

**Board of Directors  
Regular Meeting  
March 8, 2017 at 7:30 PM  
Mohawk Valley Fire Station #1  
92068 Marcola Rd.**

**Call to Order:** Meeting was called to order by President Elmer Shew at 7:30pm

**Roll Call:** Elmer Shew   X   Quentin Holmes   X   Tim Zerr     
John Hayes    Dan Pike   X  

**Approval of Minutes:** March 8, 2017 Board Meeting - Quentin Holmes made a motion to accept the minutes, Dan Pike 2nd. Motion passed 3-0.

**Audience Participation: (Citizen Testimony)** none.

**Correspondence:**

**Financial Report:** March 8, 2017 financial information was reviewed. Quentin Holmes made a motion to accept the Financial Report, Dan Pike 2nd. Motion carried 3-0.

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

**Old Business:**

1. Fire Chief Employment Agreement: Chief Shew explained the changes that were made in the agreement as requested. Elmer Shew asked about time sheets and tracking the hours and vacation of the Fire Chief. Chief Shew explained the current system used by the employees, and all agreed current system would work. Quentin Holmes made a motion to approve agreement and sign, Dan Pike 2<sup>nd</sup>, Motion carried 3-0. Elmer Shew and Steven Wallace signed the Employment agreement for Fire Chief.
2. Training Coordinator: extending application deadline March 28, 2017. 8 applications have been turned in so far. Seven are qualified. Steven Wallace explained the timeline and process that will take place. Assessment center will be held the first weekend in April.
3. Station 2 Property: Chief Shew gave an update on the station 2 project. There will be a pre planning meeting help on 3-10-2017 with the county planning department. Chief Shew will give update at the next meeting.
4. Elections: So far Elmer Shew is the only one that has applied for Director positions. Chief Shew reminded board that the deadline to apply is the 16<sup>th</sup> of March, 2017.

### **New Business:**

1. Fire Chief / Chief Financial Officer / Signer Resolution 2017-02: Chief Shew explained that in order for Steven Wallace to be able to sign checks as the new Fire Chief the bank will need to add him as an authorized signer on the account. In order to do this the Board will need to make a resolution allowing that to take place. Elmer Shew read the resolution, Quentin Holmes made a motion to approve, Dan Pike 2<sup>nd</sup>, Motion Passed 3-0.
2. WhistleBlower Policy 1-3-5 Draft: Chief Shew explained that SDAO suggests that the department have this policy and why it is important. Chief Shew did a brief overview of the policy and asked that the board look over the draft and that they could discuss it more during the April meeting.

### **Items Not on Agenda:**

1. Training Halsey Shed Risk Management: Chief Shew explained that the paid staff along with Elmer Shew attended a class in Halsey that was presented by SDAO. This class covered Risk Management and allowed the District to receive a 2% discount on the annual insurance rate.
2. Dan Pike asked if we have received work on the AFG grant for hose. Chief Shew explained that they have not started to award the grants yet and hopefully they will start in the next month.

### **Future Meeting Agenda Items:**

1. Elmer shew asked if the board could be presented with a list of classes that is offered by SDAO and that the board would be interested in hosting one of these classes. Steven Wallace said he would make an inquiry and try and get that information for the next meeting.

**Next meeting:** April 12, 2017

**Adjourn:** Quentin Holmes made a motion to adjourn , 2nd Dan Pike. Motion passed 3-0. Meeting adjourned at 8:15pm.

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