

MINUTES

Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
October 18, 2021

1. CALL MEETING TO ORDER

Board President David Jacobs called the October 18, 2021, meeting of the Mid-Columbia Fire and Rescue to order at 5:34pm.

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Dave Peters, Diana Bailey, Corey Case. Director Schaffeld arrived at 5:44pm.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, Division Chief John Wood, Division Chief Fred Coleman, and Office Manager Stephanie Ziegler.

Others Present: Legal Counsel Tom Peachey.

4. AGENDA CHANGES

None

5. MINUTES

The Minutes of the September 20, 2021, regular board meeting stand approved as written.

6. PUBLIC COMMENT

None.

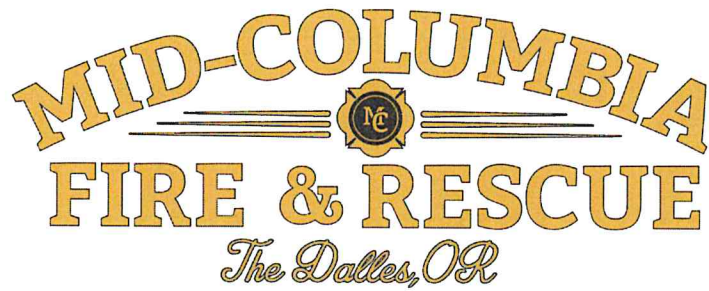
7. FINANCIAL REPORT

a. Cash Account Summary

There were no questions asked about the cash account summary.

b. Ambulance Service Report

Director Peters asked about the ambulance revenue graph wanting to know why there was no green showing up yet for September. Chief Palmer stated that he had



pulled the report early. Chief Jensen stated Systems Design had sent an updated form and there was some green on the updated chart. Director Case asked what happens to the uncollected revenue once the new year rolls over. Chief Palmer stated funds remain in accounts receivable, the billing company continues to work the accounts and we continue to receive payments based on their collection efforts. After 120 days accounts are forwarded collections upon authorization Fire District unless a payment plan or financial assistance has been established by the billing company.

8. COMMITTEE REPORTS

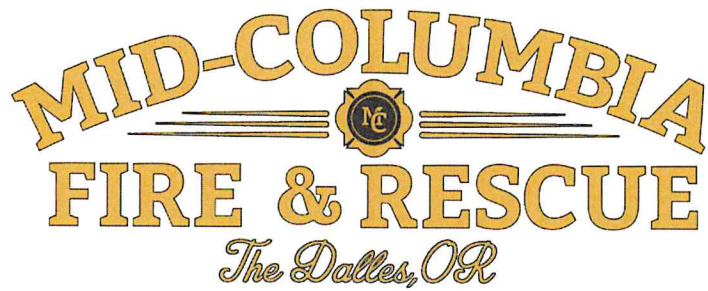
- a. Urban Renewal Report - Director Bailey reported there was a lot of discussion on the Environmental Protection Agency and the Brownfield Grant which is for site reuse and revitalization program for downtown. They have been very active with the businesses downtown to see if any of them can take advantage of grant as well as urban renewal funds on the old Tony Building. Director Bailey also stated there was quite a bit of discussion on the First Street Streetscape Project and the Rec building redevelopment.
- b. Enterprise Zone Report - President Jacobs stated that the City and the County would be meeting separately to approve the SIP agreements, City on the 25th and the County on the 3rd of November. He stated that he and Chief Palmer would be listening in on the proceedings and if anyone else would like to listen they would be welcome also. He stated that things look like they are moving forward.

9. FIRE CHIEF'S REPORT

- a. Incident Reports/911 Statistics - Run stats for September there were 313 calls for service in September and 246 calls for service at this time last year. Year to date we had 2647 calls and there were 2181 calls last year at this time. He stated that we are on track to hit 3500 calls by the end of the year if we continue this way.
- b. Fire Chief Report – Included in Board Packet. Chief Palmer spoke briefly about each of his topics he included in his report.
- c. Assistant Chief Jensen's Monthly Report – Included in Board Packet.
- d. Division Chief Wood Monthly Report – Included in Board Packet.
- e. Division Chief Coleman Monthly Report – Included in Board Packet.

10. CORRESPONDENCE

None.



11. OLD BUSINESS

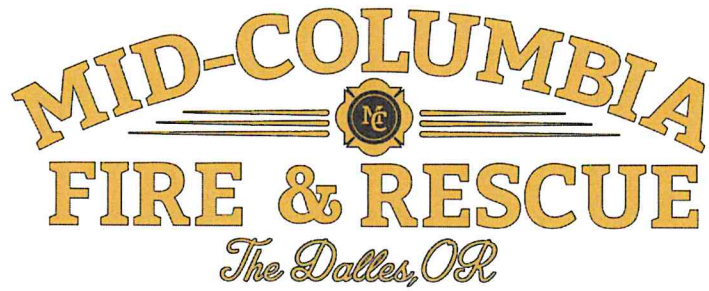
None.

12. NEW BUSINESS

- a. Discussion Item – Board Goal Setting. Chief Palmer had sent out a current planning statement showing what has been accomplished and what has not been done. President Jacobs asked if anyone had any thoughts on what the Board might want to do. After much discussion, the Board directed Chief Palmer to put a vision plan together showing what came out of this meeting. They would like to see 3 things come out of the goal setting, they are: Personnel and Volunteer recruitment, Current building at maintenance level and equipment that we currently have with the potential of a new building and a Succession plan for Chief Palmer's replacement. Chief Palmer would like to incorporate the current goals along with the three goals the Board would like to see added. The Board feels no work session is needed. Chief Palmer will draft a vision based on the Boards direction.
- b. Information Sheet – Audit Plan of Action. An adopted Plan of Action is required for all financial statement audit deficiencies. A letter on the Fire District's letter head to be sent to the Oregon Department of Revenue stating why the district can't meet all the requirements of the Department of Revenue. The Fire District has Friend and Reagan prepare the financial reports because the district does not have a CPA on staff to perform that task. The City handles the finances for the Fire District which has corrected the previous deficiency of segregation of financial duties. Chief Palmer will see if the Director (Angie Brewer) has the qualifications to prepare the financial report for us. Legal Counsel Tom Peachy stated most government agencies receive the same letter, that is very common. Peachey also stated that even if Angie is qualified to prepare the financial report the district would still need to have someone verify her work. President Jacobs stated he would entertain a motion. Director Dick Schaffeld made a motion that the President Jacobs sign the Audit Plan of Action letter. Director Bailey seconded. President Jacobs called for a vote. 5 Ayes, 0 Nays. Motion carried.

13. GOOD OF THE ORDER

Legal Counsel Peachey made a statement that he would be retiring at the end of the year. Mr. Peachey stated he has been the legal counsel with MCFR since 1994. Mr. Peachey spoke a little bit about his time with MCFR. He will retire from being an attorney on December 31, 2021. President Jacobs asked if there was a required process to find a new attorney of record. Mr. Peachey stated that their office is highly qualified to continue to service MCFR. Mr. Peachey stated that the district is not required to go out for bid for professional services. The Board will still need to designate an Attorney of Record. Legal



Counsel Peachey stated that the Board will need to have a motion made by the end of the year if they decide to stay with the legal offices of Peachey, Davis, Myers, and Dunn or the Board can go out for a Request for Proposal for an attorney of record. Chief Palmer stated that, to be safe, the Board should decide by the November Board Meeting whether to stay with the current legal office or to go out for an RFP.

14. ADJOURNMENT

President adjourned the meeting at 6:24 p.m.

Board President

Secretary/Treasurer