

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

June 22nd, 2023

7605 3rd St SE, Turner OR 97392

Meeting called to order by President Anderson, at 1821 hours. Board members in attendance were Chuck Roberts, Ed Humber (remote in at 1830), Claude Kennedy, Mike Everitt and D. Craig Anderson. Staff Present: Chief Jordan Donat, Division Chief Rebecca Shivers, Captain Max Alberts, and Kara Finn. Guests: Jon Remy Jr, Su Fennern, Kathy Puckett and Josh Bartlett.

Flag Salute: Dispense

Agenda: Addition: Audit Engagement Letter *Agenda approved as amended with a motion by Director Kennedy, second by Director Everitt, motion carried unanimous with 4 yea and 0 nays. 1 absent.*

Minutes: The budget committee meeting minutes for May 18th, 2023, were approved as presented. *A motion to approve the Budget Committee meeting minutes as presented was made by Director Roberts and Director Everitt seconded the motion and with no other discussion, the motion carried with 4 yea votes, 0 nay votes. 1 absent.*

The regular meeting minutes of May 18th, 2023, of the board were approved as presented. *A motion to approve the Regular Board meeting minutes as presented was made by Director Roberts and Director Everitt seconded the motion and with no other discussion, the motion carried with 4 yea votes, 0 nay votes. 1 absent.*

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. President Anderson has been unable to attend recent meetings due to scheduling conflicts with other meetings.

Old Business:

1. Cedar Street vacation update – No updates.

New Business:

1. 2023-01 Resolution: *Resolution making transfer appropriations for unexpected expenditure in FY 2022-23 as presented to the board was approved with a motion by Director Kennedy, second by Director Everitt, motion carried unanimous with 4 yea and 0 nays. 1 absent.*

2. 2023-02 Resolution: *Resolution to transfer appropriation for FY 2022-23 as presented to the board was approved with a motion by Director Everitt, second by Director Kennedy, motion carried unanimous with 4 yea and 0 nays. 1 absent.*
3. 2023-03 Resolution: *Resolution to adopt budget for fiscal year 2023-24, imposing the tax for fiscal year 2023-24 and categorizing the tax for fiscal year 2023-24 and adopting the tax for fiscal year 2023-24 for Turner Fire District was approved with a motion by Director Roberts, second by Director Everitt, motion carried unanimous with 4 yea and 0 nays. 1 absent*
4. 2023-04 Resolution: *Resolution to establish policies for fund balance classification for Fiscal Year 2023-24 as presented to the board was approved with a motion by Director Roberts, second by Mike Everitt, motion carried unanimous with 4 yea and 0 nays. 1 absent.*
5. Acceptance of Election Results-Certified Election Results were received with a requirement to sign the official document to accept the election results for Position 1 Ed Humber, Position 2 Tom Lovell, Position 3 Chuck Roberts. *A motion to accept Special District Election Results for 2023 moved by Director Everitt, second Director Kennedy, motion carried unanimous with 4 yea and 0 nays. 1 absent.*
6. Purchase Authorization Command Rig Build-Out- Chief Donat presented the invoice from Mallory for \$149,780.00 to be approved by the Board. TFD went out for three bids for the procurement process, two vendors declined and Mallory accepted. *A motion to authorize \$149,780.00 to be spent on the command rig buildout moved by Director Everitt, second by Director Kennedy, motion carried unanimous with 4 yea and 0 nays. 1 absent.*
7. Audit Engagement Letter- The audit engagement letter was presented to the board containing the agreement to conduct business with Grove, Mueller and Swank for FY 2022-23 audit in the amount of \$12,750.00. *A motion to sign the audit engagement letter for audit of FY 2022-23 moved by Director Everitt, second by Director Kennedy, motion carried unanimous 4 yea, 0 nays. 1 absent.*

Chiefs Report:

- a. E957 has now been removed from station premises. Work with insurance is still ongoing.
- b. Grant Updates- Two firefighters have been hired using the OSFM Wildland Grant. They will begin next week and work through October. No award announcements for the AFG grant yet.
- c. Command Rig Updated- Projected completion is October/ November 2023.
- d. Training Mannikins- The mannikins that the board approved in this fiscal year have arrived. Division Chief Shivers spoke on the new equipment. Director Kennedy inquired about the estimated life span and if there is the ability to program the mannikins to address different ALS scenarios. The mannikins can be attached to life packs which allows different EMS scenarios for training purposes.
- e. Hiring- The EMT/FF hiring assessment was completed on June 17th with twelve applicants. The top six were invited to Chief's interview on June 21st. A conditional offer will go out and the other five applicants will be put on the list for future hirings.

- f. Swearing in of new firefighters- Twelve Firefighters were sworn in Tuesday evening after graduation academy. Planning has begun for the next academy.

Volunteer Association: Josh Bartlett reported that the annual breakfast went well. There will be a firefighter BBQ at the McNarie's on August 5th and the Board is invited.

Information:

- 1. Correspondence – None.
- 2. Good of the Order – Director Roberts and Jon Remy Jr. presented Director Kennedy with a plaque for his years of service. Jon Remy Jr. requested that the minutes reflect that he loves Claude Kennedy and shared memories including a fire response where Director Kennedy used a trench cut to save a home. Director Kennedy stated he was honored, and he loves to give and cares deeply. He thanked the Board, the room, and the district for everything and feels blessed that TFD gave him so much.
- 3. Public Comment (other than agenda items): None

Next Meeting: The next regular board meeting will be held on Thursday, July 20th, 2023, at 6:30 pm (Tentative) 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 1854 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