

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

March 21st, 2024

7605 3rd St SE, Turner OR 97392

Meeting called to order by Vice President Everitt, at 1829 hours. Board members in attendance were Mike Everitt, Chuck Roberts, and Tom Lovell (remote). Board members absent: Ed Humber and Craig Anderson. Staff Present: Chief Jordan Donat and Kara Finn. Guests: Shayne Lehman with RedW Advisors and CPAs (remote).

Flag Salute: Yes

Agenda: *Agenda approved with moving audit presentation to the beginning of the meeting with a motion by Director Roberts, second by Director Lovell, motion carried unanimous with 3 yea and 0 nays (2 absent).*

Minutes: *The meeting minutes for February 15th, 2024, were approved as presented. A motion to approve the meeting minutes as presented was made by Director Roberts and Director Lovell seconded the motion and with no other discussion, the motion carried with 3 yea votes, 0 nay votes (2 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.

Old Business:

1. Community AEDs: No updates.
2. Addition- Volunteer Appreciation Project: Director Roberts canvassed the volunteers with the Volunteer Association President and Fire Chief. An extension to the outdoor patio was discussed and Director Roberts requested board approval before working towards getting quotes and a cost breakdown before proceeding. Roundtable discussion regarding the project and the topic will be brought back at future meetings for further discussion.

New Business:

- a. Audit Presentation- Shayne Lehman with redw Advisors and CPA's (formally Grove, Mueller & Swank) presented the fiscal year 2022-23 final audit. He briefed the group beginning with the independent auditor's report and the opinion on financial statements. No deficiencies were found. At the end of the presentation, Director Everitt inquired about the district's financial stability.

Shayne stated that everything looks good, and the district has done a great job sticking to their budget.

Chiefs Report:

- a. Keith Kreger- A radio message over dispatch was done today at 4:30pm. A memorial service will be held this weekend at St. Johns Lutheran Church. Keith was with TFD for 38 years.
- b. Grant Update- TFD is applying for SCBA replacements for the AFG grant 2023. If awarded, the grant will be 397k, with TFD contributing \$18,932.76.
- c. New Engine Update- The title was received today, and the next step will be to transfer the title at DMV. There will be some modifications to the apparatus in 6-8 weeks.
- d. Command Rig Update- Roundtable discussion regarding weight limits on new command vehicles and a tire change may assist in rectifying the problem.
- e. Hiring Update- A conditional offer for full time was extended to Mark Lindberg who is currently a part-time paramedic with TFD. This is to fill the Single Role Paramedic open position.
- f. Dispatch Center- Metcom's budget was approved with pay increases to dispatchers. The fee formula will be evaluated over the next year and TFD will likely see a fee increase.
 - a. There are many unknowns about the radio system currently. Marion County has designed their equipment. Proposals have not been opened yet, so unsure of costs.
- g. Ambulance Survey- ORS requires Oregon Health Authority to conduct onsite survey visits and audits to ambulance service agencies. The last one completed at TFD was in 2017 with high marks. Chief Donat and DC Shivers are working on preparation of records and documents that have been requested. OHA will be onsite on 4/17/2024.
- h. Awards Banquet- April 5th with doors opening at 6pm and dinner at 630pm.

Volunteer Association: The annual breakfast will be held on June 1st. The association received a 5k operation grant recently. A quarterly social night event is being discussed.

Information:

1. Correspondence – None.
2. Good of the Order – None.
3. Public Comment (other than agenda items): Director Everitt thanked Kara, Jordan, and support staff for sound budgeting practices after the audit presentation. Director Roberts inquired about vacation/sick leave accrual as well as comp time accrual. Roundtable discussion regarding the employee handbook which outlines leave accruals.

Next Meeting: The next regular board meeting will be held on Thursday, April 18th, 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 1955 hours. **Action:** *A motion to adjourn from Director Roberts and motion seconded by Director Lovell, motion carried unanimous with 3 yea and 0 nay votes (2 absent).*

D. Craig Anderson
Board President

Michael W. Everett
Board Director