

MINUTES
Mid-Columbia Fire and Rescue
Board of Directors Meeting
Virtually Held
1400 W. 8th Street, The Dalles, Oregon
November 16, 2020

1. CALL MEETING TO ORDER

Board President David Jacobs called the November 16, 2020 meeting of Mid-Columbia Fire & Rescue to order at 5:30 pm.

2. PLEDGE OF ALLEGIANCE

Led by President David Jacobs.

3. ROLL CALL

Directors present via video conference: David Jacobs, Diana Bailey, Dave Peters and Mike Cronin. Dick Schaffeld was present at MCFR.

Staff via video conference: Bob Palmer, Fire Chief and Division Chief David Jensen. Staff present: Division Chief Fred Coleman and Office Manager Stephanie Ziegler.

Others: Tom Peachey and Andrew Myers, Legal Counsel; Dan Spatz Executive Director, Institutional Advancement CGCC; A.J. Olson, CPA Friend & Reagan.

Legal Counsel Tom Peachey advised that the compliance and ground rules regarding video conferencing did not need to be stated at every board meeting, however the board meeting was conducted remotely in order to mitigate the transmission of the Coronavirus in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings. Public access information was made available prior to the meeting. The District received no requests for accommodations by any members of the public and there were no members of the public who accessed the meeting via telephone or video conference. No public comment was received by e-mail prior to the timeline established.

4. AGENDA CHANGES

None

5. MINUTES

The minutes for the October 19, 2020 regular meeting were approved as presented.

6. PUBLIC COMMENT

- a. No public comment either via telephone or video conference.
- b. Dan Spatz, Executive Director of Institutional Advancement gave a power point presentation of the on-going construction of the Treaty Oaks Skill Center and the Student Housing. The construction is at framing stage right now with the expected completion date set for Fall of 2021.

7. FINANCIAL REPORTS

- a. Audit Presentation – A.J. Olson with Friend & Reagan gave a report on the Financial Audit.
- b. Cash Accounts Summary: Director Bailey raised questions about the cash summary report. Chief Palmer responded that he would check with Angie with the City for an explanation and will report back to the board.
- c. Ambulance Service Financial Report: Report included in board packet; no comments were made by board.

8. COMMITTEE REPORTS

- a. Urban Renewal Report – Director Bailey reported the consideration of Urban Renewal funding support for the Oregon Community Paths Program Grant for the Mill Creek Greenway Project. No vote has been done yet, just a consensus has been given. She also gave an update on Seasonal Maintenance for Agency owned property located at 401-407 E 2nd St., (Old Tony's Building). The Dalles City maintenance crew will be doing the work. Director Bailey also advised the board that this was her last Urban Renewal meeting, she will be stepping down.
- b. Enterprise Zone: Nothing to report. Still waiting on report from Google.

9. FIRE CHIEF REPORT

Incident Report: There were 260 calls for service in the month of October, last year at this time we had 263 calls. So far this year we have had 2441, last year we had 2523.

Fire Chief Update: Chief Palmer spoke about Project ELFF that it is moving forward with the help of our partners with the Lions Club and Salvation Army. This year instead of going out into the Community to pick up donations the Community is being asked to come to us. Drop points established are the two fire stations or the nearest school to include the community college and St. Mary's. Chief Palmer also advised the Board that due to new COVID-19 restrictions and to comply with Governor Brown's directive the station is closed to the public again. Burn permits will need to be purchase on-line or over the phone with a credit card. Chief Palmer also spoke about the Bond Project, which is included in the Board Packet.

Division Chief Wood's Report: Included in Board packet

Division Chief Jensen's Report: Included in Board packet

Division Chief Coleman's Report: Included in Board packet

10. CORRESPONDENCE

None

11. OLD BUSINESS

None

12. NEW BUSINESS

- a. Resolution No. 2020-07 "A Resolution Adopting Revisions to the MCFR Employee Handbook". Director Bailey and Director Peters had various questions regarding the

handbook. Chief Palmer noted that the primary purpose of the revisions noted were to bring it into compliance with State and Federal Law and that further changes would be forthcoming in the near future. Legal Counsel advised to adopt the handbook with the recommended revisions and to forward any additional recommended changes to Chief Palmer for the next revision. Board President Jacobs asked for a motion to adopt the revisions as proposed. Director Peters made a motion to adopt the Revisions to the Employee Handbook. Director Cronin seconded the motion. Ordinance passed with 5 ayes, 0 nays and 0 abstentions.

- b. Information Sheet – Audit Action Plan. There was one Deficiency that Friend and Reagan made mention of, however MCFR is unable to address this deficiency unless MCFR were to employ the required staff to do so which is not financially feasible. Board President Jacobs asked for a motion to adopt Audit Action Plan. Director Bailey made a motion to adopt the Audit Action Plan by Exhibit "A". Seconded by Director Peters. The motion passed with 5 ayes, 0 nays and 0 abstentions.
- c. Information Sheet – Urban Renewal Board Representative. Due to Director Bailey stepping down from her position on the Urban Renewal Board, a new representative is needed to fill that spot. Director Cronin has offered to take Director Bailey's position. With no objections from the Board, Board President Jacobs has appointed Director Mike Cronin to the position.

13. EXECUTIVE SESSION


None

14. GOOD OF THE ORDER


Director Peters will forward Chief Palmer an email addressing his questions and comments regarding the Employee Handbook.

15. ADJOURNMENT

There being no further business, the meeting was adjourned by Director Jacobs at 6:55 pm.



Board President



Secretary/Treasurer