

Molalla Rural Fire Protection District No.73

**Board of Directors Meeting
320 N Molalla Ave, Molalla, OR
Wednesday November 20, 2024**

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

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4 **Directors Absent:** Member Steve Long.

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6 **Others Present:** Chief Vince Stafford, Administrative Assistant Melissa Goodwater, Staff members Lt.
7 Mike Penunuri, Robert Toumbs, Loren Johnson, Kalle Goforth and Micah Brazil, Volunteer Association
8 President James Hird, volunteer chaplain Nick Williams, volunteer Assistant Chief David Scuito, and
9 retired Lt. Byron Wakefield.

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11 **Call to Order:** The 735th meeting of the Board of Directors of Molalla Rural Fire Protection District #73
12 was called to order by President Mike Towner at 9:30am with no objections from the members.

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14 **Flag Salute:** Todd Gary

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16 **Approval of the October 16, 2024 Regular Meeting minutes as follows:**

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18 **Brian Wolfe moved to accept the minutes as submitted, Todd Gary seconded the motion. The motion**
19 **carried 4/0.**

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21 **Bills and General Ledger:**

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23 **After review of the Check Report presented to the Board, Brian Lister moved to pay the bills as presented.**
24 **Brian Wolfe seconded the motion. The motion carried 4/0.**

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26 **Call to the Public:** None. Melissa Goodwater confirmed there was no public Zoom attendance, write-ins
27 or conference call-ins.

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29 **Financial Review:** Melissa Goodwater informed the Board that a check for \$10,065.00 was made to
30 Climate Control, Inc. for the final 50% of the HVAC system that did not make it in the Board Packet. The
31 Medicare Ground Ambulance Data Collection reporting is complete, certified by Chief Stafford and
32 submitted. Melissa thanked the many people that helped in gathering reports and information required in
33 the submission. Four more conflagration payments have been received and the resolutions will be in New
34 Business. The district has started seeing the 2024-2025 taxes come in. City of Molalla Urban Renewal
35 Funds have been calculated for 2024-2025 to be added to the funds that rolled over from 2023-2024. Best
36 Practices has been completed which will be a savings of approximately \$10,200 on 2025 liability insurance.
37 We have received the draft financial statement, Dani Tice and Melissa will be reviewing and returning for
38 the final by end of month. Todd Gary asked that the auditors present it to the board in December. Mike
39 Towner asked the Board members to fill out and return the auditors questionnaire by December 15th.

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41 **Old Business:**

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43 OB-1 Urban Renewal: Chief Stafford suggested the funds for Urban Renewal be used for stairs
44 on the Conex box so it can be used as a training prop. Dustin Hamilton is researching
45 prices. It would need stairs, lights and a window.

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47 OB-2 Antique Buffalo Engines: None.

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49 **New Business:**

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51 NB-1 Grants and Class Updates: Byron Wakefield is working with FEMA for an increase in
52 the 2020 Fires grant. The Ice Storm payment form has been signed, he is working on the

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- 53 management costs now. The SDAO security grant is being submitted. Byron is also
54 working on an AFG grant for a power load cot which will cost about \$65,000.
55
- 56 NB-2 District Funding and Operations: Chief Stafford stated that Molalla Fire had four people
57 attend the Canby Fire promotional testing for Lieutenant and Captain. Mike Penunuri has
58 been busy keeping the fleet up and running. He is also getting quotes to replace tires that
59 are reaching the 10-year mark. Chief Stafford and the Oregon Fire Chiefs are following
60 the new OSHA regulations.
61
- 62 NB-3 Resolution 11-20-24 A. Resolution appropriating unanticipated conflagration
63 reimbursement from the Department of the State Fire Marshal from the Town Gulch Fire
64 to Personal Services and Capital Outlay.
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- 66 Todd Gary made a motion to approve Resolution 11-20-24 A as read. Brian
67 Wolfe seconded the motion. The motion carried 4/0.
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- 70 NB-4 Resolution 11-20-24 B. Resolution appropriating unanticipated conflagration
71 reimbursement from the Department of the State Fire Marshal for the Elk Lane Fire to
72 Personal Services and Capital Outlay.
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- 74 Todd Gary made a motion to approve Resolution 11-20-24 B as read. Brian Wolfe
75 seconded the motion. The motion carried 4/0.
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- 78 NB-5 Resolution 11-20-24 C. Resolution appropriating unanticipated conflagration
79 reimbursement from the Department of the State Fire Marshal for the Copperfield Fire to
80 Personal Services and Capital Outlay.
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- 82 Todd Gary made a motion to approve Resolution 11-20-24 C as read. Brian Wolfe
83 seconded the motion. The motion carried 4/0.
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- 86 NB-6 Resolution 11-20-24 D. Resolution appropriating unanticipated conflagration
87 reimbursement from the Department of the State Fire Marshal for the Dixon Fire to
88 Personal Services and Capital Outlay.
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- 90 Todd Gary made a motion to approve Resolution 11-20-24 D as read. Brian Wolfe
91 seconded the motion. The motion carried 4/0.
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- 94 NB-7 Budget Request for 2025-2026 for a Transport Ambulance. Lt. Mike Penunuri, Lt. Ethan
95 Hupp and Jamie Wakefield have submitted quotes for a new ambulance to be ordered by
96 end of the year for payment in the 2025-2026 budget year due to the build time being 18
97 months to one year. Price will increase \$12,000 after December 31st. Mike Penunuri
98 stated that the current ambulances are all high mileage and with the build time being so
99 far out even the new ambulance will have over 100,000 miles. Our current ambulance
100 that is on order is scheduled to be ready by 06/30/25. Todd Gary had a concern about
101 granting expenditures for the 2025-2026 budget. The request will be tabled until the
102 December board meeting. Melissa to find out from auditors if the request is okay to
103 approve prior to the budget year and Mike Penunuri will investigate a tentative approval
104 if there is an "out" clause in the contract. The board wants to know the cost of the chassis
105 only.

