



Board Meeting Agenda

September 15, 2025

5:30 p.m.

Mid-Columbia Fire and Rescue Station 1
1400 West 8th Street, The Dalles, Oregon

1) Call Meeting to Order

2) Pledge of Allegiance

3) Roll Call

4) Agenda Changes

5) Minutes

- a) Review of Minutes – Monday, August 18th, 2025, Board Meeting

6) Public Comment

- a) During this portion of the meeting, a citizen may speak on any subject upon being recognized by the Board President. The citizens must state their name, address, and their discussion topic for the minutes. Five minutes per person will be allowed. If a response by the District is requested, the speaker will be referred to the Fire Chief for further action. At the discretion of the Board President, the issue may appear on a future meeting agenda for Fire District consideration.
- b) The public may observe and/or listen to the meeting virtually by using either the link or the telephone number and access code provided below:

TELEPHONE NO.: +1 (562) 247-8422
AUDIO ACCESS CODE: 580-829-766

Please register for **MCFR Board Meeting (September 2025)** on **Sep 15, 2025 5:30 PM PDT** at:

<https://attendee.gotowebinar.com/register/7062108659532412254>

Webinar ID
945-367-355

After registering, you will receive a confirmation email containing information about joining the webinar.

7) Financial Reports

- a) Balance Sheets/Combined Cash Accounts
- b) Ambulance Service Financial Report

8) Committee Reports

- a) Urban Renewal Report – Director Denstedt

9) Fire Chief's Report

10) Old Business

11) New Business

- a) Board Policy 3.5 Consideration- Information Sheet

12) Good of the Order

13) Adjournment

OUR MISSION:

"We are committed to providing professional emergency and non-emergency services to minimize suffering, protect life, environment and property."

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least 48 hours in advance.



MINUTES

Mid-Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 West 8th Street, The Dalles, OR 97058
August 18, 2025

1. CALL MEETING TO ORDER

President Bailey called the Mid-Columbia Fire and Rescue meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

President Bailey led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: Diana Bailey, Walter Denstedt, Chris Schanno, Dick Schaffeld, and Mike Erland.

Staff Present: Chief David Jensen, Division Chief Adam Cole, Division Chief Chris Grant, Division Chief Josh Beckner, Business Services Manager Joe Talamantez, and Office Manager Stephanie Ziegler

Others Present: Legal Counsel Andrew Myers.

4. ADGENDA CHANGES

None.

5. MINUTES

Minutes from July 21, 2025, Board meeting stand approved as written.

6. PUBLIC COMMENT

None.

7. FINANCIAL REPORTS

a. Balance Sheets/Combined Cash Accounts – Chief Jensen spoke briefly about the beginning balance and that once everything gets finalized with our financial statements from last year the beginning balance will come in as anticipated. He also stated that Miscellaneous Revenue looks high but that is due to paying the visa bill before the end of the fiscal year and then visa still pulled the same amount that we paid due to it being on auto pay. Once the visa charges get routed to the correct accounts then the miscellaneous revenue will look normal again. Miscellaneous Revenue was just a place holder. President Bailey asked about the Fire OT line, which is at 51% Chief Jensen stated it was due to the June payroll and the upstaffing for fire severity, which will be paid by the Wildland Grant. Chief Jensen also stated that Workers Comp came in higher than expected, was budgeted at \$125,000 but came in at \$145,000.

b. Ambulance Service Financial Report – No questions asked.



8. COMMITTEE REPORTS

- a. Urban Renewal Report – Director Denstedt stated there was no report due to the meeting being the next day, August 19th. He did hand out an information sheet on the 1st Street Plaza. He stated the focus would be on fire safety. He also stated there would be a vote to raise fees on Public Records.

