

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

September 17, 2020

*Virtual Zoom Meeting*

7605 3<sup>rd</sup> St SE, Turner OR 97392

Meeting called to order by President Humber, at 1830 hours. Board members in attendance virtually or by phone were, Ed Humber, D. Craig Anderson, Chuck Roberts, and Claude Kennedy was present in person. Absent: Gene Schaefer. 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 August 20, 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 4 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 shared the committee met via telephone on 8/27/20 to satisfy the quarterly meeting requirements per policy. They approved the budget for the fiscal year, conducted regular business, with no new updates at this time.

Old Business:

1. Ambulance Procurement update – Assistant Chief Donat
  - a. Nothing new to report, actively working with Braun Northwest and Ford regarding coolant system issues and finding resolution. No further discussion.

New Business:

1. Hiring process update – Assistant Chief Donat
  - a. The position closed on 9/4/20 and the hiring assessment concluded earlier today, 9/17/20. We had two candidates who went through the full assessment process which included an

EMS assessment, Apparatus Operator test, interview panel, and agility test. Both candidates have been invited to the chief's interview next week. The process went well, and we will update the board on hiring decision.

- b. Discussion ensued with Director Anderson asking if both the candidates were local, Chief Donat shared their locations, both in state candidates.

#### Chiefs Report:

1. What we are doing:
  - a. Sent fire crews to provide mutual aid 24/7 for about 5 days during the Beachie/Santiam fire; they are all back now.
  - b. Support team is coordinating supplies with the school district and the SIT team for our area. And volunteering to deliver any critical supplies as needed to displaced families.
  - c. The volunteer association is collecting money and focusing their efforts on taking care of volunteers who lost everything while rescuing and responding in the canyon, about 7-10 families. A letter went out to the community from the volunteer association to request donations for this type of help; have received about \$5,000 in the first day or so, immediately sent money to where it would help most. Very proud of the work by our volunteers and their support of the community in the canyon.
  - d. We are managing many inquiries regarding alerting systems and reverse 911; people have an elevated awareness and focus is on future events and how this works.
  - e. Our resources for mutual aid to the fire, all volunteers, is a county wide mutual aid response under our mutual aid agreements; not under the Oregon Conflagration Act, which was invoked early for the fires. However, our people did not respond under that act, they responded under mutual aid. We may see funds come through to pay them for their time, we will wait to hear more.
  - f. Coronavirus is still here, still impacting us everyday through how we respond, train, and work. We are working to comply with all OSHA and OHA requirements, same with mandated executive orders, will continue to monitor and handle as any updates are sent out.
2. City update:
  - a. The city is willing to sign a contract for future rental of building; they are engaged with the county on occupancy change.
  - b. City manager is negotiating with PGE and doing a good job on right of way vacation for Cedar street; another week or two to close the loop; productive for TFD, saves us money.
  - c. Plans for building – risks associated with proceeding on a building plan at this time far outweigh the benefits. There is slim to zero federal funds for building, we will continue to watch and if they change, we will be ready. More money is being focused on COVID related grants. Wait until PGE and right of way vacation is completed, then have things ready to go; want to walk a careful line and that means keeping Randy Saunders available to help us in a hurry when it is time.
3. Grant writer: as prepare for future endeavors, considered the importance of hiring a grant writer; we will be focusing on smaller grants for PPE and equipment. Blake Jamison of Tactile Business Group out of Medford is our first start with this process. He will work on Coronavirus Relief Fund grants for the district and our next AFG grant application. Learn everything we can about

working with a professional grant writer, and plan as we move towards funding opportunities for building.

4. Strategic plan: Asking board to please review and read current plan; now see our progress to date and what areas we may need to revisit, review, and look at for the next focus.
  - a. Careful evaluation of successes for the last year, will be done and staff will present an updated of this for the board for next meeting. This will be number one plan when board is back together in same room; review the updates and decide next steps.
  - b. Look at future goals, ensure bullet proof going forward.
5. TFD Admin:
  - a. Kristin is out on medical leave; Connor Lane moved up temporarily from his EMT stipend positions to provide coverage in the admin offices. He is doing reception, accounts payable, accounts receivable, ambulance billing and responding on calls.
  - b. Recent Coronavirus Relief Fund grant through DAS was \$8,000 in EMS PPE for the district. We continue to watch the grant and apply every period. As mentioned, using Blake Jamison to assist in next round of applications as there are more opportunities open under the grant for the district to request funds. We will keep you posted on outcome.

Volunteer Association: none presented; Chief Remy shared information in the Chief's report on their activity to date. Included mention of the community letter sent out by the volunteer association asking for donations for families and first responders affected by the Santiam/Beachie Fire.

Information:

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

Public Comment (other than agenda items): none

Next Meeting: The next meeting will be October 15, 2020 at 6:30 pm for the regular board meeting; to be held at the fire station located at 7605 3<sup>rd</sup> St SE Turner unless otherwise stated in meeting notice.

Adjourn Session: The regular meeting of the Board adjourned at 1906 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.*

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Board President

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Board Director