

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

January 20th, 2022
7605 3rd St SE, Turner OR 97392

Meeting called to order by President Anderson, at 1844 hours. Board members in remote attendance were, Chuck Roberts, Claude Kennedy, Mike Everitt (via phone) and D. Craig Anderson. Absent: Ed Humber. Staff Present: Chief Jordan Donat, Rebecca Shivers Singleterry and Kara Howden.

Flag Salute: Dispensed

Agenda: Agenda approved with one addition to old business with a motion by Director Roberts, second by Director Kennedy and unanimous 4 yea and 0 nays.

Minutes: The minutes for the November 18th, 2021, regular meeting of the board were approved as with the following edits: The date of next board meeting corrected from January 19th to January 20th and the verbiage ‘to adjourn’ omitted from action item motion regarding fire chief contract. **Action:** *A motion to approve the Regular Board meeting minutes as corrected was made by Director Roberts 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: 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, no attendance at the December meeting.

Old Business:

1. Cedar Street vacation update – Chief Donat
 - a. Chief Donat provided a brief summary on franchise agreement and next steps will include meeting with the new City manager and proceed with negotiations with City of Turner, Turner Fire District and Portland General Electric. Director Anderson urged timeliness is of the essence. Discussion ensued.
2. Hiring Update – Chief Donat
 - a. Reviewed temporary positions of office manager and administrative assistant and the hiring of one full time paramedic, one part time paramedic and volunteer EMT’s that have joined since last board meeting.
3. Honoring past fire chief discussion-

- a. Discussion ensued regarding how to best honor Jon Remy. A letter from board of directors and a slideshow presentation at the next banquet were presented ideas. Director Kennedy will work as a liaison with Rebecca Shivers Singleterry and Kara Howden for integrating with the banquet. Director Anderson discussed honoring Jon Remy at the next annual volunteer breakfast, and he will begin working on a newsletter to constituents.

New Business:

1. Resolution 2022-01 Designating registered office & agent – Chief Donat
 - a. Resolution adopted to change registered agent from Jon Remy to Jordan Donat. **Action:** *A motion to approve Resolution 2022-21 designating a registered office and agent of the fire district was made by Director Kennedy and seconded by Director Everitt. With no other discussion, the motion carried with 4 yea votes, 0 nay votes.*

Chiefs Report:

1. House Bill 2560 requires public access by telephone, video or other electronic or virtual means. A disclaimer has been put on all public meeting announcements regarding remote access to meetings. Public comment is allowed with existing time limits. This does not apply to executive sessions.
2. Chief Donat discussed iPads and board email addresses. To have both, was a priority for past board members and Chief discussed upcoming iPad purchases and the cost to district for email addresses. Roundtable discussion regarding legality of public vs private domain use. The board came to an agreement that it was not necessary for them to have individual iPads or board email addresses. Director Humber would continue utilizing his iPad due to his responsibilities with the board.
3. Chief Donat spoke on the grant process. TFD is going out for an AFG grant requesting two grass rigs and two sets of extrication equipment. The TFD portion would be \$18,000 for the vehicles and \$3,600 for the extrication equipment.
 - a. Captain Max Alberts applied for a Firehouse Subs grant for new LED battle lanterns and lights for a total worth of \$7,059.
 - b. The FEMA grant for disinfectant/air purifier COVID reimbursement is still in progress.
4. As discussed in old business, the annual awards banquet is being postponed until the spring due to surge in COVID cases. February will be the time to reevaluate.
5. Santiam Academy is up and running with 6-7 agencies on a district rotation. Approximately 32 individuals are meeting remotely and within small group platforms.
6. The Community Health Assessment Team has been working with Cascade High Health Occupations classes to support experience for EMS and Fire students and pique interest for the future.
7. Chief Donat discussed upcoming budget related work and the next few board meetings will be important. At the next meeting, the board will need to adopt budget officer, appoint budget committee members and adopt budget calendar. Roundtable discussion regarding open budget committee position and potential candidates.

Volunteer Association: No report currently due to illness.

Information:

1. Correspondence – none.
2. Good of the Order –Urban Growth Boundary Extension- no further information currently.
3. Director Anderson report regarding Chief Donat- Chief Donat has reported that he completed an EMS Communications course at Eastern Oregon University fall term 2021 with an A grade. Per conditions of his contract, I authorized reimbursement for tuition and a book. During winter term 2022, he is enrolled in Fire Behavior and Fiscal Management courses. It should be noted that Chief Donat has a 4.0 GPA to this date for his Eastern Oregon work.

Public Comment (other than agenda items): none

Next Meeting: The next regular board meeting will be held on Thursday, February 17th, 2022, at 6:30 pm, to be held at the fire station located at 7605 3rd St SE Turner unless otherwise stated in meeting notice.

Adjourn Session: The regular meeting of the Board adjourned at 2008 hours. **Action:** *A motion to adjourn from Director Roberts and motion seconded by Director Kennedy, motion carried unanimous with 4 yea and 0 nay votes.*

Board President

Board Director