9. FIRE CHIEFS' REPORTS

- a. Chief Jensen's Report – Report provided. Chief Jensen shared additional information on the report. Chief Jensen stated the ambulance contract is still on pause, waiting for information from OHA and Wasco Co. Director Denstedt read the submitted plan and would like all the board members to also read it. Director Erland would like the board to come together and be proactive if the plan does get approved. There was lots of discussion regarding the ASA contract. Chief Jensen also stated that he met with Commissioner Scott Hege and the hospital regarding transfers. Chief Jensen continued with his report with considerable discussion regarding Operations. Director Denstedt discussed what he had heard from line personnel about operational changes and spoke about his role as a Director of the District. Chief Jensen stated he conducts operations towards meeting goals in the Standards of Coverage which the board approved, and changes often occur in an attempt to meet those goals. Chief Jensen spoke about the purpose of hiring a Fire Chief to run the operations of the District. Director Erland spoke to a distinct boundary of being a board director and policy maker and having the Fire Chief conduct the operations of the District. There was a lot of discussion regarding the roles of Directors and the Fire Chief.
- b. Division Chief Beckner's Report – Report provided.
- c. Division Chief Cole's Report – Report provided.
- d. Division Chief Grant's Report – Report provided.

10. OLD BUSINESS

- a. None.

11. NEW BUSINESS

- a. Resolution No. 2025-05 "A Resolution Adding and Removing Authorized Check Signers for Mid-Columbia Fire & Resue. Chief Jensen explained that per policy we need two check signers on all checks. He did state that the policy does need to be updated, that right now we run AP checks every other week but would like the ability to run them more frequently but do not want to overtax the check signers. He stated that all board members need to be check signers. Director Schanno pointed out that his full name is Christopher Paul Schanno. The Resolution will be amended to reflect Director Schanno's correct name. President Bailey asked if there was a motion. Director Schanno made a motion to approve Mid-Columbia Fire and Rescue Resolution No. 2025-05 with changes. Director Denstedt seconded. President Bailey asked if there was any discussion needed. Hearing none she called for a vote.



Schanno – Yes
Erland – Yes
Schaffeld – Yes
Denstedt – Yes
Bailey – Yes

- b. Information Sheet – Surplus Property. There was no discussion, President Bailey called for a motion. Director Schanno made a motion to declare items noted on Exhibit “A” as surplus. Director Schaffeld seconded. President Bailey called for a vote. Motion passed.

Schanno – Yes
Erland – Yes
Schaffeld – Yes
Denstedt – Yes
Bailey – Yes

12. GOOD OF THE ORDER

Director Schanno asked about the Steele Rd dump fire wanting to know if anyone has investigated their fire suppression system. Chief Jensen stated that we had letters out requesting information that our investigation was still on going. Chief Jensen stated that we investigate all fires which is a state mandate.

Director Erland brought up the Cruise-in, he stated that the fire department needs to have a presence there for public safety. That some of the cars are a ticking time bomb. He stated that if we had the opportunity to make a recommendation to the city police to shut down 2nd and 3rd streets and go to a yellow light and place Fire down at the cruise. He stated there was a lot of police presence. He would like to see a continuous loop instead of having the cars stop for the red lights. The cars were heating up. For public safety reasons he would like to see something worked out for next year.

13. ADJOURNMENT

President Bailey adjourned the meeting at 6:27 p.m.

