

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

February 20, 2020
7605 3rd St SE, Turner OR 97392

Meeting called to order by President Ed Humber, at 1830 hours. Board members in attendance were, Ed Humber, D. Craig Anderson, Claude Kennedy and Chuck Roberts. Absent: Gene Schaefer. Staff Present: Chief Jon Remy, Rebecca Shivers Singleterry Asst. Chief Jordan Donat. Guest: Tom Glogau, Auditor.

Flag Salute: yes

Agenda: approved with addition under New Business, added agenda item, Vacating Cedar Street Right Away as action item under New Business. **Action:** *Motion to add this item to the agenda was made by Director Roberts and motion seconded by Director Anderson, with no other discussion, the motion carried with 4 yea votes, 0 nay votes.*

Minutes: The minutes for the January 16, 2020 regular board meeting were presented. **Action:** *A motion to approve the minutes for the regular board meeting as presented by Director Anderson and Director Kennedy seconded the motion and with no other discussion, the motion carried with 4 yea votes, 0 nay votes.*

Public Comment (agenda items): none.

Secretary/Treasurer's Report: as presented in packet. Note: Director Anderson said we will discuss mid-year review under old business.

Guest: Tom Glogau, fire district auditor, with Grove, Mueller & Swank PC, presented the 2018-19 FY Final Audit report to the board. See handout in packet. Mr. Glogau reviewed the reserve fund, how the district paid for this year's services and how much it cost for the district to do business. Discussion ensued regarding questions about net position decrease from previous fiscal year. Mr. Glogau explained that the net position is in relation to overall picture of the district finances. Spoke to the financial stability of the fire district and the addition of the fire marshal position, purchase of two new LifePaks and adding more coverage on second medic. President Humber thanked auditor for presenting tonight and thanked staff & volunteers for conscientious thought to the district budget.

Board Committee Reports:

1. Board Policy Review Committee – No report.
2. Budget Committee – No report.
3. Personnel Committee – No report.
4. Education Committee – No report.
5. Turner Land Use Committee Representative – No report.
6. Urban Renewal Committee Representative – Director Anderson shared that the next meeting was rescheduled to February 27, 2020. He will be traveling out of the country and will not be at that meeting.

Old Business:

1. Ambulance procurement process – AC Donat gave a short update on where we are at in the build and delivery timeline for the two new ambulances. Close to getting the final specs/drawing approved. Anticipate starting fabrication in mid-March with a potential delivery date in mid-May.

2. Mid-year financial review
 - a. Chief Remy provided a handout on the property purchased by the district, 7585 3rd Street SE and reviewed the loan terms with our bank for securing the property.
 - b. Chief Remy handout updated financial reports and then spent time reviewing the line items to date in the budget with the board. We are at the 66% mark in the fiscal year.
 - i. Reviewed fund 1 resources, loan proceeds came in, they are not budgeted, they were received by resolution and board action; wanted to make sure the board was aware of that “increase” in resources due to those proceeds.
 - ii. Reviewed fund 1 expenditures, materials & services and personnel services. Discussion ensued regarding funding for the vacant Captain position and if those funds were still available, yes Chief Remy noted that if that position was filled we would be right at the 67% mark in expenditures, on track.
 - iii. Reviewed transfers in the adopted budget, fund 4 and fund 6, receiving transfers in from the general fund 1 as budgeted.
 - iv. Reviewed capital outlay and where the auditors asked we show the loan proceeds going out as an expense to purchase the property.
 - v. Discussion ensued regarding reserve fund, savings, loan payment, and how the district can save in the coming years; putting funds into the reserve fund.

New Business:

1. SCBA Bottle purchase – AC Donat stated that the district did not receive the 2018 AFG grant as the board was aware and then reviewed with the board the history of our current airpaks and bottles. The need to replace the bottles and update/repair current packs so they are back to 100% NFPA certified is here. He shared that we had major opportunity from vendor to purchase bottles at discounted price due to an ordering error by them for another agency, savings of \$13K for our district, reducing the cost to replace all of our bottles and refurbish to 100% certification all our airpaks, from \$64K to \$51K. Discussion ensued about the SCBA’s.
 - a. **Action:** *Motion by Director Kennedy to authorize the purchase of 65 SCBA bottles and fully refurbish and repair our current airpaks to 100% NFPA certification at a cost of \$51,675 was made and motion seconded by Director Anderson. With no further discussion motion carried unanimous with 4 yea and 0 nay votes.*
2. 7585 Procurement update: *See Old Business, number 2, Chief Remy already reported on this item.*
3. Vacating Cedar Street right of way
 - a. Chief Remy provided a handout (see packet) and reviewed the aerial view of the properties with the board. He also reviewed the ORS regarding vacating property, the history of this property and the right of way Cedar street area and the intent of the City regarding vacating this property to the fire district. Discussion ensued regarding the law, the city’s intent, benefits to both parties (fire district and city), the rules of vacating, and PGE easement and how that affects them as well as the options for the fire district. Discussion continued regarding moving the powerlines and options that might need to be considered in future if building a new facility on the new property.
 - b. Chief Remy stated that once the city vacated the property to TFD, district would then have PGE come to us to discuss the new easement agreement for their powerlines and access. Discussion ensued regarding acquiring a written agreement to have option of lines moved if we move forward to build on that property; also discussed costs, which agency will pay for what, rules and what PGE might have to say.
 - c. **Action:** *Director Kennedy moved to authorize the Board President to sign an agreement with the City of Turner to have the city vacate the Cedar Street right of way property to*

the Turner Fire District. Motion seconded by Director Roberts and motion carried unanimous with no further discussion, 4 yea and 0 nay votes.

Chief's Report:

1. Awards Banquet – will be next Friday, under construction is the theme; it will be simple and fun and respectful of the budget.
2. Strategic plan update – staffing changes before new Captain is hired, better use of skills, redistribution of work, eventual transition of the business manager position, etc. Our transition needs to be seamless, too much riding on what happens here, our most important contribution to the district will be the way we leave it.
3. PERS – HB 1049 has changed the rules on how we hire back retirees. There will be a cost to district now and we are investigating how this will look and will report what we learn.
4. Operational – tree trimming is moving forward on property next door; will see this in the next few days. Close on the quote for the fencing. Our renter is doing well, cleaning up and winding things down.
5. Use of the new facility – we had awesome feedback from our people; we are excited to move in, open to renting the office space out to another government agency, maybe partnership that is good for the taxpayers.

Volunteer Association: none.

Information:

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

Public Comment (other than agenda items): Robert Jung, Turner City Councilman, was in the audience, thanked the board and staff for kind words. He shared he has a long history of working with both Jon and Rebecca and they are both very well respected in the fire service and in the Valley. He lives in Turner now and part of the community.

Next Meeting: The next meeting will be March 19, 2020 at 6:30 pm for the regular board meeting; to be held at the fire station located at 7605 3rd St SE Turner.

Adjourn Session: The regular meeting of the Board adjourned at 1956 hours. **Action:** *A motion to adjourn from Director Anderson and motion seconded by Director Kennedy, motion carried unanimous with 4 yea and 0 nay votes.*

Board President

Board Secretary/Treas.