

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

February 21, 2019
7605 3rd St SE, Turner OR 97392

Meeting called to order by AIC President Humber at 1830 hours. Board members in attendance were, Ed Humber, Gene Schaefer, D. Craig Anderson, and Claude Kennedy. Absent: none. Staff Present: Chief Jon Remy, Rebecca Shivers Singleterry, Asst. Chief Jordan Donat. Guest: none.

Flag Salute: yes.

Agenda: Agenda approved as presented.

Minutes: The minutes for the January 17, 2019 regular board meeting were approved as presented.

Action: *A motion to approve the minutes as presented by Director Kennedy and Director Anderson seconded the motion and with no other discussion, the motion carried with 4 yea votes, 0 nay votes.*

Public Comment (agenda items): None.

Guest Speaker: Chuck Swank, auditor from Grove, Mueller & Swank, PC., attended the meeting and presented the 2017-18 fiscal year final audit report.

1. Explained the goal of the auditor, districts, responsibility of each party and the general accounting rules and principles.
2. Reviewed the final audit report and explained the various funds; answered questions by board members regarding the report and explained the assignment of fund balances; what restricted and unassigned fund balances are.

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. Education Committee – No Report.
5. Turner Land Use Committee Representative – No report.
6. Urban Renewal Committee Representative – No report.

Old Business:

1. Civil Service Commission (CSC) – Chief Remy suggested that we hold appointment of the 3 staggered positions for another 30 days.
 - a. Discussion ensued regarding holding appointments for now due to the board elections and seeing who might be interested in running for open position, considers asking other interested parties to serve on the CSC if they do not win the open position.
 - b. Director Anderson agreed with this suggestion.

- c. Director Kennedy asked what is the timeline needed to fill the open CSC positions, are we okay to hold off appointments?
 - d. Chief Remy stated that yes, we okay, and the record shows we are working on this.
2. Marion County Elections update – Chief Remy reminded board members that the period for the May 2019 elections for board member candidates will open until March 21st at 5 pm and they can file to run for their position.
3. Ambulance Procurement update – Assistant Chief Donat
 - a. Working through the process.
 - b. Goal by this meeting was to have a direction to move forward.
 - c. Reviewing options, either develop own TFD specifications or use an existing specification by another agency; have located some agency specs that are close, will meet our needs.
 - d. We will have opportunities to get some savings on good, high quality ambulance units that will meet our needs for a number of years, which is a very good place to be.
 - e. By next meeting, will have detailed specs to look at.
 - f. Director Anderson asked how long the process is from order date to onsite delivery; Assistant Chief Donat shared about 3-4 months; anticipate mid to late summer delivery based on what know today.
 - g. Will report progress at next meeting.
4. Emily Boat – Assistant Chief Donat
 - a. History of the lake development was reviewed with the board.
 - b. Money by the developer for public safety, \$50,000, set aside to be used for public safety and this is where the funds to purchase the Emily boat were used.
 - c. Discussion ensued regarding the how decided on this choice, the regulations, training, certifications and how it would be shared and used between the fire district and the city. Also asked questions and discussed the plan on storing it and upkeep and maintenance of the boat.
5. Budget Calendar – Assistant Chief Donat
 - a. Presented a draft calendar for board members to look at dates, if any concerns, let him know as this will be an action item at the March board meeting.
 - b. Also discussed that Mike Everitt, Position 5 on the Budget committee, his term expired 12/31/18 and he is willing to be appointed for another 3 year term. This will also be an action item, appointing budget committee members.

New Business:

1. 2017-18 FY Final Audit report motion to accept:
 - a. ***Action:*** *Motion to accept the 2017-18 fiscal year final audit report as presented earlier in the agenda by audit firm representative to the board, was made by Director Anderson, motion seconded by Director Kennedy and with no further discussion, motion carried unanimously with 4 yeas votes, 0 nays.*
 - b. Director Kennedy expressed gratitude to staff for a stellar report, again.

Chiefs Report:

Chief Remy:

1. Thanks to the budget officer and business manager for a clean audit report. With the addition of more staff, double the hands involved, still clean audit.
2. Amber is wading into complicated situations, do not blink, she is making progress, teaching people how to treat the fire district, no complaints yet.
3. More money is donated during the open house and toy and food drive time than is needed. Good problem to have. Volunteers are providing personal care products like head lice shampoo when there is a need; gas for cars when there is a need. This is awesome extension of the toy and food drive. Helping kids achieve potential.
4. Using fire district logo on private window in a commercial business, no law just a dilemma. Asking for board opinion on this, yes or no, take time and let the fire chief know. There is a historical implications, the glass is commissioned by the new tap house in Turner, to be made by a retired fire chief.
5. Commercial construction is happening in all areas of the district; significant upgrades and or additions; Franzen Reservoir is being updated with a water chlorination system by City of Salem; you will see this happening and the goal is to stop things like red algae issue spreading as it has in the past into city water supplied to Salem and eventually to Turner. A discussion ensued with Chief Remy explaining how this would happen, the process and how Turner gets its water supply from the City of Salem.
6. Strategic plan process: Staffing was huge change, adding fire marshal was launched and is requiring a lot attention which is a very good thing. Medic purchase is next huge part of the strategic plan and is taking a lot of Assistant Chief Donat's time. Need the board to deal with the fire chief's retirement which is also a very important and huge part of your existing strategic plan. The next step is the board to engage in offline discussions, moves the process forward, and form a timeline and plan, now is the chance. Not asking to take action tonight, just start the process, it is time and how the board and district can honor the chief.

Volunteer Association: President Max Alberts gave an oral report, nothing at this time to report to the board. Did say appreciated the fire chief's comments about the volunteer association helping the community that were expressed at the awards banquet. Also thanked the board and staff on behalf of the volunteers for the awards banquet.

1. Director Kennedy asked that President Alberts please convey to the volunteer association a personal thank you for honoring the board with all the volunteers do but especially the programs that he shared with the board tonight.

Information:

1. Correspondence – None
2. Good of the Order – Director Anderson shared an OFDDA article with the board and asked the following excerpt be recorded in the minutes, resonated with him:
 - a. *“The theme of the Oregon Fire Service conference this year was “The Power of Teamwork”. What does that mean to us? It means directors who work with their fire chiefs, staff, and paid and volunteer firefighters to provide the best protection they can to the people and property of their district, given the constraints of their individual budgets.*

It means thinking outside the box, communicating with surrounding districts, and exploring possible areas where resources can be shared to benefit everyone. It means learning to use grants that are available for multiple purposes, and using programs available for recovering expenses incurred by your district from those people who have been involved in auto accidents but do not reside in your district.

3. AIC President Humber shared that the banquet was just terrific, training hours were impressive and worth hearing for everyone present.

Public Comment (other than agenda items): None

Next Meeting: The next meeting will be March 21, 2019 at 6:30 pm to be held at the fire station located at 7605 3rd St SE Turner.

Adjourn Session: The regular meeting of the Board adjourned at 1938 hours. **Action:** *A motion to adjourn from Director Anderson and motion seconded by Director Schaefer, motion carried unanimous with 4 yea and 0 nay votes.*

Board AIC President

Board Secretary/Treasurer