

**TURNER FIRE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

August 19, 2021

7605 3rd St SE, Turner OR 97392

Meeting called to order after a 30-minute delay by President Humber, at 1900 hours. Board members in attendance were, Ed Humber, Chuck Roberts, Mike Everitt, Claude Kennedy, and D. Craig Anderson. Absent: none. Staff Present: Chief Jon Remy, Rebecca Shivers Singleterry, Asst. Chief Jordan Donat.

Flag Salute: yes.

Agenda: Agenda approved with the addition of swearing in two members of the board elected in the May 2021 general election.

Officer Oath of Office: New Director, Mike Everitt and incumbent Director, D. Craig Anderson were sworn into office.

Minutes: The minutes for the June 17, 2021, Budget hearing and the June 17, 2021, regular meeting of the board were approved as presented. **Action:** *A motion to approve both the Budget Hearing and the Regular Board meeting minutes as presented was made by Director Kennedy and Director Anderson seconded the motion and with no other discussion, the motion carried with 5 yeay votes, 0 nay votes.*

Public Comment (agenda items): None.

Secretary/Treasurer's Report: None, in packet.

Board Committee Reports:

1. Board Policy Review Committee – No Report.
2. Budget Committee – No Report.
3. Personnel Committee – No Report.
4. Urban Renewal Committee Representative – No report.

Old Business:

1. Cedar Street vacation update – Chief Remy
 - a. Chief Remy gave a brief statement that there has been progress. District's counsel, Mark Shipman has drafted an agreement for PGE with the Fire District transferring the city of Turner's rights to the fire district; next step is for PGE to review the document; when fire district agrees with the draft, it will move to district land use committee, which is Director Kennedy and Director Anderson. Discussion ensued with questions about how long the review process would take. Chief Remy shared that we are advocating for a speedy review, that could mean a few months.
2. Hiring Paramedic AO – Chief Donat
 - a. Chief Donat reported that in early July the district advertised for this position, recognizing there is a nationwide shortage of EMS personnel. The position advertisement closed on 8/10/21. We had two qualified candidates participate in the hiring assessment

process today; we had a successful day with each of them and they are both moving on to a Chief's interview, the final step in the assessment. Discussion ensued regarding candidates' qualifications and the timeline of the process to hiring.

New Business:

1. Board Officer elections: The slate was opened for nominating new board officers after the May general election. Director Kennedy nominated Director Anderson for President, Director Anderson nominated Director Kennedy for Vice-President, and Director Kennedy nominated Director Humber as Secretary/Treasurer. No other nominations were received. The slate was closed. **Action:** *A motion to accept the nominations as presented and appoint D. Craig Anderson as President, Claude Kennedy as Vice-president, and Ed Humber as Secretary/Treasurer was made by Director Kennedy and Director Anderson seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.*
2. Board standing committees: Director Anderson asked to remove some of the board committees if not being used. Discussion ensued and the board discussed which to keep as standing committees, which to keep on the agenda and what was required per current board policy. Retaining Budget Committee, Personnel Committee, Audit Committee, and Urban Renewal Committee. The discussion then turned to appointing board members to standing committees with open positions. **Action:** *A motion to appoint Director Roberts to the personnel committee with President Anderson was made by Director Kennedy and Director Roberts seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes. Action:* *A motion to appoint Director Kennedy to the Audit committee with Director Humber was made by President Anderson and Director Everitt seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.*
3. Adopting the process for internal promotion of a chief executive officer – Chief Remy reviewed the process and rules governing this process with the board regarding the hiring by internal promotion for the next fire chief. Discussion ensued by the board on their role, how they would proceed and the role of the Board Personnel Committee. Director Humber recommended the candidate(s) meet with the Personnel Committee for an interview process. After that process, the committee would bring their recommendations to the board at the next regular meeting for discussion and potential appointment. After further review, board reached consensus on the process. **Action:** *A motion to have the internal candidate(s) meet with the Personnel Committee for an interview process and to have the committee present their recommendations to the board at the next regular meeting during regular open session was made by Director Roberts and Director Kennedy seconded the motion. Further discussion ensued regarding the motion including a timeframe, where it was clarified the committee would present their recommendations at the next regular meeting of the board. The board then asked that the September 2021 board meeting be moved from 9/16/21 to 9/30/21 to allow for the interview process to occur. The board agreed to this timeframe. Chief Remy was asked to explain the transition process of an internal promotion to ensure all board members agreed.*
 - a. President Anderson then asked about the process for promotion of Division Chief Admin & EMS. Discussion ensued explaining this was part of the current strategic plan; lines up with what was laid out in email by Chief Donat.

Chiefs Report:

1. Continued withdrawing from administration, retirement for Jon Remy and preserving the administration of the district. Max Alberts is stepping in and we are continuing to move towards transition.
2. PGE negotiations are on track as reported earlier in the agenda.
3. City hall is making moves to end the Lamb show and festival; Chief is asking for board support to send a letter regarding the importance of this event and its ties to the volunteers and the community. Board thinks this is critical, the event is part of the history and culture of the community.
4. UGB moving up the hill; there is more commercial business coming to the north end of the downtown area; the city is moving forward with hiring process of new city manager as Dave Sawyer is retiring; UGB and land use will impact our ability to protect our constituents; we must be wide awake about the changes and the affect on the fire district.
5. COVID is back, it is affecting our recruitment and retention of our volunteers; Jon hopes to spend time in his retirement focused on retaining our current volunteers and recruiting high quality people to serve the district.
6. Sleeper (Resident Volunteer) program is healthy; filling up for fall term. Very encouraged by the quality of the people, there is hope for the future and these people are our future.
7. Lake call – our people handled the lake call; we know there is misinformation happening in the media; we are handling it carefully, respectfully, under the guidance of legal counsel. Chief Donat handled it beautifully.
8. We are maxed out; we can do what we need to do, just know we are maxed out – truck repairs, lake; hiring process; equipment; neighborhood meetings, incident command.
9. We are investing in our volunteers by providing district funds (\$375) to purchase prizes for the volunteer picnic on Saturday, 8/21/2021.
10. Questions follow up by board regarding what the city plans to do about the incident at the lake, the future; Chief Remy stated the fire district will have a conversation with the city soon regarding safety, expectations. Question about vehicle repair situation; Chief Remy stated the pump on G958 fell apart, and a few other equipment repairs.

Assistant Chief Report: None.

Volunteer Association: None. Volunteer picnic was noted, for 8/21/21 and everyone is invited, to be held at the McNarie farm.

Information:

1. Correspondence – none.
2. Good of the Order – none.

Public Comment (other than agenda items): none

Next Meeting: The next meeting will be in person on September 30, 2021, at 6:30 pm for the regular board meeting; to be held at the fire station located at 7605 3rd St SE Turner unless otherwise stated in meeting notice.

Executive Session: none.

Adjourn Session: The regular meeting of the Board adjourned at 1958 hours. **Action:** *A motion to adjourn from Director Roberts and motion seconded by Director Everitt, motion carried unanimous with 5 yea and 0 nay votes.*

Board President

Board Director