Board President

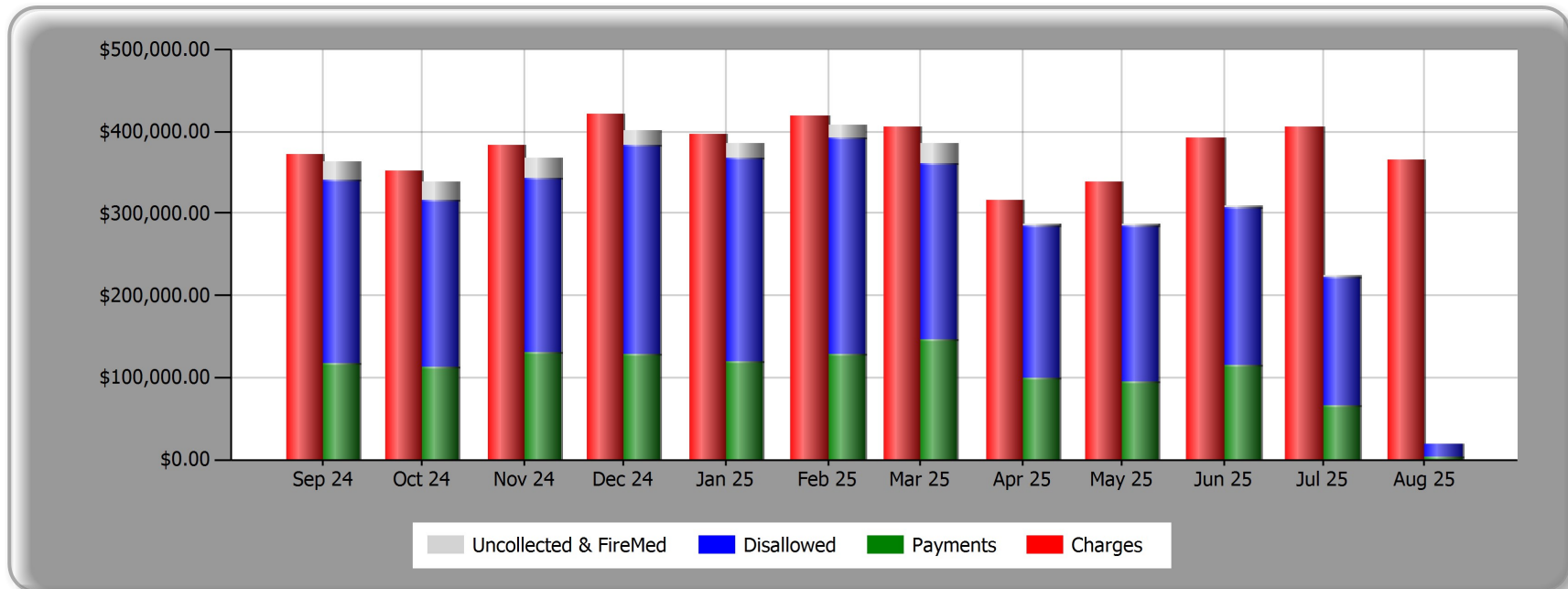
Secretary/Treasurer

**Mid-Columbia Fire & Rescue
ANNUAL COLLECTION STATISTICS**

Company	Mid-Columbia Fire & Rescue
Date Of Service	9/1/2024
Date Of Service	8/31/2025
Invoices	0

Month	Tickets	Charges	Payments	%	FireMed	%	Disallowed	%	Uncollected	%	Pending	%
Sep 24	185	372,568.24	-116,838.80	31 %	-1,970.56	1 %	-224,564.88	60 %	-21,143.67	6 %	8,050.33	2 %
Oct 24	184	353,494.53	-112,282.77	32 %	-2,293.56	1 %	-204,869.93	58 %	-20,581.92	6 %	13,466.35	4 %
Nov 24	194	383,904.79	-131,938.19	34 %	-982.20	0 %	-210,731.14	55 %	-24,994.72	7 %	15,258.54	4 %
Dec 24	221	422,273.73	-128,872.52	31 %	-2,037.37	0 %	-254,467.52	60 %	-16,266.49	4 %	20,629.83	5 %
Jan 25	206	398,192.42	-120,812.97	30 %	-6,927.28	2 %	-246,903.67	62 %	-11,963.91	3 %	11,584.59	3 %
Feb 25	220	419,397.83	-127,704.43	30 %	-1,050.00	0 %	-265,272.52	63 %	-15,053.79	4 %	10,317.09	2 %
Mar 25	210	406,692.34	-146,207.57	36 %	-1,491.19	0 %	-214,663.79	53 %	-24,772.65	6 %	19,557.14	5 %
Apr 25	169	315,573.31	-100,683.70	32 %	-350.00	0 %	-187,099.08	59 %	0.00	0 %	27,440.53	9 %
May 25	187	339,175.14	-95,710.12	28 %	-682.01	0 %	-191,439.72	56 %	0.00	0 %	51,343.29	15 %
Jun 25	205	393,683.53	-115,308.33	29 %	-1,489.49	0 %	-192,479.53	49 %	0.00	0 %	84,406.18	21 %
Jul 25	214	405,717.16	-65,502.83	16 %	-3,662.60	1 %	-156,585.21	39 %	0.00	0 %	179,966.52	44 %
Aug 25	185	366,456.71	-4,351.63	1 %	0.00	0 %	-15,777.13	4 %	0.00	0 %	346,327.95	95 %
		2,380	4,577,129.73	-1,266,213.86		-22,936.26	-2,364,854.12		-134,777.15		788,348.34	

