

Molalla Rural Fire Protection District No.73
Board of Directors Meeting / Public Hearing
320 N Molalla Ave, Molalla, OR
Wednesday November 18, 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, Vice President Todd Gary (joined at 9:08am) and
5 Secretary Brian Wolfe. In Person; Member Steve Long.

6
7 **Directors Absent:** Member Brian Lister

8
9 **Others Present:** Chief Vince Stafford, Administrative Assistant Melissa Goodwater, Staff members Lt.
10 Mike Penunuri, Bryce Estabrook, Ethan Hupp, Janet Patrick and Dustin Hamilton, Volunteer Association
11 President Lt. Joe Shinen.

12
13 **Call to Order:** The 687th meeting of the Board of Directors of Molalla Rural Fire Protection District #73
14 was called to order by President Mike Towner at 9:02am with no objections from the members.

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

17
18 **Approval of the October 21, 2020 Regular Meeting minutes as follows:**

19
20 Member Steve Long moved to accept the Regular Meeting minutes as submitted. Member Brian Wolfe
21 seconded the motion. The motion carried 3/0. (Vice President Todd Gary was not present yet)

22
23 **Bills and General Ledger:**

24
25 After review of the Check Report presented to the Board, Member Steve Long moved to pay the bills as
26 presented. Secretary Brian Wolfe seconded the motion. The motion carried 3/0.

27
28 **Call to the Public:** At this time President Mike Towner verified with Melissa, who was monitoring the
29 public conference call line, that there were no call-ins.

30
31 **Financial Review:** First question was if the accounting system and related IT systems had been subject to
32 review by a professional. Melissa Goodwater stated that Molalla Communications is the IT and that Lt.
33 Penunuri has backup made to the cloud. The second question asked if there are any other financial related
34 matters the Board should be aware of. Melissa let the Board know that the audit was almost complete with
35 the financial statement completed by next Board Meeting.

36
37 **Old Business:**

38
39 OB-1 Urban Renewal. We had a response from the city regard the Urban Renewal payment.
40 Rather than the \$51,000.00 the amount from them was approximately \$35,000.00. Chief
41 Stafford suggested the money be used for the stairs on the training tower or to paint the
42 station.

43
44 OB-2 COVID-19 Updates. Lt. Berrington has been working on the implementation of the new
45 COVID rules. The largest part of the project is the new OSHA rules and the
46 documentation. We will be getting the Molalla labels for the disinfectant that is ready
47 for donation to local districts and schools.

48
49 **New Business:**

50
51 NB-1 Grant & Class Updates. Melissa finished the GEMT reimbursement submitted. The
52 CARES Act is good through the end of the year and it looks like there is still money
53 available for us. Lt. Wakefield will be looking to see if we can use it for an upgraded

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54 ambulance. Class planning has been down but looks like the Command/Control class is a
55 "go". President Towner asked if the class would be held as a virtual class, Chief Stafford
56 stated that the method is being explored. As far as station drill, they are in-person
57 because hands-on training is necessary.
58

59 NB-2 District Funding / Operations. We are up ambulance revenue and tax revenue is steady.
60 Chief Stafford mentioned that on the audit we will see a comment regarding moving the
61 Capital Reserve money into the General Fund to purchase apparatus. This should have
62 been done on the submission of the budget resolution to the county. There is not dollar
63 difference, it just should have been separated on the resolution.
64

65 NB-3 Policy 8.3 (J) Update. The Board unanimously agreed to change Policy 8.3 (J) definition
66 of VEBA from "Vested Employee Benefit Account" to Voluntary Employees'
67 Beneficiary Association".
68

69 NB-4 Resolution 11-18-20 Declaring End to Emergency and Repealing Resolution 09-10-20
70 Approving Emergency Appropriation of Contingency Funds Due to Extreme Fire Danger
71 to the District.
72

73 Vice President Todd Gary mad a motion to approve Resolution 11-18-20 as stated.
74 Member Steve Long seconded. The motion carried 4/0.
75

76 NB-5 Items that May Come Before the Board. Chief Stafford asked the Board if they had any
77 objections to the annual Operation Santa Claus parades moving forward with COVID
78 precautions due to the importance to the community. The Board had no issues
79 proceeding with the parades.
80

81 **Correspondence:** None.
82

83 **Chief's Fire & EMS Report:** In addition to the Administration Report in the Board packet, Chief Stafford
84 stated that the Lieutenant testing scores have been posted and AIC training will begin the first of
85 the year. Hoodland Fire District had three people for the new Chief interview.
86

87 **Volunteer President Report:** Lt. Joe Shinen had only to report that the association was working on
88 moving ahead with the parades.
89

90 **Good of the Order:** Volunteer firefighter Steve Miller has been diagnosed with cancer and beginning
91 treatment today. Chief Stafford's mother recently passed away. On a better note, Lt. Shinen's wife is
92 expecting in a few months.
93

94 **Open Agenda:** Nothing
95

96 **Adjourn to Executive Session ORS 192.600(2)(i) at 9:28am**
97

98 **Return to Regular Meeting at 9:48am**
99



100 Mike Towner made a motion to approve the new Chief's contract with corrections and after
101 legal consultation. Vice President seconded the motion. The motion carried 4/0.
102

103
104 **Executive Meeting Follow Up:** Chief Stafford and the Board discussed goals for the Chief during his
105 contract effective dates. 1) Succession planning with exploring surrounding agencies and using the SDAO
106 process and the potential for internal succession. 2) Develop a current job description including

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107 responsibilities and benefits with a clear outline of duties. 3) Continue open communication with the
108 Board. Chief Stafford will be reaching out to District legal team to review the contract so the contract can
109 be signed at the December 16, 2020 meeting for the effective date to be 01/01/2021. Vice President Todd
110 Gary mentioned that he would like to see the Chief's goals line up with the Strategic Plan. Chief Stafford
111 will give an update on the Strategic Plan in the January 2021 Board meeting.
112

113 **Meeting Adjourned at 9:55am**

114  Board Member 12-16-20 (Date)
115 _____
116  Board Member 12-16-20 (Date)
117 _____