

Molalla Rural Fire Protection District No.73
Board of Directors Meeting / Public Hearing
320 N Molalla Ave, Molalla, OR
Wednesday October 21, 2020

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.**

3
4 **Directors Present:** Via Zoom; President Mike Towner and Secretary Brian Wolfe. In Person; Members
5 Steve Long and Brian Lister

6
7 **Directors Absent:** Vice President Todd Gary

8
9 **Others Present:** Chief Vince Stafford, Administrative Assistant Melissa Goodwater, Staff members Lt.
10 Shaver, Rob Boren, Jamie Wakefield, Wyatt Brawner and Dustin Hamilton.

11
12 **Call to Order:** The 686th meeting of the Board of Directors of Molalla Rural Fire Protection District #73
13 was called to order by President Mike Towner at 9:02am with no objections from the members.

14
15 **Flag Salute:** Member Steve Long.

16
17 **Approval of the September 16, 2020 Regular Meeting minutes as follows:**

18
19 **Member Steve Long moved to accept the Regular Meeting minutes as submitted. Member Brian Lister**
20 **seconded the motion. The motion carried 4/0.**

21
22 **Approval of the September 16, 2020 Public Hearing minutes as follows:**

23
24 **Member Steve Long moved to accept the Public Hearing minutes as submitted. Secretary Brian Wolfe**
25 **seconded the motion. The motion carried 4/0.**

26
27 **Approval of the CORRECTED September 10, 2020 Emergency Board Meeting minutes as follows:**

28
29 **Member Steve Long moved to accept the Corrected Emergency Board Meeting minutes as submitted.**
30 **Secretary Brian Wolfe seconded the motion. The motion carried 4/0.**

31
32 **Bills and General Ledger:**

33
34 **Administrative Assistant, Melissa Goodwater pointed out that there were two checks to be signed that were**
35 **not on the supplemental reports to the Board. One for medical insurance premiums and one for the**
36 **remaining balance of the disinfectant machine. Mike Towner asked Steve Long and Brian Lister if they**
37 **had seen the checks for signature. They both stated that they had.**

38
39 **After review of the Check Report presented to the Board, Secretary Brian Wolfe moved to pay the bills as**
40 **presented. Member Brian Lister seconded the motion. The motion carried 4/0.**

41
42 **Call to the Public:** At this time President Mike Towner verified with Melissa, who was monitoring the
43 public conference call line, that there were no call-ins.

44
45 **Financial Review:** President Mike Towner asked Melissa Goodwater if the new auditors are requiring the
46 Board to do the financial review during the meetings. Melissa replied that although they were not requiring
47 it, they did note it and appreciated it. The first review question addressed if the business office was
48 adequately staffed to allow for proper segregation of duties. Melissa stated that though she is the only one
49 in the front office, the outside accountant monitors what she enters, reconciles the accounts and then Chief
50 Stafford signs off on them. The second question asked if there had been any significant changes to the
51 accounting system or accounting policies. There have not.

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53 **Old Business:**

- 54
- 55 OB-1 Urban Renewal. The City of Molalla required an invoice in order to submit payment of
- 56 \$51,000 of urban renewal money to the district. An invoice was created and sent.
- 57
- 58 OB-2 COVID-19 Updates. Lt. Berrington will be the lead on the new OSHA rules. We are
- 59 still disinfecting the station. Our new disinfectant manufacturing machine will be here
- 60 soon. We are working on the air lines and plumbing. President Towner stated that he
- 61 will be working on getting the rules for the Board to be able to meet in person.
- 62

63 **New Business:**

- 64
- 65 NB-1 Grant & Class Updates. The CARES grants are going well. This is how were are able to
- 66 purchase the disinfectant manufacturing machine. We will be having ICS Classes for
- 67 winter/spring. There are 37 recruit applicants and Dustin has five interview dates for
- 68 them. We would be holding the academy with just the Molalla recruits because of the
- 69 size. Chief Stafford is looking at housing a Type IV at the Sawtell station which could
- 70 possibly bring the ISO rate to a 9 from a 10.
- 71
- 72 NB-2 We are up 24% on ambulance revenue compared to last year this time. We might not
- 73 have to use the emergency fund for the conflagration at this time. Mike Towner asked if
- 74 there is a sunset date on the emergency declaration and it did not appear so. He continued
- 75 saying that the district should look at having it end by next board meeting. Mariah from
- 76 OSFM will be here tomorrow to go over the reimbursement process with us and
- 77 neighboring districts. Chief Stafford mentioned to the Board that he is looking at used
- 78 pick-ups for conflagration staffing, which would be a revenue source for the District.
- 79 Pump testing was done on the apparatus yesterday. They are pumping okay but have a
- 80 couple of other things for maintenance. Lt. Penunuri is attending the C800 meetings to
- 81 keep up to date on changes and tower issues.
- 82
- 83 NB-3 Resolution 10-21-20 Appropriating Unanticipated Coronavirus Relief Funds.
- 84
- 85 Member Steve Long made a motion to accept the \$9,157.02 grant for Medical

86 Supplies, Janitorial Supplies Office Supplies and Personal Services for the 2020-2021

87 Budget year. Member Brian Lister seconded the motion. The motion carried 4/0.

88
- 89 NB-4 Items that May Come Before the Board. Chief Stafford said there was maintenance
- 90 being done on the Goat Mountain tower. We will not be doing the Halloween activities
- 91 this year. Tonight there will be a fund raiser at the Molalla McDonalds for the volunteer
- 92 association; \$100/1000 cars through the drive-thru. We offered to assist Colton Fire with
- 93 some grant writing for wildland fire training. The lieutenant civil service testing here
- 94 went well with 4 people and three stations. There will be paramedic/EMT testing in
- 95 March and Aurora, Woodburn and Canby will have lieutenant/captain testing in April.
- 96 President Mike Towner mentioned that has been speaking with SDAO regarding
- 97 emergency authorization to do basic district business such as paying bills in the event that
- 98 a meeting could not be held. He had no opposition from the Board members to continue
- 99 his investigating.
- 100

101 **Correspondence:** In addition to the regular Board packets, Chief Stafford mentioned several thank-you

102 letters with donations.

103

104 **Chief's Fire & EMS Report:** In addition to the Administration Report in the Board packet, Chief Stafford

105 asked the Board they had any objections to the purchase of unit citations medals for volunteers

Initials _____
Initials _____


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106 that helped with the fires. There were no objections. Chief also mentioned that Lt. Byron
107 Wakefield was elected President of NAFT. He would oversee training in Clackamas County and
108 do training audits at DPSST.
109

110 **Good of the Order:** Firefighter Hupp's wife is recovering from surgery. Mike Towner asked if the crews
111 are managing the COVID okay. He was assured that they are.
112

113 **Open Agenda:** Member Brian Lister stated that he observed a class given by Val Codino last week and
114 said it was a great training. Secretary Brian Wolfe appealed to the Board members and the District staff to
115 be mindful of the Coronavirus and that it is real and it is deadly. He confided that he just lost his brother
116 last week to COVID.
117

118 **Adjourn to Executive Session ORS 192.600(2)(i) at 9:40am**

119
120 **Return to Regular Meeting at 10:15am**

121
122 **Meeting Adjourned at 10:20am**

123
124  Board Member

11-19-20 (Date)

125
126  Board Member

11-18-20 (Date)