

MINUTES

Mid-Columbia Fire and Rescue
Board of Directors Meeting
Conference Room, Station 1
1400 West 8th Street, The Dalles, Oregon
July 20, 2015

1. **ROLL CALL / AGENDA CHANGES**

Board President Robin Miles called the July 20, 2015 meeting of Mid-Columbia Fire and Rescue to order at 5:30 pm.

Directors present: Robin Miles, Tom Ashmore, Crystal Dodge and John Willer. Dick Schaffeld arrived at 5:50 pm, and was administered the Oath of Office at that time.

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

Others: Tom Peachey, Legal Counsel; Eric Blumenthal, Lieutenant

Excused: Dave Lapof, Division Chief

Agenda Changes: Administer Oath of Office for Elected Officials.

2. **PLEDGE OF ALLEGIANCE**

No Pledge of Allegiance done at this meeting, as there was no flag in the Conference Room.

3. **OATH OF OFFICE FOR ELECTED OFFICIALS**

Fire District legal counsel, Tom Peachey, administered the Oath of Office to Directors Miles, Ashmore and Dodge.

4. **ELECTION OF BOARD OFFICERS**

At the first regular board meeting in July of each year, board officers are elected. The board shall choose a President, Vice President and a Secretary/Treasurer. The officers shall preside until the following July when election of officers are again held.

Director Miles called for nominations for the office of President. Director Dodge nominated Robin Miles for the position of President. Director Willer seconded. Nominations were then closed and the position of President was voted on. Robin Miles was elected to continue in the position of President unanimously.

Nominations were called for the office of Vice President. Director Ashmore motioned to keep all of the officers the same as last year. Director Willer seconded – the motion passed unanimously.

5. **MINUTES**

Minutes from the June 15, 2015 Regular Board Meeting were accepted as presented.

6. **PUBLIC COMMENT**

None

7. **FINANCIAL REPORTS**

Cash Accounts Summary: Included in board packet. President Miles asked about a couple of line items on the Budget to Actual reports.

Ambulance Service Financial Report: Included in board packet.

8. **COMMITTEE REPORTS**

None

9. **FIRE CHIEF'S REPORT**

Incident Report: There were 249 calls for service in the month of June. 199 were for EMS.

911 Usage: Usage was 10% for the month of June – down slightly from 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.

Other:

1. Policy Review Staff Update: Board Policy Manual is now complete. Time to start review of Staff Policies.
2. Systems Design Update: Small hurdles have been resolved. Transitions seems to be going smoothly.
3. Meeting -- City Manager re: Training Tower: More information to come in the near future.

10. **CORRESPONDENCE**

None

11. **OLD BUSINESS**

- a. Station 2 Update: Currently working on completion of the punch list and final inspection items so that Certificate of Occupancy can be obtained. Hopefully we'll be able to hold an Open House in September.

12. **NEW BUSINESS**

- a. Renewal of IGA between Wasco County and MCFR for GIS: This is renewed annually and is an item that's budgeted for. This provides valuable mapping services to the District for various fire district operations. Director Ashmore motioned to authorize Chief Palmer to sign the IGA. Director Willer seconded. The motion passed with Miles, Ashmore, Willer, Dodge and Schaffeld voting yes.
- b. Resolution 2015-11 "Restatement of Mid-Columbia Fire and Rescue Pension Plan". Northwest Retirement Plans Inc., the third party administrator of the Fire District Retirement Plan has prepared the draft restatement to comply with changes in IRS rules.

MOTION: Director Willer moved to adopt Resolution 2015-11 "Restatement of Mid-Columbia Fire and Rescue Pension Plan". Director Schaffeld seconded. The motion passed with Miles, Ashmore, Schaffeld, Dodge and Willer voting yes.

- c. Resolution 2015-12 Authorizing MCF&R to enter into an IGA with City of The Dalles concerning the distribution and use of annual project fees paid pursuant to Enterprise Zone Tax Abatement Agreement executed on September 24, 2013. Funds received by the District will be used to construct a new four story training tower with related accessories and the establishment of a student training program.

MOTION: Director Schaffeld moved to adopt Resolution 2015-12 "A Resolution Authorizing Mid-Columbia Fire and Rescue to Enter into an Intergovernmental Agreement with the City of The Dalles for Distribution and Use of the Annual Project Fees Paid Pursuant to the Enterprise Zone Tax Abatement Agreement Executed on 09/24/2013". Director Ashmore seconded. The motion passed with Miles, Ashmore, Schaffeld, Dodge and Willer voting yes.

- d. Resolution 2015-13 Establishing authorized check signers for the Fire District. The results of the most recent election have resulted in a newly elected Board Member. The District would like to add the newly elected Board Member, Crystal Dodge, as an authorized signer for the District checking account. Because all Fire District checks require two signatures, having all 5 Board Members as authorized signers makes it convenient to rotate this responsibility.


MOTION: Director Ashmore moved to adopt Resolution 2015-13 "Establishing Authorized Check Signers for Mid-Columbia Fire and Rescue". Director Dodge seconded. The motion passed with Miles, Ashmore, Schaffeld, Dodge and Willer voting yes.

13. **GOOD OF THE ORDER**

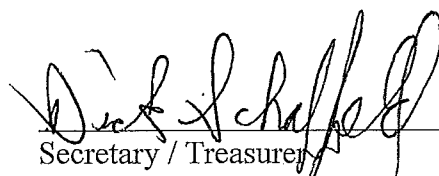
None

14. **ADJOURNMENT**

There being no further business, the meeting was adjourned by motion at 6:16 p.m.



Board President



Secretary / Treasurer