

MINUTES

Mid-Columbia Fire and Rescue
Board of Directors Meeting
Station 1
1400 W. 8th Street, The Dalles, Oregon
December 21, 2015

1. ROLL CALL / AGENDA CHANGES

Board President Robin Miles called the December 21, 2015 meeting of Mid-Columbia Fire and Rescue to order at 5:32pm.

Directors present: Robin Miles, Tom Ashmore, John Willer and Dick Schaffeld. Crystal Dodge arrived after meeting was called to order.

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

Others: Andrew Myers, Legal Counsel in the absence of Tom Peachey.

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Board President Miles.

3. MINUTES

Minutes from the November 16, 2015 Regular Board Meeting were accepted as presented.

4. PUBLIC COMMENT

None

5. FINANCIAL REPORTS

Cash Accounts Summary: Included in board packet.

Ambulance Service Financial Report: Included in board packet.

6. COMMITTEE REPORTS

Director Willer attended the December Urban Renewal Committee meeting and reported that the City has entered an exclusive agreement with Tokola Properties out of Gresham for the Tony's Town and Country building.

7. FIRE CHIEF'S REPORT

Incident Report: There were 209 calls for service in the month of November. 166 were for EMS.

911 Usage: 10% for the month of November, a 4% decrease from the previous month.

Training Division Report: Included in board packet.

Prevention Division Activities: Included in board packet.

Volunteer R&R Division Activities: Included in board packet. There will be 3 people starting the Student Program on January 4th.

President Miles noted that she would like to see Community CPR Classes offered at the Fire Station once a month.

Other: Chief Palmer passed on that Firefighter Cliff Smith is retiring at the end of the year after 23 years of service.

The Chief would like to schedule FY 14-15 Audit Review Work Session for Monday 1/11/2016 at noon. No objection from Directors so Chief Palmer will set it up.

Update on the potential Bond proposal; Chief Palmer has met with all the Shifts for input and the list of Bond items will be refined based on input. Updated list to be provided to the Board.

8. CORRESPONDENCE

Included was the Urban Renewal Debt Payment schedule.

9. OLD BUSINESS

- a. Policy Review Process: Five more policies were distributed for review. Div. Chief Wood is also loading the District Policies into Target Solutions for review by all employees.

- b. President Miles requested that the Board receive a schedule for Contract Negotiations. The first negotiations meeting is scheduled for January 14 at 10 am. When establishing the Ground Rules for bargaining, as long as both sides agree, up to 2 Board Members can sit in on each Bargaining meeting.

10. NEW BUSINESS

- a. Appoint Budget Officer: It's time to appoint a Budget Officer for the Fiscal Year 2016-2017 Budget. The Budget Officer is responsible for preparing and presenting the proposed budget to budget committee for approval. Director Willer moved to appoint Chief Palmer as the Budget Officer for Fiscal Year 16-17. Director Ashmore seconded. The motion passed with Miles, Ashmore, Schaffeld, Willer and Dodge voting yes.
- b. Budget Calendar: Local Budget law requires that the Board of Directors adopt a Budget Calendar for the Fiscal Year 2016-2017 budget process. The proposed budget calendar is included in the Board Packet. Director Dodge moved to approve the Fiscal Year 16-17 Budget Calendar. Director Ashmore seconded. The motion passed with Miles, Ashmore, Schaffeld, Willer and Dodge voting yes. President Miles asked that the proposed budget be distributed by May 3rd.
- c. Budget Committee Members: Currently, there are two budget committee member positions that are expired. Chief Palmer has communicated with David Jacobs and Dr. Wally Wolf who expressed interest in continuing on the committee for another 3 year term. Director Ashmore moved to appoint David Jacobs and Dr. Wally Wolf to another 3 year term serving on the Budget Committee. Director Schaffeld seconded. The motion passed with Miles, Ashmore, Schaffeld, Willer and Dodge voting yes.
- d. Resolution 2015-18: Now that the soils study is complete for the Training Tower project, it has been determined that the District will need to hire a different firm to complete the foundation design. Before Miller Consulting can complete the foundation design, they will need the tower design and associated load calculations. In order to get the necessary information, a P.O. must be issued so that Fire Facilities can design the tower and place it on the production schedule.

MOTION: Director Ashmore moved to adopt Resolution 2015-18 "A Resolution to authorize the Fire Chief to proceed with the design and production scheduling for a new training tower". Director Willer seconded. The motion passed with Miles, Ashmore, Schaffeld, Willer and Dodge voting yes.

- e. Resolution 2015-19: Mid-Columbia Fire and Rescue has an opportunity to participate in the improvement of a wireless network serving the downtown area and adjacent areas of the community. The project would require rooftop space at Station 2 for an antenna, not to exceed an area of 30 square feet total.

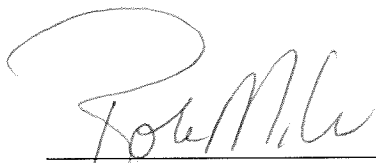
MOTION: Director Schaffeld moved to adopt Resolution 2015-19 “A Resolution to Authorize a Rooftop Antenna Lease Agreement Between Mid-Columbia Fire and Rescue and The City of The Dalles”. Director Dodge seconded. The motion passed with Miles, Ashmore, Schaffeld, Willer and Dodge voting yes.

11. **GOOD OF THE ORDER**

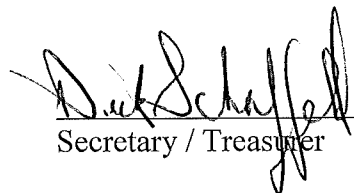
Upon conclusion of the meeting, dinner will be provided at Spooky’s for Board Members and Staff. The public is welcome to attend at their own expense.

12. **ADJOURNMENT**

There being no further business, the meeting was adjourned by motion at 6:33 p.m.



Board President



Secretary / Treasurer