

**Board of Directors**  
**Regular Meeting**  
**August 13, 2025 at 6:30pm**  
**Mohawk Valley Fire Station #1**  
**92068 Marcola Rd.**

**Call to Order:** President Woodworth called the meeting to order at 6:30pm

**Roll Call:** Elmer Shew  Quentin Holmes  Elysia Johnson   
Kevin Woodworth  Amy Stephens

**Approval of Minutes:** July 2025 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 to approve the minutes: Quentin motioned to approve, and it was seconded by Elysia. It was approved 5-0.

**Audience Participation (Citizen Testimony):** none

**Correspondence:** There was a complaint about the July 4<sup>th</sup> event and illegal fireworks. The Chief's response was included in the packet. There was discussion on making more announcements about illegal fireworks.

**Emergency Prep Group:**

The only update was that the planning for this group will be returned to the District.

**Financial Report:** July 2025 report

The report was reviewed. The highlights include:

- We are looking better than last year
- We haven't received reimbursement for conflagration but are expecting them to come soon
- Some line items are up because of annual payments and conflagration
- Dues for OFSOA which has been useful for Teresa
- Streamline – annual fee for the website
- Lane County Elections
- Department of Public Safety - when a new person gets a certification they go through an extensive background check. We also do our own.
- Van Dyke's Signmakers – striping
- Richard Davey – he was hired to cover a deployment
- Image Trend Inc – our annual fee for EMS reporting software
- Conflagration payments
- President Woodworth asked about Teresa's wage on the sheet. She is under a seasonal employee, but this will be changing soon
- There was a question about who someone was. Chief said this person was hired for the summer through a grant

President Woodworth asked for a motion to approve; Elmer motioned to approve, and it was seconded by Quentin. It was approved 5-0.

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**Staff Report July 2025**

**Fire Chief Report:**

The Fire Chief's Report was discussed. The highlights include:

- Several meeting including
- News interviews
- Deployed twice
- Graphics on Pat's staff rig and support unit; both are in service
- Completed wildland home assessments

**Training Division Report**

The Training Division Report was discussed. The highlights include:

- July 4<sup>th</sup> event
- 6 days at conflag
- 5 drills
- Driver's training

**Maintenance Report**

The Maintenance Report was discussed. The highlights include:

- Tank warranty for tender
- Looked into mako bottle hydro testing
- Small apparatus repairs

Calls have not been slow.

**Old Business:**

1. Project/Grant updates

The support unit is in service. We will submit a safety and security grant. We are looking into a Seismic grant but need to prove that Station 4 was elevated and not in the flood plain. We have no other grant updates.

**New Business:**

1. Policy Review

All policies included are budget related. The board decided to table it for next month.

2. Web Site Updates

The website is getting updated and we are notified if something is not accessible. We added tabs and will get new pictures of personnel. We now have social media linked to our website. We also have forms that are streamlined through the website. President

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Woodworth mentioned that Coburg posts events on their website and we should look into doing the same.

3. Audit

Accuity was here on the 8<sup>th</sup>. They did a 4-hour audit and we had no deficiencies now that Teresa is here. They will have a report to the board by November. President Woodworth asked about Teresa being trained on what the Chief does. Yes, she can except having access to our big bank account. Everything currently is going through Teresa and Chief. Elmer asked about the firm that pays for our taxes and PERs and how that works; they log in as us and make the payments on our behalf. Appreciation was shown for Teresa's contributions.

4. Chief Contract

It was handed out last month and is due in April. We are in an automatic year renewal. Elmer had questions on a line about compensation and it reading as if he gets a 5% annual raise. Chief explained the line, and it is not yearly. It is up to the board to decide the wording. The contract is like the previous contracts and is written by an attorney. It was agreed that they would like to see wording that states year 1 is 5% raise plus COLA and then year 2-4 is only COLA. There was discussion on whether this contract is competitive. Chief is comfortable with the 5% and would like to focus on paying shift workers.

**Items Not on Agenda:**

There was discussion on having emails sent to personal emails. Chief reminded the board that if something went directly to their personal email, their personal email can be subpoenaed. It should be okay to have it go through your department email and then you forward it on. Chief can reset department email passwords if needed.

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**Future Meeting Agenda Items:**

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**Next meeting**

**Board Meeting September 10, 2025, at 6:30pm**

Adjourn: Adjourned at 7:34pm

President Woodworth asked for a motion to adjourn; Quentin motioned to adjourn, and it was seconded by Elysia. It was approved 5-0.

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

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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.

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Submitted by Brenda Williams