All amounts shown relate directly to each month's charges. They will not reconcile to monthly deposit reports



Fire Chief- Board Report

David Jensen, Fire Chief

August 2025

Ambulance Contract

At the last board meeting, Wasco County submitted an alternative Ambulance Service Area Plan to OHA that bypassed the usual process. The County later communicated they would withdraw it from their agenda and asked agencies to list concerns. All of the providers opposed using the alternate plan and urged a November meeting with the ASA Committee based on the original committee's plan. All ambulance providers supported this approach and opposed the County's proposal. The County agreed to schedule the November meeting. Now in August, the County has now chosen to attempt to schedule a meeting in September to discuss the plan they created and to clarify the responsibilities of the County.

Since this development, many agencies have reached out to me expressing their readiness to explain the quality of service we collectively provide not only to the constituents of the District, but also the critical services delivered to the entire county. I have also met with County Commissioners to express the District's concerns. I will continue to monitor the BOC agenda and notify the MCFR Board of Directors and ambulance service providers if the topic arises.

Interfacility Transfers

Discussions have taken place with Wasco County and Adventist Health regarding potential solutions for interfacility transfers. The focus is on managing critical patient care within MCFR's capacity, as well as reducing non-emergency services which affect the District's ability to respond to emergencies. Attention is also given to balancing nighttime interfacility transfers to ensure that patient needs are appropriately weighed against the increased risk of fatigue. A meeting is scheduled for September 12th between Commissioner Hege and Adventist Health to address this topic.

Audit Process

The District's financial audit by RTO is underway, with required documentation and preliminary reviews progressing on schedule. We anticipate that RTO will complete the audit in time for a formal presentation of findings at the October Board Meeting.

Supporting Other Agencies

It is important to recognize the substantial support that the District offers to other community agencies and organizations within our county. I would like to highlight some of the ongoing monthly contributions provided by the District to demonstrate its impact on these agencies.

- **Dufur EMS**

The Training Chief has sent a curriculum outline for EMT Intermediates to administer Versed to patients in accordance with the recent expansion of the Intermediate Scope of Practice. This change required documented training, which was provided to partners. An offer was made to host the training, but they already had a plan to deliver the instruction.

- **Fire Defense Board**

Each County has a Fire Defense Board Chief who serves as the representative for County Fire Services to the State of Oregon OSFM and coordinates requests for State resources during major incidents. Recently, I traveled to the Black Rock Fire near Clarno and attended regular Cooperators meetings to monitor developments and be available if State resource requests were made for Wasco County.

I have been in contact and received briefings from the Emergency Manager and Wamic Fire Chief regarding the Highland Ditch Fire due to its potential to affect residential structures.

- **GIS Planning with South County**

During August, I collaborated extensively with South County agencies to ensure the accuracy of mapping for fire and ambulance service operations. This substantial project is conducted in partnership with Wasco County GIS. Our involvement is focused on ensuring that GIS addresses the requirements of our South County partners appropriately, thereby supporting a seamless County Emergency Response system—particularly as we prepare for the implementation of a new Computer Aided Dispatching System.

- **Community Events**

As Chief Grant has indicated, our team has consistently engaged in a range of events each month in a supportive capacity. Last month's activities included participation in the Wonderworks Touch-a-Truck event, the City of The Dalles and Wasco County Sheriff's Office National Night Out, back-to-school shopping initiatives, and the Safety Summit for the North Wasco County School District.

