the silent auction for the old one only had 1 bid. The silent auction was posted at both stores.

New Business:

1. Budget

All the committee members and board members have copies of the budget. We will have a budget meeting April 1st, a week before the regular board meeting. Chris Barnes will be running the April 8th regular meeting due to Chief being on vacation.

2. Grants

We submitted for 2 grants. We submitted for FireHouse subs to add 4 more electrical fans to replace our gas ones. We wrote another one to AFG to replace heart monitors. Quentin helped on this one. FDA said our current monitors can no longer be supported by the manufactures. Our county is also doing a grant to AFG to update the radio systems. Chief is hoping to create a dispatching district so it isn't owned by the city and will fix a lot of issues happening.

3. Contingency Resolution

We budgeted for \$15,000 in contingency funds and would like to move \$12,000 to several areas which are outlined in the packet such as vehicle maintenance. President Woodworth read the solution and it was signed. It was approved 3-0.

Items Not on Agenda: It will be 3 years for Chief in April. They will do an evaluation in May. His contract says what evaluation will be used. President Woodworth wants to look at a

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more thorough template to use. It was mentioned that board members should discuss any performance issues with the Chief before the evaluation.

Future Meeting Agenda Items:

**Next meeting is on April 1, 2020 (Budget)
April 8, 2020 (Regular)**

Adjourn: Adjourned at 8:14 pm.

President Woodworth asked for a motion for approval; Quentin motioned to approve, and it was seconded by Elmer. It was approved 3-0.

Public comment is invited. Portions of this meeting may be held in executive session as per **ORS 192.660**.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 24 hours before the meeting to **Chief Steven Wallace at 541-933-2907.**

Agenda Posted: Marcola Community Market, Mohawk Valley Fire District #1, Mohawk General Store, Website.

Submitted by Brenda Williams