

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

February 15th, 2024

7605 3rd St SE, Turner OR 97392

Meeting called to order by President Anderson, at 1836 hours. Board members in attendance were Mike Everitt, Chuck Roberts, Ed Humber (remote), D. Craig Anderson and Tom Lovell (remote). Staff Present: Chief Jordan Donat, Division Chief Rebecca Shivers and Kara Finn. Guests: Matt Duval, Tommy Terrones, Eric Brown and Jake Brown.

Flag Salute: Yes

Agenda: *Agenda approved with a motion by Director Roberts, second by Director Everitt, motion carried unanimous with 5 yea and 0 nays.*

Minutes: *The meeting minutes for January 18th, 2024, were approved as presented. A motion to approve the meeting minutes as presented was made by Director Everitt and Director Roberts 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: Reports 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.

Old Business:

1. Cedar Street vacation update – No updates. Will be removed from future agendas.
2. Community AEDs: No updates.

New Business:

- a. Appoint Budget Committee- Su Fennern's term has expired and is interested in running for another three-year term. Tom Lovell's position requires replacement due to his move to the Board of Directors. Chief Donat spoke with Wendy Coates with Elam Farms, and she is willing to serve a three-year term. She has budget committee experience.
A motion to appoint Wendy Coates to Position #1 on the budget committee was made by Director Robert and Director Everitt seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.
A motion to reappoint Su Fennern to Position #4 on the budget committee was made by Director Everitt and Director Lovell seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.

- b. Appoint Budget Officer- *A motion to appoint Chief Jordan Donat as budget officer for FY 2024-2025 was made by Director Humber and Director Roberts seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.*
- c. Adopt Budget Calendar- *A motion to adopt the Budget Calendar for FY 2024-25 as presented was made by Director Roberts and Director Everitt seconded the motion and with no other discussion, the motion carried with 5 yea votes, 0 nay votes.*
- d. EMS Division Report- Rebecca Shivers
 - a. Lucas Device- Division Chief Shivers stated that the Lucas device has been purchased which was discussed last year during budget season. The device will be deployed on the first medic out, hopefully by March. Two more Lucas devices have been applied for through the Firehouse Subs grant.
 - b. The district is hiring one fulltime paramedic position with an assessment in March.
 - c. The EMS division meets monthly regarding ongoing projects/assignments. Mass casualty kits and trauma kits are old and discussions are ongoing on how to improve/update.
 - d. DC Shiver was appointed to the ASA committee which reviews ASA for Marion County. Discussions include revamping bylaws, plan renewal, quality assurance/improvement, franchise agreement applications, etc. Turner Fire District's franchise agreement is good until 2028.
 - e. Jakob Alberts passed the paramedic school program and his clinicals. He is currently 1/3rd of the way through his internship.
 - f. Tommy Terrones is going out on parental leave and temporary employee Kate Tolmachoff will cover during his absence. A baby shower for the Terrones family will be held this Saturday in the training room.
 - g. CHAT- currently recruiting team members and an increasing patient roster. Cascade High School is helping with CHAT visits. Barbara Halsey and Lyla Dyer are volunteer chat coordinators for TFD and are doing a wonderful job.
 - h. Training- EMS drill is conducted monthly which assists with CEU hours. Training files are moving into Image Trend.
 - i. Rebecca Shivers has officially given her retirement notice. Her letter is included in the board packet and was passed out to the board.
 - i. President Anderson had questions regarding CHAT such as the telehealth technology, how many calls per week and when can CHAT go 'public'. Telehealth technology is still in process and there are typically three to four calls per week. Roundtable discussion regarding staffing to support the program and President Anderson requested a master plan before DC Shivers retires.
 - j. Director Roberts inquired about ambulance responses and TFD's average call time. DC Shivers spoke on requirements by law to respond with certain time thresholds. Response times are reported and tracked and must fall within 90% of the requirement, which TFD meets. There is an exception model that involves instances where a response would be delayed such as staging for police, weather, and mutual aid responses. One to two calls per quarter typically fit within the exception model. TFD is meeting and exceeding expectations. Roundtable discussion regarding the difficulty of averaging call response times.

Chiefs Report:

- a. Grant Update- TFD is applying for SCBA replacement for the AFG grant FY2023 which closes in March.
- b. New Engine Update- The engine is here and waiting on a repair that wasn't fixed originally. Working on outfitting and training. Still waiting on the title, but it sounds like it is coming soon.
- c. Command Rig Update- Chief Donat was in Longview, WA today to pick up the command rigs. Upon arrival, a small pressure leak was discovered so delivery did not happen today. After delivery, the vehicles will go to the radio shop before being put in service.
- d. Phase II of the strategic plan is upcoming with work on the next steps for retirement of DC Shivers.
- e. Metcom- Chief Donat sits on the user board and there are significant staffing issues and fees are going up.
- f. Facility- Planning was put on the back burner last year and conference attendance was cancelled. This year the same group will be heading to the Station Design Conference in May.
- g. Awards Banquet- This year's awards banquet will be held April 5th. Doors open at 6pm and dinner at 6:30.
- h. Swearing-In- On June 18th, five new firefighters from Turner will be sworn in after finishing academy.


Volunteer Association: No report.

Information:

1. Correspondence – None.
2. Good of the Order – Chief Donat confirmed that all fire hydrants are functional now and that the waterline project is complete other than a few cosmetic fixes involving repaving. President Anderson will not be in attendance at the March Board meeting.
3. Public Comment (other than agenda items): None

Next Meeting: The next regular board meeting will be held on Thursday, March 21st, 2024, at 6:30 pm to be held at the fire station located at 7605 3rd St SE Turner, OR unless otherwise stated in meeting notice.

Adjourn Session: The regular meeting of the Board adjourned at 1940 hours. **Action:** *A motion to adjourn from Director Roberts and motion seconded by Director Everitt, motion carried unanimous with 5 yea and 0 nay votes.*


Board President


Board Director

