

**Board of Directors  
Regular Meeting  
February 13th, 2019 at 7:00pm  
Mohawk Valley Fire Station #1  
92068 Marcola Rd.**

**Call to Order:** Vice President Kevin Woodworth called the meeting to order at 7:00pm.

**Roll Call:** Elmer Shew \_\_\_ Quentin Holmes \_\_\_X\_\_\_  
Eric Stevenson \_\_\_X\_\_\_ Kevin Woodworth \_\_\_X\_\_\_ Brenda Stedman \_\_\_X\_\_\_

**Approval of Minutes:**

Vice President Woodworth asked if there were any corrections to the January board minutes. There were no corrections. Vice President Woodworth asked for a motion for approval; Quentin and Eric approved respectively. It approved 4-0.

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

**Correspondence:**

There was a re-election notice about members needing to file paperwork and pay the \$10 fee. There was also a thank you letter to the station because they used the meeting room for their anniversary celebration.

**Financial Report:** January 2019

The report was reviewed.

Some of the highlights were:

- The report now includes the bond proceeds because it is required to be a separate column
- OFDDA annual membership dues. We get a discount through insurance because of this membership
- Fire hose replacement and turnouts through Cascade fire
- Power Auto Group for the rescues and their registration is now paid for
- Next month we will see an extra payment for the rescues because of insurance, but once the others come off insurance, we will get a refund
- The air packs are in and we were under budget for them
- The rescues arrived and will be headed to Salem to get things installed
- Zion bank for the bond interest payment
- Silke Communication for communication improvements purchases

Vice President Woodworth wanted to know when the rescues would be running. Chief thinks they can be in service within 2 months. Vice President Woodworth asked for a motion to approve; Quentin and Eric approved respectively. It was approved 4-0.

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

The Activity Report was discussed with highlights that include:

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- The Chief hours were included.

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- Standard meetings
- Trainings have been focused on the new SCBA packs
- Discussion on the types of firefighter certificates there are
- Our calls are lower than this time last year

Quentin wanted to know how many vacation hours the Chief has. Since his hours were not restarted when he took the position, he is at 240 vacation hours.

**Maintenance Report**

The Maintenance report was reviewed. The highlights were:

- Getting the new SCBA's in service
- Quotes for a roof on station 5 and some rot will need to be fixed. We have 6 quotes coming in and it is expected to cost \$5,000-\$10,000. We have the budget for this before the next fiscal year.
- 1413 is back in service
- Replacement of an ABS sensor in 1453
- A lock box for Caron, the fuel company, because they keep forgetting to bring the keys
- Annual tire inspection

**Old Business:**

1. Station 2

The surveyor turned in the results to the county and we are waiting to hear from the county.

2. Project Update

We are still waiting on the chasity. Both tenders are fixed.

3. Alfalfa Fire District

They have a board meeting on February 13<sup>th</sup> to review the contract again. Chief will travel over next month to get the contract signed.

4. Protection Contracts

The protection contracts have been sent out to the homeowners and waiting for their reply. We picked up another contract. Vice President Woodworth asked about the rate. Protection contracts pay the same as tax payers.

**New Business:**

1. Audit Review

The auditor presented at the meeting. She said Chief did a good job being organized. There were only 2 bumps along the way; the need to change over to QuickBooks and having the

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budget compliance insurance paid. There was confusion on the insurance because someone paid it but left didn't leave proof of payment. Both of been resolved. She suggested that anytime Chief has a resolution for the budget that it gets signed. Our general funding looks good and should not be too high because if we apply for a grant, the lenders will look at the general fund. She said we don't need a separate line item for conflagration money. It is better to put it in the unanticipated revenue line. Chief will be budgeting more for conflagration.

2. AFLAC

This was given as a benefit to the paid staff and volunteers could purchase it with our rates, but it is not working out as well as hoped and no volunteer has purchased it. It was asked that the money for AFLAC would instead go to the paid staff's HRA account which is a better benefit for employees. It would be \$200 increase each staff. There is not a penalty for cancelling with AFLAC. Vice President Woodworth asked for a motion to remove the money for AFLAC; Quentin and Eric approved respectively. It was approved 4-0. Vice President Woodworth read the resolution. Vice President Woodworth asked for a motion to add the money to the HRA accounts; Quentin and Eric approved respectively. It was approved 4-0.

3. Contingency Resolution

Chief said our contingency funds are almost deleted due to vehicle maintenance and is requesting the funds be moved to other budget items such as vehicle maintenance and repair and phone and internet. Chief would like to get internet at all the station so they can use the security cameras and because they are adding ipads to rigs. There will be 7 ipads purchased. Vice President Woodworth read the resolution. Vice President Woodworth asked for a motion to move contingency funds; Eric and Quentin approved respectively. It was approved 4-0. The resolution fixes all line items except for conflagration and social security.

4. District Salaries

We usually use the CPIW to to figure out the cost of living adjustments but it is going away. One option is to use the western region adjustment which is 3.1%. The other option is to use the federal increase of 2.8%. Chief discussed the pros and cons. The big con with federal is that the east coast is very different than the west coast. Vice President Woodworth wanted to know what other districts are doing. Chief reports that it was all over the place. Chief needs to go which route to go with so he can budget. It was agreed to go with the western region adjustment. Vice President asked for a motion for approval. Quentin and Brenda approved respectively. It was approved 4-0. Vice President Woodworth read the resolution to adopt the western region for the district salaries budget. Quentin and Eric approved respectively. It was approved 4-0.

It will be effective July 1 and Chief will be moved to Step 3 in April.

5. Budget Committee

There are 2 openings. DeLana Hansen would like to continue her position. Vice President Woodworth asked for a motion keep DeLana on the committee; Quentin and Eric approved respectively. It was approved 4-0. The other position has been posted and there has only been

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one applicant. Vice President Woodworth asked for a motion add this one applicant to the committee; Eric and Quentin approved respectively. It was approved 4-0

6. Bank Signers

President Elmer will be taking a leave for up to 3 months and currently only Quentin is the other bank signer. We need another one just in case Quentin cannot be reached. Vice President Woodworth read the resolution and then asked for a motion to approve himself as another signer; Quentin and Eric approved respectively. It was approved 4-0. All signers will need to go to Umpqua bank to become an official signer.

**Items Not on Agenda:**

Bank Signers. Chief said it can be new business because he did put a new notice to the public.

There was a discussion on Chief no longer needing his time card signed. In his first year, it was asked that he show his hours and his time card be signed to show transparency. He will still be put his hours in the packet, but his time card does not need to be signed anymore. This is effective immediately.

The awards banquet will be February 23<sup>rd</sup> at the River Stop.

Brenda may miss the next meeting due to surgery. She may call in.

**Future Meeting Agenda Items:**

**Next meeting is on March 13th, 2019 at 7:00pm**

Adjourn: Adjourned at 8:00pm.

Vice President Woodworth asked for a motion to adjourn. Brenda and Eric approved respectively; approved 4-0.

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