

# **MINUTES**

Mid-Columbia Fire and Rescue  
Board of Directors Meeting  
Training Room, Station 1  
1400 West 8<sup>th</sup> Street, The Dalles, Oregon  
March 17, 2014

## **1. ROLL CALL / AGENDA CHANGES**

Board President Robin Miles called the March 17, 2014 meeting of Mid-Columbia Fire and Rescue to order at 5:33 pm.

Directors present: Robin Miles, Tom Ashmore, John Willer and Bill Wolfe. Dick Schaffeld arrived at 5:37 pm.

Staff: Bob Palmer, Fire Chief; Dave Lapof, Division Chief; Dan Hammel, Division Chief; Dana Woods, Office Manager.

Others: Tom Peachey, Legal Counsel

Excused: Jay Wood, Division Chief

## **2. MINUTES**

Director Ashmore moved to approve the minutes of the February 24, 2014 regular meeting. Director Willer seconded. The motion passed with all voting yes.

## **3. PUBLIC COMMENT**

None

## **4. FINANCIAL REPORTS**

Cash Accounts Summary: Included in board packet.

Ambulance Service Financial Report: Included in board packet.

5. **COMMITTEE REPORTS**

Urban Renewal Committee meeting is scheduled for March 18, 2014.

6. **FIRE CHIEF'S REPORT**

Incident Report: There were 209 calls for service in the month of February. 192 were for EMS.

911 Usage: Usage was 12% for the month of February.

Training Division Report: Included in board packet. Director Ashmore commented that it appears there are more training activities happening – this is good news.

Prevention Division Activities: Included in board packet.

Volunteer R&R Division Activities: Included in board packet.

Other items as needed: Chief Palmer reported that he is busy working on the FY 14-15 budget. He will be at the Fire Defense Board meeting in Kah-Nee-Ta on 3/18/14 and will be at the LERC/PERC conference on 3/19/14.

7. **CORRESPONDENCE**

None

8. **OLD BUSINESS**

Follow-up from February Board meeting regarding proposed revision to the Board Policy Manual. The current MCF&R Board Policy Manual meets the intent of the SDAO Best Practices Program. Legal Counsel Tom Peachey gave a brief overview of the existing policy versus the SDIS recommendation. He feels that the SDIS recommendation is more thorough and in his opinion, merits review by the Board. Board established a committee consisting of Director Wolfe and Director Willer, who will review both policies and bring a recommendation back to the Board for approval / adoption.

9. **NEW BUSINESS**

Resolution 2014-04: Chief Palmer presented the evaluation and scoring system that was used to assess the proposals for the design and construction of Station 2. The RFP was made available after January 27, 2014 and two proposals were received. A committee comprised of Chief Palmer, Division Chief Wood, Division Chief Hammel and Captain Biehn completed the scoring process. Director Schaffeld inquired as to the timeline of the project. Chief Palmer responded that the project completion timeline is estimated as November 2014.

**MOTION: Director Ashmore moved to approve Resolution 2014-04, "A Resolution Authorizing the Fire Chief to enter into a contract for architectural and project management services for the design, bid and construction of Station 2". Director Wolfe seconded the motion. The motion passed with Miles, Ashmore, Schaffeld, Wolfe and Willer voting yes.**

10. **GOOD OF THE ORDER**

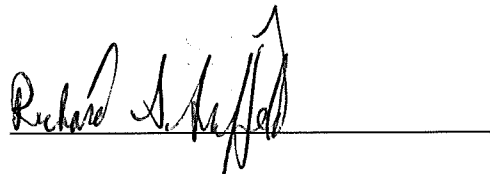
None

11. **ADJOURNMENT**

There being no further business, the meeting was adjourned by motion at 6:08 p.m.



Board President



Secretary / Treasurer