

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

November 19, 2020

Virtual Zoom Meeting

7605 3rd St SE, Turner OR 97392

Meeting called to order by President Humber, at 1835 hours. Board members in attendance virtually or by phone were, Ed Humber, Chuck Roberts, Gene Schaefer, and D. Craig Anderson. Absent: Claude Kennedy. 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 October 15, 2020 regular board meeting were approved as presented.

Action: *A motion to approve the minutes presented was made by Director Anderson and Director Roberts seconded the motion and with no other discussion, the motion carried with 3 yea 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. Education Committee – No Report.
5. Turner Land Use Committee Representative – No report.
6. Urban Renewal Committee Representative – Director Anderson gave a brief report that the committee met on 11/12/20. Primarily met to consider possible development incentive program to lure new business or improve current businesses within the city. The city manager is heading this committee; also reported the UR brought in approximately \$30,000 in taxes. Nothing further currently to report as this time.

Old Business:

1. Ambulance Procurement update – Assistant Chief Donat
 - a. One ambulance is in service, doing great, busy weekend doing transports and breaking in; they are working as designed and anticipate another week or two before putting second medic into service and decommission the old Medic 96.
 - b. Paramedic AO Delano was also introduced to the board as the recent full-time paramedic hired by the district. After introductions he then gave a virtual tour of the medic unit.

New Business:

1. Strategic Plan update – Chief Remy
 - a. Eight years ago, in 2012 our current strategic plan was adopted.
 - b. Currently, Chief Donat has been reviewing the plan and going through what we have completed, what we have done well, and what we still need to work on. He is also looking at what can be added to the current plan to compliment the changes and challenges the fire district is facing or will be facing in the coming years.
 - c. Chief Remy and the board have asked Chief Donat to present his ideas, changes in the plan at the January board meeting.
 - d. Chief Remy went on to share that Chief Donat is in a good place for succession planning for the fire chief position. Discussion ensued regarding this process.
 - e. Chief Remy also presented the need to be prepared for Business manager succession plan as well; it is time.
 - f. It is time to update the current strategic plan, get aggressive with well thought out plan that honors the next ten years as well as document how we did in the last ten years.
 - g. Questions were asked and discussion ensued about how we do this. Chief Remy presented the need to move Rebecca from her position as the Business Manager, to make room to hire the next Finance/Admin person. Move her to an operational Division Chief of Admin/EMS/Training position.
 - h. *Director Schaefer arrived @ 1859.
 - i. Discussion continued, President Humber stated it is smart to develop leadership now, utilize the skills we must prepare others to lead. Director Anderson asked about the position for Captain, would the move of Business Manager to Division Chief negate hiring a Captain. Chief Remy stated firmly, no. The hiring process for the Captain is the next hiring and we will hear more about this process during the January meeting with Chief Donat's report on the strategic plan.

Chiefs Report:

1. CRF Grant – we have a paid grant writer as updated last meeting and we have consulted with our auditor on how to proceed with receipt of the \$237K the district received in CRF grant through the state from the federal Coronavirus Relief Fund. We have put the funds into the General Fund resources side of the budget as per the auditor, the funds are completely unencumbered. We have options available and Chief Remy is suggestion that we hold onto the funds until we have clarity on what to do next, this lines up with waiting on the next presentation of the strategic plan. Discussion ensued on this being a wise course of action on the districts part; it was also agreed that moving forward with the current grant writer for the upcoming AFG 2020 grant application for the district.
2. Strategic plan – Chief Remy noted that Chief Donat is actively working on the updates as discussed earlier, he will present in January his ideas; he is doing heavy thinking and the Budget Officer (Chief Remy) will be ready.
3. Things are going very well on the Cedar Street Vacation process; district is in a good position with the city and it looks like we will be in a good spot with PGE for relocation discussion on moving power lines. Will keep updated as this process progresses.
4. Chief Remy and Chief Donat watching closely the negotiations between the city and PGE and are on top of it for the districts input and position, they will continue to monitor and update.

5. December: Chief reported there was minimal Open House activity due to the pandemic and restrictions so there was not an open house at the station, or a Santa visit as normal. Instead, the volunteers continued to proceed with helping families through the annual Toy & Food Drive and continue to send funds up the canyon to assist fire families in need. They sent over \$23,000 to assist in the canyon. This has been a very hectic time; the district is obeying all the COVID-19 rules and executive orders while still honoring families and volunteers. We are working to keep training and skills current while still obeying the rules and orders during these times.
6. Chief Remy asked the board to reserve 12/17/20 for a board meeting but consider holding off as this is during the week of Toy & Food drive culmination as families are coming by to pick up. Asking for the board to bank the hours for this meeting and be ready to consider using the time in January if necessary, for a face-to-face meeting if rules let up.

President Humber asked for a board consensus on not holding the December meeting during the holiday week, to table business until the January meeting. Discussion ensued and the board agreed to hold all business until January unless needed, with a vote of 4 yeas and 0 nay votes.

Volunteer Association: - none.

Information:

1. Correspondence – none.
2. Good of the Order – Director Anderson asked about the current reader board being a place of high visibility in the district and could we consider improving the current sign; a small investment would be a good idea he suggested. Discussion ensued regarding the cost of an electronic reader board cost (\$35,000 project) and while it would be state of the art and very important for the community as another form of communication, meet OSHA requirements and overall better safety for our people who climb ladders and update the current sign, it was discussed about how updating the sign now might not be the best course of action. Discussed new public safety building, changes in property and building use and the board agreed this may not be the right time but it is a project that needs to be addressed during strategic planning.

Public Comment (other than agenda items): none

Next Meeting: The next meeting will be January, with date to be determined 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.

Adjourn Session: The regular meeting of the Board adjourned at 1921 hours. **Action:** *A motion to adjourn from Director Anderson and motion seconded by Director Roberts, motion carried unanimous with 4 yeas and 0 nay votes.*

Board President

Board Director