

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

January 15th, 2026

7605 3rd St SE, Turner OR 97392

Meeting called to order by President Craig Anderson at 18:30 hours. Board members in attendance were D. Craig Anderson, Mike Everitt, Ed Humber and Tom Lovell (remote). Board Members Absent: Chuck Roberts Staff Present: Chief Jordan Donat and Kara Finn. Guests: Levi Delnick-Kunkel, Joanne Martinez, Emma Mekenas, Meghan Dailey-Faulhaber, Elliott Lownsbery, Kane Ettel, Kori Sarrett with Accuity LLC.

Flag Salute: Yes.

Agenda: *Agenda approved with moving audit presentation to the beginning of the agenda and adding Chuck Roberts letter to New Business with a motion by Director Humber seconded by Director Everitt, motion carried unanimous with 4 yea votes (Anderson, Everitt, Humber, Lovell), and 0 nay votes. 1 absent.*

Minutes: *The regular board meeting minutes for November 20th, 2025, were approved as presented. A motion to approve the meeting minutes for the board of directors meeting on November 20th, 2025, as presented was made by Director Everitt and Director Humber seconded the motion and with no other discussion, the motion carried with 4 yea votes (Anderson, Everitt, Humber, Lovell), 0 nay votes. 1 absent.*

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.

Old Business:

1. Volunteer Appreciation Project- Work has started with no materials received yet for the fire pit. Leveling is needed.

New Business:

1. Audit 2024-25 Presentation- Kori Sarrett with Accuity LLC presented to the board the 2024-25 audit. There were no audit findings and only one audit adjustment due to cash basis and how QuickBooks software handles payroll liabilities. On the financial report, there is a 460k fund loss which was almost all capital outlay. President Anderson requested staff provide a hardcopy of the audit earlier than a week before audit presentation in the future.

2. Chuck Roberts Resignation/Board Vacancy- President Anderson read Director Roberts letter of resignation to the board and the resignation is effective January 1st, 2026. In the letter, Director Roberts suggested Su Fennern as a replacement who is currently on the budget committee. Roundtable discussion regarding policies and Oregon statutes for new vacancies. There is a 30-day notice requirement for a board position to be filled according to the board policies. Further research is needed on how to fill the vacancy and posting requirements. President Anderson also stated that he would like to review secretary duties for the future with Chief Donat.

Chiefs Report:

- a) Chief Donat thanked Kara for her work on the audit. He also introduced Kane Ettl as the newly hired paramedic and Emma Mekenas as the new resident volunteer. There is still one vacant paramedic position. Shifts are currently being covered by part-time staff. Recruitment closed on January 9th and there will be an assessment for the three candidates on January 21st. Recruitment for an EMS coordinator and Lieutenant Fire Marshal will likely begin in February.
- b) CHAT- CHAT program has been moved to a phone contact model for a few months. The stakeholders met and no major changes to the overall structure of the program is needed. Some areas of improvement would be more support from paid staff. Chief Donat would like to hire an EMS Coordinator before proceeding. Roundtable discussion with the board expressing the CHAT program stopping not being an option and looking to expand. Future work on partnering with Cascade High School and putting new EMTs with a senior person while going on calls. There is simply not enough personnel to make it work currently.
- c) Surplus- The old SCBA cylinders were sold last month to Wahkiakum Fire District in Washington and Clackamas Fire, creating approximately 37k of income.
- d) Ambulance/G958 accident- Everything is back in service except for the stair chair, with a loaner currently in use. Chief Donat stated that the person involved in the most recent incident resigned. The safety committee investigated and the following has been updated to the training program:
 - a. Annual scheduled training with DPSST road course
 - b. Bi- annual scheduled training with DPSST Skid Truck
 - c. Scheduled competency review of NFPA driver and apparatus
 - d. Set hours of practice driving prior to testing
 - e. Develop a vehicle dynamic instruction program (air brakes, weight/motion/deceleration, safety checks
 - f. Officers working through increased driving requirements and dynamics class

Director Everitt thanked the Chief for the enhanced training. President Anderson hopes that the increased training will help the financial impact to the district as well.

- e) 2026- Chief Donat handed out binders to board members to look into long term planning. Binders have financial data for the last 6 years for board members to look through. Focus includes strategic plan update, finances and services. There are potential impacts to upcoming budget as well as long-term impacts.
- f) Recruiting- Six individuals are enrolled in the upcoming academy.

- g) Company Inspector class- This class was held last weekend and OSFM DSFM Nick Launius and George Crosiar instructed. There were 12 students in attendance, mostly from Turner Fire District.
- h) Upcoming- Awards Banquet will be held March 6th. Eric Brown will be promoted January 20th and Chief Donat will be out of town on vacation January 22nd through January 26th.


Volunteer Association: Levi Delnick- Kunkel spoke to the board regarding the toy drive. 59 families were served with approximately 170 children. Around 16k was raised and 18k was spent. The next large goal is to move the vintage fire truck out of Building 5 and then clean up the building. The bench is almost completed. Joanne Martinez is replacing Anthony Salisbury's position and is stepping up to Vice President. She has been with the volunteer association for approximately 17 years. President Anderson commends the association for their work on the toy and food drive. Levi spoke on the many hours of dedication of Linda Adams and Mindy Bales on their work for the toy drive.


Information:

- 1. Correspondence – None.
- 2. Good of the Order- Roundtable discussion regarding acknowledging Director Roberts with a plaque, potentially at the upcoming banquet.
- 3. Public Comment (other than agenda items): None.

Next Meeting: The next board meeting will be held on February 19th, 2026 at 6:30 pm to be held at the fire station located at 7605 3rd St SE Turner, OR.

Adjourn Session: The meeting of the board adjourned at 1932 hours. **Action:** *A motion to adjourn from Director Humber and motion seconded by Director Everitt, motion carried unanimous with 4 yea (Anderson, Everitt, Humber, Lovell), and 0 nay votes. 1 absent.*


Board President


Board Director

