

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

September 30, 2021
7605 3rd St SE, Turner OR 97392

Meeting called to order by President Anderson, at 1828 hours. Board members in attendance were, Ed Humber, Chuck Roberts, Mike Everitt, and D. Craig Anderson. Absent: Claude Kennedy. Staff Present: Chief Jon Remy, Rebecca Shivers Singleterry, Asst. Chief Jordan Donat.

Flag Salute: yes.

Agenda: Agenda approved as presented.

Minutes: The minutes for the June 17, 2021, Budget hearing and the June 17, 2021, regular meeting of the board were approved as presented. **Action:** *A motion to approve both the Budget Hearing and the Regular Board meeting minutes as presented was made by Director Kennedy and Director Anderson seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.*

Public Comment (agenda items): None.

Secretary/Treasurer's Report: in packet. Director Humber shared he is working with staff to get set up to review bank statements online for monthly reconciliation process.

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 – President Anderson reported meeting on September 9th to approve a loan program for business in the urban renewal zone. There will be \$5,000 to 50,000 loan amounts available for businesses. General conversation ensued about Santiam Medical clinic coming to the city.

Old Business:

1. Cedar Street vacation update – Chief Remy
 - a. Chief Remy reported on where we are at with district, city, and PGE at this time. Reminded the board that legal counsel was on a sabbatical another associate assisted the district during this time. Caleb is now back and in lead. Legal counsel for the fire district has drafted a document and sent to PGE for review by their legal counsel. At this time, the fire district legal counsel is reporting they will either have an agreement to review by the next board meeting or counsel will take a more aggressive response with PGE. We are coming up on the time allotted for this project, the fire district has acted in good faith. Discussion ensued regarding why it is taking this long, what has changed at the city, with PGE. President Anderson stated we will look forward to hearing the next update from legal counsel.

New Business:

1. Personnel Committee proposed action for internal promotion of a chief executive officer:
 - a. President Anderson gave a historical briefing on how we have arrived at this place, promotion of a new fire chief.
 - b. The Personnel Committee met with Assistant Chief Donat, had a two-hour interview, and were pleased with the process and information received during the interview; the PC members noted that the last 4-5 years were spent in preparation of this promotion by Chief Remy through a variety of big picture projects assigned to Chief Donat; i.e. ISO Rating for the district, Strategic Plan review & update, procurement for two new medics, two hiring processes and civil service to name a few. Chief Remy has done an excellent job preparing him for the internal promotion. President Anderson first asked for a minute to acknowledge and thank Chief Remy for his service to the district, it has been exceptional, and his leadership has been exceptional. President Anderson then stated that the Personnel Committee put forth their recommendation to an internal promotion of current Assistant Chief Donat to the position of Fire Chief. Discussion ensued by the board regarding the recommendation. They expressed their thanks as well to Chief Remy for his role in mentoring Chief Donat during the last 4 years as well as Chief Donat's continued progress on his bachelor's degree.
 - c. **Action:** *A motion to accept the recommendation by the Personnel Committee for an internal promotion of Mr. Jordan Donat to Fire Chief for the Turner Fire District effective October 19, 2021 and made final after written contract negotiations between Mr. Donat and the Turner Board of Directors completed was made by Director Roberts. Discussion ensued about the language of the motion and if the timeline expressed in the motion was clear and expressed the intent of the board. Amended motion:* *A motion to accept the recommendation by the Personnel Committee for an internal promotion of Mr. Jordan Donat to Fire Chief for the Turner Fire District effective October 19, 2021, with the completion of successful contract negotiation to follow was made by Director Roberts and Director Everitt seconded the motion. Discussion ensued on contract negotiations for a chief officer. Chief Remy explained that the negotiations would take place in a noticed executive session at the next board meeting and the action on the contract would take place in open regular session. The board decided to move the October regular meeting of the board to October 14, 2021, to allow for contract negotiations to occur before the swearing in of the new fire chief on October 19, 2021. With no other discussion, the motion carried with 4 yea votes, 0 nay votes. Chief Remy thanked the board members for their sentiments and kind words regarding his years of service to the district and the community.*
2. Strategic Plan – Division Chief Admin & EMS: Chief Donat reported that the board and staff have spent the last few years focused on the upcoming and now present retirement of the fire chief; the next phase of transition is the current Business Managers retirement. As outlined in the current strategic plan document, the goal is to hire an Office Manager to take on the daily duties in the admin division while freeing up Rebecca's time to focus on the EMS division work while continuing to oversee the admin division. By moving forward on this next transition now, it will allow the new Office Manager to train with Rebecca, learn and master our systems with onsite

support. As outlined in the strategic plan, we are moving forward with the title change from Business Manager to Division Chief Admin & EMS to give legitimacy to the current role and duties that Rebecca has been handling, everything from a seat on the ASA committee for the county, management of agency EMS licensing with the state, EMS training, maintaining EMS equipment contracts, inventory & ordering, and launching the CHAT program. This change will solidify the staffing model outlined in the strategic plan and create the foundation for the future of EMS at Turner Fire.

3. Transition process: Chief Donat gave a brief overview of Chief Remy's time at Turner Fire District; he shared that having Chief Remy on the volunteer side again will be a great asset for the district in the retention and recruitment of volunteers for the district. He believes in using your resources, Jon is one of the districts greatest resources. The intention is to have Jon take on the position of Division Chief Recruitment & Retention. This is a good investment of his time for the community and the fire district. Chief Donat also spoke to the idea of have a succession plan in place, his team is functioning but by adding Chief Remy to that plan, is solid plan. The board agreed with this transition and encouraged the move.

Chiefs Report:

1. Cedar street vacation update – as mentioned during Old Business agenda item, district legal counsel is working on this.
2. COVID – has impacted the fire district, on how we do business, how we respond, and it is less fun to be a volunteer during these times. With the new rules for healthcare workers and first responders' vaccinations rules are impacting our volunteers. We may have 5-7 volunteers who will not take one of the exceptions and will not be vaccinated before the set October 18 deadline. Chief Remy has created a process to account for this within the district and keep volunteers from taking leaves of absence that will affect their standing with DPSST, fire certifications, EMS & fire training, and administrative extra work. It is cleaner to have them stay on the roster, active, and assign them to modified job description.
3. Audit is fast approaching, please be sure to have your audit fraud questionnaire complete and if not, see staff, we will assist in getting the form to you. Discussion ensued regarding issues with not all getting the form, staff printed the form to hand out to those who had not received it.

Assistant Chief Report: None.

Volunteer Association: None.

Information:

1. Correspondence – none.
2. Good of the Order – Chief Donat introduced newly hired, Paramedic AO Robert Surette, and the board welcomed him to the fire district.

Public Comment (other than agenda items): none

Next Meeting: Discussion ensued regarding when to hold the next board meeting to allow for contract negotiations for the new fire chief under an executive session. After reviewing dates there was a board consensus for the next meeting to be on Thursday, October 14, 2021, 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.

Executive Session: none.

Adjourn Session: The regular meeting of the Board adjourned at 1923 hours. **Action:** *A motion to adjourn from Director Humber and motion seconded by Director Everitt, motion carried unanimous with 4 yea and 0 nay votes.*

Board President

Board Director