

MINUTES

Mid-Columbia Fire and Rescue
Board of Directors Meeting
Training Room, Station 1
1400 West 8th Street, The Dalles, Oregon
December 15, 2014

1. **ROLL CALL / AGENDA CHANGES**

Board President Robin Miles called the December 15, 2014 meeting of Mid-Columbia Fire and Rescue to order at 5:33 pm.

Directors present: Robin Miles, Tom Ashmore and John Willer. Dick Schaffeld arrived at 6:05 pm.

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

Others: Tom Peachey, Legal Counsel; Walt Denstedt, Engineer; Rick Harrington, Engineer and Dee Apperson, Citizen arrived at 6:20 pm.

Excused: Bill Wolfe.

2. **PLEDGE OF ALLEGIANCE**

3. **MINUTES**

Director Willer moved to approve the minutes of the November 17, 2014 Regular Board meeting. Director Ashmore seconded. The motion passed with Miles, Willer and Ashmore voting yes.

4. **PUBLIC COMMENT**

None

5. **EXECUTIVE SESSION**

- a. Adjourn to Executive Session in accordance with ORS 192.660(2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The regular board meeting adjourned into executive session at 5:34 pm.

The executive session ended and the regular board meeting reconvened at 5:55 pm.

6. FINANCIAL REPORTS

Cash Accounts Summary: Included in board packet.

Ambulance Service Financial Report: Included in board packet.

7. COMMITTEE REPORTS

President Miles had previously had a discussion with Chief Palmer about the possibility of having a different MCF&R representative on the Urban Renewal Advisory Committee. Appointment of a new representative to happen in the near future. President Miles did share that Rapoza was granted another 9 month extension.

8. FIRE CHIEF'S REPORT

Incident Report: There were 232 total calls for the month of November, with 194 of them being EMS calls.

911 Usage: 12% usage for the month of November. Chief Palmer informed the Board that the meeting between Wasco County and Frontier was cancelled due to inclement weather.

Training Division Report: Included in board packet.

Prevention Division Activities: Included in board packet.

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

Other:

1. Distribute Policies for Board Review: The first 3 chapters of the Board Policy Manual were distributed with the Board Packet. Director Willer noted that he had reviewed them and the Board Policy says that the Board President will serve a 2 year term. Chief Palmer noted that the Statute may say 1 year – Legal Counsel will review to see if possibly the Board Policy needs to be updated.
2. BIA FPC Update : Currently the contract is still in BIA’s review process.

9. **CORRESPONDENCE**

None

10. **OLD BUSINESS**

- a. Resolution No. 2014-13: The competitive bid process for the Station 2 renovation project is complete. The use of Enterprise Zone Fees for this project have been approved. It is now time to award the construction contract.

MOTION: Director Ashmore moved to adopt Resolution 2014-13 “A Resolution Approving the Bid Process; Accepting the Lowest Responsible Bid; Awarding a Construction Contract to 2KG Contractors, the Lowest Responsible Bidder; and Verifying Fund Availability for the Station 2 Renovation Project”. Director Schaffeld seconded. The motion passed with Miles, Schaffeld, Ashmore and Willer voting yes.

11. **NEW BUSINESS**

- a. Resolution No. 2014-14: The City of The Dalles has requested that the fire district grant them a long-term easement for the area where the ADA path infringes on Station 2 property. Approval of this resolution will enable the Station 2 project to move forward into the construction phase.

MOTION: Director Schaffeld moved to adopt Resolution 2014-14 “A Resolution Granting the City of The Dalles a Long Term Easement on Fire District Property Located at 525 Wasco Dr (Station 2), The Dalles, Oregon 97058”. Director Ashmore seconded. The motion passed with Miles, Schaffeld, Ashmore and Willer voting yes.

- b. Resolution No. 2014-15: The fire district has received an AFG Grant for the purchase of new SCBA Equipment. The RFP process has been completed and the fire district would like to move forward with purchasing the equipment from Seawestern Inc., the lowest responsible bidder.

MOTION: Director Schaffeld moved to adopt Resolution 2014-15 “A Resolution Approving the Proposal Process; Awarding a Contract for the Purchase of Self-Contained Breathing Apparatus (SCBA) with

Associated Equipment from Seawestern, Inc., the Most Responsive Proposer; and Verifying Fund Availability for Acquiring SCBA".
Director Willer seconded. The motion passed with Miles, Schaffeld, Ashmore and Willer voting yes.

- c. Appoint Budget Officer : It's time to appoint a Budget Officer for the Fiscal Year 2015-2016 Budget. The Budget Officer is responsible for preparing and presenting the proposed budget to budget committee for approval. Director Ashmore moved to appoint Chief Palmer as the Budget Officer for Fiscal Year 15-16. Director Schaffeld seconded. The motion passed with all voting yes.
- d. Budget Committee Members: Currently, there is one budget committee member position that is expired. Chief Palmer has communicated with Michael Hamilton who expressed interest in continuing on the committee for another 3 year term. Director Willer moved to appoint Michael Hamilton to another 3 year term serving on the Budget Committee. Director Schaffeld seconded. The motion passed with all voting yes.
- e. Budget Calendar : Local Budget law requires that the Board of Directors adopt a Budget Calendar for Fiscal Year 2015-2016 budget process. The proposed budget calendar is included in the Board Packet. Director Ashmore moved to approve the Fiscal Year 15-16 Budget Calendar. Director Schaffeld seconded. The motion passed with all voting yes.
- f. First Reading and Public Comment – Ordinance No. 2015-01-Repealing fire code ordinance and adopting provisions relating to the enforcement of the Oregon State Fire Code. Director Willer moved to read Ordinance 2015-01 by title only. Director Ashmore seconded. The motion passed with all voting yes. President Miles read Ordinance No. 2015-01 by title only and called for public comment. There was no public comment.
- g. Fire District Strategic Plan Progress Report: A progress report was provided to the Board of Directors. Board to review and provide questions and/or comments at the next meeting.

12. GOOD OF THE ORDER

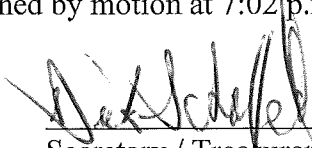
Dinner for Board Members and Staff will be provided at Cousins Restaurant upon conclusion of the meeting. The public is welcome to attend at their own expense.

13. ADJOURNMENT

There being no further business, the meeting was adjourned by motion at 7:02 p.m.



Board President



Secretary / Treasurer