

**Molalla Rural Fire Protection District No.73**

**Board of Directors Meeting  
320 N Molalla Ave, Molalla, OR  
Wednesday December 18, 2024**

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

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4 **Directors Absent:** None.

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6 **Others Present:** Chief Vince Stafford, Office Administrator Melissa Goodwater, Staff members Lt. Mike  
7 Penunuri, Lt. Ethan Hupp, Jamie Wakefield, Loren Johnson and Dylan Wynn, Volunteer Association  
8 President James Hird, volunteer chaplain Nick Williams, volunteer Alan Kolensnikov, retired Lt. Byron  
9 Wakefield and Auditor Glen Kearns from Accuity LLC.

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11 **Call to Order:** The 736<sup>th</sup> 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:** Brian Lister

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16 **Presentation of the 2023-2024 Financial Report:** Financial statement and audit was reviewed by Glen  
17 Kearns of Accuity, LLC. The District is in full compliance with state budget law with one exception of the  
18 Debt Service Fund being underfunded. This was a result of the District going from an accrual basis of  
19 accounting to a cash basis. This will be rectified by the end of the current fiscal year. Mr. Kearns stated  
20 that the District is in a solid financial position.

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22 **Approval of the November 20, 2024 Regular Meeting minutes as follows:**

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24 Brian Wolfe moved to accept the minutes as submitted, Brian Lister seconded the motion. The motion  
25 carried 5/0.

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27 **Bills and General Ledger:** Brian Wolfe asked Melissa about the finance charge from Modern Marketing.  
28 This was due to the billing cycle being different from the District pay cycle. She will keep an eye on future  
29 invoices.

30  
31 After review of the Check Report presented to the Board, Steve Long moved to pay the bills as presented.  
32 Brian Wolfe seconded the motion. The motion carried 5/0.

33  
34 **Call to the Public:** None. Melissa Goodwater confirmed there was no public Zoom attendance, write-ins  
35 or conference call-ins.

36  
37 **Financial Review:** Melissa Goodwater informed the Board that the last conflagration payment has come  
38 in and the resolution to accept the funds will be in New Business. In January we will be doing year-end  
39 reporting and getting W-2's and 1099's out. We will be needing a check signed in the near future to  
40 reserve a room at Arrowhead Golf Course for the Banquet in April.

41  
42 **Old Business:**

43  
44 OB-1 Urban Renewal: Chief Stafford stated that the city has been asking what projects the  
45 District would be working on for the Urban Renewal Funds. Lt. Hamilton is getting  
46 quotes for stairs on the training Conex box training tower.

47  
48 OB-2 Antique Buffalo Engines: None.

49  
50 OB-3 Ambulance Billing Contract Review: Mike Towner spoke to the Board about the current  
51 contract with Central Coast Medical Billing. It has been in effect since 2017 and is due  
52 to expire end of June with an auto renewal clause. Discussion was held with Chief  
53 Stafford regarding how the billing company is doing and if there had been any

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54 complaints. Chief Stafford stated that people have been happy with the service and the  
55 help they get and the collection rates have been good. Mike Towner asked that someone  
56 look into state reporting requirements and that the crews be asked to review their  
57 interaction with CCMBMS also. The Board asked that Chief Stafford initiate a Request for  
58 Proposals in January in order for the District to do their due diligence after having the  
59 same contract for seven years.

60  
61 **New Business:**

62  
63 NB-1 Grants and Class Updates: Byron Wakefield is working on an SDAO security grant for  
64 \$5,000. The AFG has been submitted for a powerload gurney and we are expecting the  
65 FEMA grant for the ice storm to be paid soon. Fire Fighter II academy has gone well  
66 with Lt. Penunuri's class for fire alarms and suppression systems being a recent one that  
67 was quite popular.

68  
69 NB-2 District Funding and Operations: Chief Stafford stated that he has started next year's  
70 budget and will be working on going out for a renewal Bond in May. Mike Towner  
71 asked what the district would purchase with the Bond and Todd Gary would like a  
72 detailed list of what the district wants for the January board meeting. Operations are  
73 going well. We have a new paramedic eligibility list posted with three paramedics. Fire  
74 Fighter I academy will begin in February and it is full. Two student positions have been  
75 filled with a start date of January 1<sup>st</sup>.

76  
77 NB-3 Resolution 12-18-24. Resolution appropriating unanticipated conflagration  
78 reimbursement from the Department of the State Fire Marshal for the Service Fire to  
79 Personal Services, Materials & Services and Capital Outlay.

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Todd Gary made a motion to approve Resolution 12-18-24 as read. Steve Long 82 seconded the motion. The motion carried 5/0.
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84 NB-4 NFPA 1582. Chief Stafford stated that Dr. Rosborough is ready to do the physical  
85 exams, he is local and will do the exams to NFPA standards. Discussion was held as to  
86 the validity of having physicals for both staff and volunteers and would like Chief  
87 Stafford to move forward. Chief Stafford stated that we could work with what is in the  
88 budget this year and build it in for next budget year.

89  
90 NB-5 Budget Request for 2025-2026 – Transport Ambulance. Following up to the November  
91 Board meeting, Chief Stafford informed the Board that the auditors said the Board could  
92 approve the purchase of the ambulance now even though it won't be paid for until 2025-  
93 2026. Mike Penunuri stated that once we commit to the purchase, there is no "out  
94 clause". He further stated that even now we are down to using our oldest ambulance as a  
95 first out due to mechanical problems with two of the newer ones.

96  
97 

Brian Lister made a motion to appropriate funds in the amount of \$297,000 for the 98 2025-2026 budget to purchase an ambulance. Brian Wolfe seconded the motion. 99 The motion carried 5/0.
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101 **Correspondence:** None.

102  
103 **Chief's Report:** In addition to the Administration Report in the Board Packet, Chief Stafford informed the  
104 Board that Chaplains Nick and Liz Williams are retiring December 31<sup>st</sup> and there will be a retirement party  
105 on January 4<sup>th</sup> for them. A flyer will be sent to the Board. He also stated that the Op Santa parades brought

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106 in over 14,000 pounds of food. He also thanked the Board members that loaned their trailers for food  
107 storage and delivery.

108  
109 **Volunteer President Report:** Volunteer President James Hird had to leave before he could give his report  
110 due to a time constraint.

111  
112 **Good of the Order:** None.

113  
114 **Open Agenda:** None.

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116 **Meeting adjourned at 10:53am.**

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118  Board Member 1-15-25 (Date)  
119  
120  Board Member 1-15-25 (Date)  
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