

Molalla Rural Fire Protection District No.73
Board of Directors Meeting
320 N Molalla Ave, Molalla, OR
Wednesday January 18, 2023

1 **Directors Present:** Vice President Todd Gary, Secretary Brian Wolfe and Member Brian Lister.

2
3 **Directors Absent:** President Mike Towner and Member Steve Long.

4
5 **Others Present:** Chief Vince Stafford, Administrative Assistant Melissa Goodwater, Staff members Lt.
6 Mike Penunuri, Lt. Clint Shaver, Dustin Hamilton, Loren Johnson, Robert Toumbs and Janet Patrick and
7 Volunteer Keaton Foster.

8
9 **Call to Order:** The 713th meeting of the Board of Directors of Molalla Rural Fire Protection District #73
10 was called to order by Vice President Todd Gary at 9:28am with no objections from the members.

11
12 **Flag Salute:** Brian Lister.

13
14 **Approval of the December 21, 2022 Regular Meeting minutes as follows:**

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16 Brian Lister moved to accept the minutes as submitted Brian Wolfe seconded the motion. The motion
17 carried 3/0.

18
19 **Bills and General Ledger:** Brian Wolfe asked for clarification on the payments for Modern Marketing
20 and Special Districts Insurance Services.

21
22 After review of the Check Report presented to the Board, Brian Wolfe moved to pay the bills as presented.
23 Brian Lister seconded the motion. The motion carried 3/0.

24
25 **Call to the Public:** None. At this time Melissa Goodwater also confirmed there was no public write-in or
26 call-in.

27
28 **Financial Review:** Melissa Goodwater informed the Board that the final audit was completed and
29 submitted to the Secretary of State and that the Report to the Board has been handed out to them at this
30 meeting. The Board requested that the auditors present the audit in person. Also mentioned was that the
31 year-end federal and state payroll reports have been filed, employees have received their W-2's and 1099's
32 have been sent. The Volunteer Association will be meeting next Thursday and have a draft policy for the
33 Hypochlorous Acid machine to review following up on the request by the Board during the December 21,
34 2022 meeting.

35
36 **Old Business:**

- 37
38 OB-1 Urban Renewal. Not much happening at this time. We will be putting any Urban
39 Renewal in as grant money in order to keep track of it.
40
41 OB-2 COVID Updates. We will not be renewing the hypochlorous acid liability policy. The
42 Volunteer Association will be working on a policy covering who will be able to use the
43 product.
44
45 OB-3 Type III Interface Engine. The engine was delivered to us but has been returned to
46 Hughes Fire Equipment in Eugene for several problems. It will be 1-2 months before we
47 get it back.
48
49 OB-4 Antique Buffalo Engines. No updates.
50
51 OB-5 C800 Upgrade Progress. There is a meeting today, Canby Fire Chief Davis will be
52 representing us.
53

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New Business:

NB-1 Grants and Class Updates. The joint Fire Academy will start February 22nd with seven being from Molalla. Available wildland classes are filling fast due to being in-person again. At this point there are no specific grants we are working on or available. Chief Stafford will speak with Todd Gary regarding the OSFM Wildland Firefighter program that is waiting for possible funding.

NB-2 District Funding and Operations. We are watching our expenses and right now, overtime is one of the bigger issues. In December we had a record call volume of 330 calls. Chief Stafford has an email to District attorneys to ask if we can do a COLA increase on a levy. A Washington state newspaper article stated that they do.

NB-3 Resolution 01-18-23A Appropriating Unanticipated Conflagration Funds to the 2022-2023 Budget. On 12/27/22 the District received \$47,478.88 in reimbursement funds for the Double Creek Fire.

Brian Wolfe made a motion to appropriate the Double Creek Fire Conflagration funds to the 2022-2023 budget. Brian Lister seconded the motion. The motion carried 3/0.

NB-4 Resolution 01-18-23B to Place a Five-Year Local Option Levy on the May 2023 Ballot. Melissa Goodwater noted to the Board that there were two clerical error corrections to the resolution after it was sent in the Board packet. The corrected one was put before the Board.

Brian Wolfe moved to approve the resolution to place a five-year local option levy on the May 2023 ballot. Brian Lister seconded the motion. The motion carried 3/0.

NB-5 Fire Chief Job Description and Executive Functions Review. Todd Gary asked if the Board Members present had been able to look over the Chief's documents prior to the meeting. He stated that any questions should be directed to Chief Stafford.

NB-6 District Policies 1-4 Review. The Board was in agreement that the Policies were accurate with the exception of Policy 4.3 day and time of the Board Meetings. Brian Wolfe suggested that the day be changed to be the 3rd Wednesday of the month at 9:30am.

Brian Wolfe made a motion to approve Policies 1 through 4 with the suggested changes. Brian Lister seconded the motion. The motion carried 3/0.

For the next meeting, Todd Gary would like to see an added signature line for Board signature/sign-off.

Correspondence: None.

Chief's Report: In addition to the Board Packet, Chief told the Board that there will be a Civil Service meeting tomorrow regarding a joint Lieutenant/Captain test. It will be joint testing but the eligibility list will be separated by district. Steve Millers funeral will be Sunday, January 29th at 1:00pm at the High School. It will be a hosted by the Clackamas County Sheriff honor guard and the Oregon Fire honor guard. Chief has an email to the district attorney to see how the district is able to donate to the honor guard. Lastly, union contract negotiations will begin next week.

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106 **Volunteer President Report:** Jeff Corless sent his report to the Board. Todd Gary thanked Jeff for his
107 report.

108
109 **Good of the Order:** Kim Penunuri is continuing the Meal Train for Steve Millers wife. Byron is now on
110 day shift doing light duty. Bruce Roberts will be back mid-march and Jeff Kirkpatrick is back on duty.

111
112 **Open Agenda:** None.

113
114 **Meeting Adjourned at 9:52am**

115
116 Todd Gary Board Member

2-15-23
(Date)

117
118 Bret Wolfe Board Member

2/15/23 (Date)