Initials 
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- NB-8 Policy 8 Review. Melissa Goodwater reviewed changes and updates with additions by Todd Gary. The Board tabled the decision due to the upcoming Executive session.
- NB-9 Ambulance Billing Contract Review. Current Ambulance billing contract was distributed to the Board along with results from a recent survey of other Districts of who they use and if they are happy with them. Also included were a few optional companies. Brian Wolfe questioned as to why the current billing company did not have any information in the survey. Melissa Goodwater stated that this was a survey and information only and not a request for proposal. The Board tabled the review and Mike Towner asked that it be put on the next agenda as Old Business.
- NB-10 Items that may come before the Board. Brian Wolfe reviewed his findings regarding the NFPA1582 physicals. Prices were reviewed and discussion was held regarding the quality of the current physician and other options. The Board requested that Chief Stafford give his recommendation.

Correspondence: None.

Chief's Report: In addition to the Administration Report in the Board Packet, Chief Stafford informed the Board that an RFP for CPR/First Aid classes was sent out. Two were received and Pacific Northwest First Response was selected. ODF and OSFM reported that more acreage burned this year than in 2020. They are looking at the Legislative Session to determine a five-year average of cost to fight wildfire into the next budget. Chief Stafford also mentioned the Rangeland Fire Protection Association that consists of ranchers and other citizens. Chief also said that during the recent state fire marshal conference Byron Wakefield was highly spoken of for his participation in this year's conflagrations.

Volunteer President Report: Volunteer President James Hird updated the Board regarding the cancelled pancake breakfast and the distribution of food collection barrels. He mentioned that this Thursday food collection bags will be distributed to the homes on the parade routes.

Good of the Order: Diane Herkamp and Val Codino are both recovering from their recent surgeries.

Open Agenda: Mike Towner spoke about what it took to get the Board members to finish the online training requirement for the Best Practices discount.

Meeting adjourned at 10:52am for Executive Session ORS 192.660(2)(a)

Regular meeting resumed at 11:35am.

The Board reconvened and moved to approve the draft Office Administrator/Financial Officer Job Description.

A motion was made by Todd Gary to approve the Office Administrator/Financial Officer Job Description as written. Brian Lister seconded the motion. The motion carried 4/0.

After approving the Office Administrator/Financial Officer Job Description, a motion was made to promote the current Office Clerk, Melissa Goodwater to the Office Administrator/Financial Officer Position.

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A motion was made by Todd Gary to approve the promotion of Melissa Goodwater to Office Administrator/Financial Officer. Brian Wolfe seconded the motion. The motion carried 4/0.


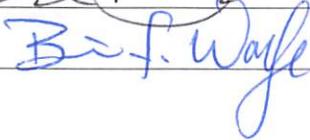
After approving the promotion of Melissa Goodwater to Office Administrator/Financial Officer a motion was made to place Melissa Goodwater to the current Step 3 of the proposed pay scale.

A motion was made by Todd Gary to approve Melissa Goodwater to be placed at Step 3 of the pay scale. Brian Lister seconded the motion. The motion carried 4/0.

After approving the placement of Melissa Goodwater to Step 3 of the pay scale a motion was made to approve Policy 8 with changes and the addition of verbiage requested by Todd Gary.

A motion was made by Todd Gary to approve Policy 8 with changes. Brian Wolfe seconded the motion. The motion carried 4/0.

Meeting adjourned at 11:38am.

	Board Member	<u>12-18-24</u> (Date)
	Board Member	<u>12/18/24</u> (Date)