

Molalla Rural Fire Protection District No.73
Board of Directors Meeting / Public Hearing
320 N Molalla Ave, Molalla, OR
Wednesday April 21, 2021

1 **In addition to members being present, the meeting was held via Zoom for members and conference**
2 **call accessible to the public due to the COVID-19 event.**

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4 **Directors Present:** Via Zoom; President Mike Towner and Vice President Todd Gary. In Person;
5 Secretary Brian Wolfe, Member Brian Lister and Member Steve Long.

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7 **Directors Absent:** None.

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9 **Others Present:** Chief Vince Stafford, Administrative Assistant Melissa Goodwater, Staff members Loren
10 Johnson, Evan Fawcett and Cody Walker, and Volunteer Association President Joe Shinen.

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12 **Call to Order:** The 692nd meeting of the Board of Directors of Molalla Rural Fire Protection District #73
13 was called to order by President Mike Towner at 9:00am with no objections from the members.

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15 **Flag Salute:** Member Brian Lister.

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17 **Approval of the March 17, 2021 Regular Meeting minutes as follows:**

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19 Steve Long moved to accept the Regular Meeting minutes as submitted. Brian Wolfe seconded the motion.
20 The motion carried 5/0.

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22 **Bills and General Ledger:**

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24 Before approving the Bill and Ledger, Melissa Goodwater pointed out that there is a check for signature
25 that was not on the updated check report for a company officer training classes in the amount of \$1,325.00.

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27 After review of the Check Report presented to the Board Steve Long moved to pay the bills as presented.
28 Brian Wolfe seconded the motion. The motion carried 5/0.

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30 **Call to the Public:** At this time President Mike Towner verified with Melissa, who was monitoring the
31 public conference call line, that there were no call-ins.

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33 **Financial Review:** Administrative Assistant Melissa Goodwater stated to the Board there were no
34 suspected cases of fraud that the Board needed to be aware of and that there were no suspected changes to
35 the internal control system.

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37 **Old Business:**

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39 OB-1 Urban Renewal. Nothing to report.

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41 OB-2 COVID-19 Updates. Lt. Berrington updated our procedures. We are still wearing masks
42 in the station and the Clackamas County risk increase has not changed any internal
43 procedures. There has been no issues with our disinfectant and it is still available.

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45 **New Business:**

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47 NB-1 Grant & Class Updates. We had an Officer Development Class with instructor Scott
48 Magers for two weekends. National Fire Academy is coming up and we have a couple of
49 people interested in taking some classes that will go along with our succession planning.
50 MAWS is on track and we should know by May 10th if we will be able to proceed. Mike
51 Towner mentioned that we have been dealing with COVID during the conflagrations and
52 asked if this is considered during the training. Chief Stafford said that there are COVID
53 protocols during the conflagrations and we will be following them during training.

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- NB-2 District Funding / Operations. Ambulance revenue is on track. We are expecting an expense reimbursement from FEMA that Lt. Wakefield and Melissa have been working on. It is looking like FEMA might have more relief funds that could be used for past expenses that we had when the Coronavirus Relief Fund ran out. We have been averaging 14-15 calls per day lately and we had three structure fires and several brush fires so far. People are being vigilant and we are having a lot of burn pile calls. Lt. Penunuri is in a C800 meeting. At the end of the month Chief Stafford will be sitting in on the ODF interview panel for a new Fire Protection Specialist. The remaining brush engine will be taken in today for the TIC installation so both engines will be complete. Mike Towner asked if the district is involved in the county vaccines. Chief Stafford said that we have sent staff to the clinics held at the high school and have an IGA with the county to cover staffing costs. The new EMS kits are in so all of Clackamas county will be the same. We are also starting the new charting system that will be the same as the three counties, Washington, Multnomah and Clackamas. FDIC is in August and we are hoping to get there to look at new types of gear.
- NB-3 Resolution 04-21-21 Fire Board Legal Requirements. On hold until June 2021
- NB-4 Review Fire Chief & Deputy Chief Job Descriptions and Policy. Mike Towner stated that the descriptions seem "bulky and large". Brian Wolfe agreed but said that the content was all pertinent to the jobs. Chief Stafford mentioned that as far as the policy, only one district uses it. The Board will review the documents and will address them during the next meeting.
- NB-5 Discuss Liability Coverage for the Board for the disinfectant machine. Chief Stafford informed the Board that the insurance policy that would personally cover the Board members against liability would be \$7624.19. Mike Towner, Todd Gary and Brian Wolfe recognized that the machine is low risk and after Chief Stafford said that after the pandemic is over the running of the machine will be given over to the Volunteer Association due to the fact that they have more flexibility on what they can do. Steve Long and Brian Lister said they are okay with not purchasing the liability insurance for the Board members. Mike Towner requested that we use common sense and be good stewards of the District.
- NB-4 Items that May Come Before the Board. Chief Stafford let the Board know that the transfer to the Capital Reserve will change on the next budget due to the need to purchase a new ambulance and that the following budget cycle will have the transfer back to normal.

Correspondence: Dustin Hamilton has been in class at Chemeketa for 5-6 weeks now and has made the President's and Dean's List. We received a Thank-You from Crescent Fire's Chief Webb for the care our crews took of his grandmother. We also received a Thank-you card from a Colton citizen for saving his wife.

Chief's Fire & EMS Report: In addition to the Administration Report in the Board packet, Chief Stafford mentioned that last month we took 100% of our ambulance transports with no mutual aid. This month will be different because we are busy with brush fires.

Volunteer President Report: Lt. Shinen stated that things are going well with the Volunteer Association but that response is down.

Good of the Order: Lt. Wakefield is off 4-6 weeks with a strained calf muscle.

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Open Agenda: Mike Towner would like us to prepare the Budget Committee members for the potential to have the meeting via Zoom.

Meeting Adjourned at 9:40am

<u>Mike Towner</u>	Board Member	<u>5/19/21</u> (Date)
<u>Ben F Wafer</u>	Board Member	<u>5/19/21</u> (Date)