

**Board of Directors  
Regular Meeting  
June 13, 2018 at 7:30pm  
Mohawk Valley Fire Station #1  
92068 Marcola Rd.**

**Call to Order:** President Shew called the meeting to order at 7:30pm.

**Roll Call:** Elmer Shew  X  Dan Pike  X  Quentin Holmes  X   
Eric Stevenson  X  Kevin Woodworth  X

**Approval of Minutes:** May 9<sup>th</sup>, 2018 Board Meeting

President Shew asked for any corrections. It was noted that VP Dan Pike did not call the last meeting to order. It was President Shew. President Shew made a motion for approval; Quentin and Kevin approved respectively. It was approved 5-0.

The board also had to approve the budget committee notes. President Shew made a motion for approval; Quentin and Kevin approved respectively. It was approved 5-0.

**Audience Participation (Citizen Testimony):** There were none.

**Correspondence:**

There was a longevity check that we get annually because of insurance. There was the publication documentation of the budget. There was the Lane County results of the election and the certification paperwork. The bond was approved.

Quentin asked how much the longevity check was. It was around \$2,050.

**Financial Report:** May 2018

The May report was reviewed.

Some of the highlights were:

- Sign Now – the department is getting signs for each station
- Fire Rescue Equipment - service for the extrication equipment – It was around \$770
- Norman Waterbury LLC – the project to purchase property for station 2
- Hughes Fire Test
- Bound Tree – AD purchase

President Shew would like the format of the financial report changed. Chief said the last year's numbers were at the bottom. President Shew made a motion for approval. Dan and Quentin approved respectively. Approved 5-0.

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

The Activity Report was discussed with highlights that include:

- Standard meetings
- We had an EMS Trauma/Gun Shot Wound training
- Outside training with Pleasant Hill/Goshen and Oakridge
- Calls are around 210 as of today

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**Maintenance Report**

The April and May reports were both included since Chris was sick around the last meeting. Quentin wanted to know when the security cameras at stations 1,3, and 5 would be done. Chris said his summer help is starting next week so he is hoping that project can be done within 2 weeks.

Chris said that EPUD did an energy audit on Station 5 but didn't find anything. Chris is thinking maybe it is the installation.

Kevin said he received an email that the EPUD board voted to keep the tier system. The district is on a commercial payment structure.

**Old Business:**

1. Station 2

We are waiting for the surveying to be completed. Then we will get the deeds to the land. Once we get the deeds we will need to get septic approval, but it doesn't have to be installed, and a well.

2. Bond

The bond was approved. The board needs to adopt the results of the election by resolution before the project can get started. President Shew signed the resolution. Dan notes that many voted no on it. Kevin wanted to know what happens next. Chief Wallace explained that the SDAO will help sell the bonds. The board will have to appropriate the money by resolution. A separate page in the budget will be added for the bond so we can see exactly how the money will be spent. Chief Wallace has already started a spreadsheet to document what was spent on each project. If we are under what the bond was approved for, the board can pay off the bond faster.

3. Mary Cole Days

Mary Cole Days will be August 11<sup>th</sup>. The parade will be at 10am. The volunteer association is working on an all you can eat breakfast for Sunday to show the community appreciation for approving the bond. Kevin wanted to know about the chili cook off. Chief Wallace said it has always been in October but can bring it up to the volunteer association.

**New Business:**

1. Budget Resolution

In May the budget committee approved the budget. Now the board need to adoption it. Once approved, it will be published for both Lane and Linn counties. It does not include the bond until we sell the bonds.

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2. Board Policies

Eric, Kevin, and Chief worked together to update the board policies. Kevin said attending the conference in Lincoln City helped with this process. Chief Wallace reviewed each item. Some highlights include:

- Position on the board should be voted on every 2 years. This was suggested by the SDAO
- A single check signer is allowed if there is witness in case a board member is not readily present
- Presidents Day is listed as a holiday. We were 1 of 2 districts not to include it.
- Performance Evaluation Policy is more outlined on when and where
- Discipline policy for paid staff

There is a discrepancy in the Time Off Policy and the Employment contract for the Chief.

3. Board Meeting Times

This is the last month the board meeting will be at 7:30pm. All meetings will now start at 7pm. They will be held the 2<sup>nd</sup> Wednesday of each month. A list of the meetings was included in the packet. Chief will post on social media and other outlets.

**Items Not on Agenda:**

**None**

**Future Meeting Agenda Items:**

1. Reader Board

The booster does not have money to replace the old sign but the school district and the Lion's club do. Eric would like to attend any meetings that happen about the reader board.

2. Rainbow Water Well

It is on record with the county that we have a well. There may have been a well from the previous occupant, but the district has never had one. It used to be a logging site.

This is Dan Pike's last meeting. He is resigning. He didn't have his resignation paper, but said he would get it to the President. It suggested it be read at the next meeting. The board will appoint a replacement to finish his term.

**Next meeting is on July 11th, 2018 at 7:00pm**

Adjourn: Adjourned at 8:11pm.

Quentin and Kevin approved respectively; approved 5-0.

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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