



## MINUTES

Mid- Columbia Fire and Rescue  
Board of Directors Meeting  
In Person / Virtually Held  
1400 W 8<sup>th</sup> Street, The Dalles, OR 97058  
May 16, 2022

### 1. CALL MEETING TO ORDER

Board President David Jacobs called the May 16, 2022, meeting of the Mid-Columbia Fire and Rescue to order at 5:30pm.

### 2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

### 3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Corey Case, Dick Shaffield arrived at 5:45. Dave Peters was excused on vacation.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, Division Chief Jay Wood, Division Chief Fred Coleman. Office Manager Stephanie Ziegler was out ill.

Others Present: Legal Counsel Andrew Myers.

### 4. AGENDA CHANGES

None.

### 5. MINUTES

The minutes of the April 18, 2022, regular meeting stand approved as written.

### 6. PUBLIC COMMENT

None.

### 7. FINANCIAL REPORTS

- a. Financial Report – Chief Palmer stated that the financial report in the agenda is through QuickBooks but stated that the new Caselle software is now programmed and online. Chief Palmer stated that he will have Angie Wilson from the City placed on the agenda for next meeting to explain the different reports and how they work. He stated the reports will be a different format from what QuickBooks puts out.
- b. Ambulance Service Financial Report – There were no questions on the ambulance report.



## **8. COMMITTEE REPORTS**

- a. Urban Renewal Report – Director Bailey stated that Director Cannon was directed by the board to apply and move forward with the Business Oregon Brownfield Cleanup Fund grant application to provide financial assistance for the demolition and asbestos abatement for the Tony's Building property located at 401-407 E 2<sup>nd</sup> St. She also stated that the next meeting would be May 17<sup>th</sup> and would include a resolution to adopt the Fiscal Year 2022/23 budget, adopt incentive programs, and there will be a redevelopment presentation on 201, 203 and 205 Washington Street (previously known as "The Blue Building"). There will also be a Vertical Housing Zone Development update.
- b. Enterprise Zone Report – President Jacobs stated that they had finalized the SIP agreement and are now moving forward. He stated we just needed to keep our eye on the tax revenue from Project 1 which will be coming out in November to see what it looks like and then wait for Google to decide to break ground which will start the clock on the Community Service fee.

## **9. FIRE CHIEF'S REPORT**

- a. Incident Reports/911 Statistics – Chief Palmer reported on the Run statistics stating that in April we had 316 calls a year ago same time we had 270 calls. There were 10 fire calls, 222 Rescue/EMS calls, 25 Service calls, 47 Canceled/Good Intent calls, 12 False Alarm/Fall Calls. He stated a 9% difference. Year to date we have had 1213 calls and a year ago we were at 1048 calls. He stated we are still above where we were last year. Director Bailey wanted to know what category the Unauthorized or authorized burns come in at, Chief Palmer stated the unauthorized burns come in through service call and if is an authorized burn it comes in through Good Intent. City burning is now closed and open burning is no longer allowed.
- b. Fire Chiefs Update – Chief Palmer reviewed his report that was included in the board packet. He spoke briefly about each item he included in his report. Director Bailey asked if Chief Palmer had any additional information on why there was a problem in Jefferson County with the ASA application process. Chief Palmer stated that the attorney for Jefferson County stated it was because of the online application process, and there was no online application as noted in the ASA plan. Chief Palmer went through the rest of his report.
- c. Monthly Report – AC Jensen – Included in board packet. President Jacobs asked about current vacancies. AC Jensen stated that we have two dual role positions open, and we have two single role paramedic positions open and 1 person in background to fill the one single role EMT position that is open. AC Jensen also stated that the application process for Firefighter/Paramedic has closed and that we had 7 qualified applicates. AC Jensen stated that they hope to have 4 Firefighter/Paramedics to start in the next academy.
- d. Monthly Report – DC Coleman Report – Included in board packet.
- e. Monthly Report – DC Wood Report – Included in board packet.



## 10. CORRESPONDENCE

None.

## 11. OLD BUSINESS

- a. Information Sheet – Patch design concept. The patch design was based on input from all members associated with the Fire District. Stephanie will contact the vendor and start working with him to provide a proof and then get the new patch ordered.

## 12. NEW BUSINESS

- a. Information Sheet – Fund transfers to the General, Reserve and Special Funds. This is an annual event, Chief Palmer stated that it is usually done through Resolution, however Angie at finance stated that it wasn't necessary to do it by Resolution as it is adopted and approved under the budget process. Angie informed Chief Palmer that all he needed to do was let her know which fund transfers were due. Chief Palmer forwarded the necessary budget information to Angie to be completed. Chief Palmer included a transfer sheet to show what transfers were done in the board packet.
- b. Information Sheet – Surplus Items – Director Case made a motion to declare items noted in Exhibit A as surplus items. Director Bailey seconded. President Jacobs called for a vote. All in favor: 4 Ayes, 0 Nays. Motion passed.

## 13. EXECUTIVE SESSION

- a. Adjourned to Executive Session in accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the Chief Executive Officer at 5:57pm

## 14. GOOD OF THE ORDER

- b. Reconvened at 6:35pm from Executive Session. . President Jacobs came out of the Executive Session and stated that the Chief had received a favorable review and was therefore eligible for his service step increase.

## 15. ADJOURNMENT

Meeting adjourned at 6:40pm.

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Board President

Board Secretary/Treasurer