

**Board of Directors
Regular Meeting
January 10, 2018 at 7:30 PM
Mohawk Valley Fire Station #1
92068 Marcola Rd.**

January 10th, 2018

Call to Order: President Elmer called the meeting to order at 7:30pm.

Roll Call: Elmer Shew Dan Pike Quentin Holmes Eric Stevenson Kevin Woodworth

Approval of Minutes: December 13th, 2017 Board Meeting

President Elmer asked for any corrections; there were none. President Elmer asked for motioned for approval. Quentin and Dan approved respectively. Minutes were approved 5-0.

Audience Participation: (Citizen Testimony)

None

President Elmer distributed packets to the board members. The packets contained information about the Personnel Investigation Report. This meeting adjourned at 7:35 to begin the executive session ORS 192.660(2)(H). It resumed 8:17

When the meeting resumed, President Elmer shared that the investigation has been closed and Christy will contact Trent Dugger. He went over the recommendations with the Chief which included attending a supervisory training and dealing with sexual harassment in the workplace and making sure all staff and volunteers attend a training as well. It is recommended an outside instructor come do the training for volunteers. The Chief noted he is already signed up for these type of workshops at the upcoming conference.

It was also noted that the policies need to be updated to instruct volunteers and staff what to do when this occurs. Chief noted that they go over policies and sexual harassment on the first day of training.

Eric stated that this is an educational recommendation; not related to discipline.

Correspondence:

The district received a letter from SDIS approving the safety grant for wi-fi cameras President Elmer wanted to know if the station 2 door jamb had been fixed. Chief recommended do a different jamb while getting the cameras.

Financial Report: December 2017 report was reviewed.

The highlights included:

- Chief noted we are ahead from last year because conflag reimbursement was coming in.
- Chief is working on next year's budget
- Lane County is using the same dispatch and our district is looking to renegotiate since we just paid \$23,000 in dispatching fees

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- Payments for replacing tires, 2nd payment for the siding and paint, and the attorney's office
- The district is now using an Amazon Business account which has better pricing and shipping. A detailed list of what is bought should be filed in case the Board needs to look at anything

President Elmer made a motion for approval. Quentin and Kevin approved respectively. Approved 5-0.

Fire Chief Report: Officer's Report/ Maintenance Report/ Activity Report

The Activity Report was discussed and specific details were included in the packet. Current calls for January is 18. The following were not in the packet:

- Chief noted that a dispatch meeting was not included in the report and that
- We have 2 new volunteers since the packet was printed
- A structure fire was on December 28

Maintenance Report

The Maintenance Report was discussed with highlights that include:

- Replacing tires on two rigs
- Previous Chief's tahoe 1480 should be good for 5-7 more years
- 1441 had serious electrical issues under the dashboard
- Current projects should be done by February
- A Sweet Home company is inspecting the tires and will make recommendation on which tires should be replaced first

It is better to have a Third Party do the inspection in case anything goes wrong. It is almost standard that the tires be replaced every 7 year no matter what but that really is for big cities. The way around this standard is hiring a Third Party.

Old Business:

1. Station 2

Nothing has changed and Chief is hoping to have an update in February.

2. Equipment Replacement

The SDAO Bond information is included in the packet. We need to have information in by March so the board needs to decide if we do the 5 or 7 year. SDAO will get a resolution for the board to sign. The district will education the volunteers on how best to advertise the bond as there are new rules. Chief was thinking an open house for the public to come ask questions would work.

If someone donated money, it would be put toward the Volunteer Association to help with promoting the bond. Bob Gorham would be a person to talk to since he went through the last bond promotion. Kevin and Quentin approved respectable to go with the 5 year bond. It was approved 5-0.

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3. Rainbow Well Water

It is a work in progress and bids are now needed.

4. Hiring Process

The application is on several websites and gone to several agencies. Only 1 person has applied and President Elmer suggested extending the deadline. During the Officers meeting it was agreed to help this new person succeed since it is now an entry level job. This and the fact it is in a small district may mean experienced people may not apply. Chief restricted the posting so it doesn't look at intense.

New Business:

1. Budget Committee Members

Two of the terms have expired and one of them has opted to stay on. The Chief has not heard from the other expired member. Eric and Quentin approved respectively. The board approved 5-0 to reappoint her.

2. Elections

Since Kevin took over during someone else's term, Chief found out he does not need to run this year and his term will expire in 2019.

Items Not on Agenda:

The award dinner is February 24 and will be held in the same place as last year. It is also a party retirement party for 3 volunteers that have all served over 20 years; 2 of them have severed over 30 years. The 2 will have an article about them in OVFA.

We will be ordering plaques and jackets for them that states their name and rank as well as allowing them to keep their badges.

Kevin would like a timeframe on when to get the bylaws updated since the SDAO ones are too general. Chief will help the board facilitate this and then once done it will be sent to the attorney. Eric and Kevin are willing to help. President Elmer would like priority to be on what the district just went through.

Future Meeting Agenda Items:

Reader Board

Next meeting is on February 14, 2018

Adjourn: Adjourned at 9:19pm. Quentin and Kevin approved respectively; approved 5-0.

Public comment is invited. Portions of this meeting may be held in executive session as per **ORS 192.660**.

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 24 hours before the meeting to **Chief Steven Wallace at 541-933-2907.**

Agenda Posted: Marcola Community Market, Mohawk Valley Fire District #1, Mohawk General Store, Website.

Submitted by Brenda Williams