- **Facility Use**

The District offers its training facilities, including rooms and grounds, for approved events. These are regularly used by the Wasco/Hood River County Volunteer Academies, Hood River City Training Tower, and various law enforcement agencies under existing agreements with The Dalles Police, Oregon State Police, and Wasco County Sheriff's Office.

Our training and conference rooms are in high demand, hosting regional fire training such as Wildland Urban Interface Firefighting and Air Operations, as well as North Central Public Health sessions in August.

Dispatch CAD

The “Computer Aided Dispatching” project is progressing, with MCFR working with Wasco County 911 countywide to modernize Fire and EMS dispatching. We completed the vendors’ onsite planning session and have been actively working to ensure all our program integrations are linked. This includes work by five other vendors which work for the District to ensure programs can connect properly and transfer information between services. The projected “Go-Live” date is June 23rd, 2026.

Operations

Division Chief Josh Beckner

August 2025

Staffing

Dual Role – 26 of 26 Positions currently filled.

Single Role EMS – 1 of 2 positions currently filled.

Single Role Wildland – 5 of 5 positions currently hired for the season.

Apprentices – 5/5 Currently Filled.

Administration – 6/6 Positions filled. 4 Chiefs and 1 Office Manager and 1 Business Services Manager.

Facility Maintenance

- Working with Day Wireless on Stacker Butte Repeater Monitoring and potential system updates to expand and improve coverage within our Fire District. There are numerous areas that have been identified as weak points in the system as far as transmit and receive capabilities are concerned.
- Garage Door maintenance is pending; this is routine maintenance as needed on doors that are used more often than others.
- Generator Maintenance Station 1 and 2 are scheduled for load test and routine maintenance in October unless they can get us in sooner.
- Exhaust Removal Maintenance is pending; our regional maintenance tech has been out and will be back to resolve the few issues we have.

Dispatch CAD Project

- Ongoing, project completion timeline is 10-12 months. The project team is actively working on the build-out of this system and tentative go-live is in June of 2026.

Operational Projects

- AA&L and Hughes Fire Equipment are working on various vehicle/apparatus projects. Engine 21 has generated numerous work tickets for service over the last 6 months.
- New Brush 23 is being built and will be finished in September, providing the last parts arrive soon.
- Continuing review of operational deployment plans to ensure alignment with the adopted Standards of Cover. We will go live with our new (3) Company model in September. This deploys our staffing in line with the Standards of Cover and builds in some efficiency, reducing resources committed to low acuity calls and improving

response to high acuity calls and fires with staffing and apparatus. We will monitor and adjust as needed over the next 3, 6, 9 and 12 months.

- We are building in efficiency to our Wildland Response as we grow our District. This includes modifications to training, response and equipment to ensure we are in the best position for Wildland Incidents.
- T-Mobile is our provider for phones and tablets effective the end of August. Additional towers and infrastructure provide more bandwidth to ensure connectivity, especially during disasters. They are expanding their network with additional sites in Wasco County and the region currently.
- (2) Ambulances were purchased through Hughes Fire Equipment. Unit #1 will arrive in December this year and Unit #2 will arrive in June of 2026. Based on our last check-in this timeline is still accurate, and everything is on track.

EMS Program

- As budgeted, we have purchased another ZOLL for the Truck as we move forward with our (3) Company operational strategy. This ensures each ambulance and first out fire apparatus are consistent and have critical lifesaving equipment.

Ongoing Meetings

- Meeting with OSFM
- Meeting with County
- Assist DC Cole with training and testing
- NWCSO Drills
- Board of Directors Meeting
- CAD Meeting
- Darkhorse Meetings
- Radio System Meetings and Work Sessions
- Crisis Response Meeting
- AHCG Meetings
- QA EMS Meeting
- Assisted Care Facility – Meetings/Work sessions (Flagstone meeting was in August)
- Day Wireless Project Meetings

Emergency Response /Staffing/ Fire Investigations

- All Calls – 1
- Motor Vehicle Accidents – 1
- Fire Response – 4
- Fire Investigation – 0
- Duty Officer –7 days in August

Response Statistics July

23%

FIRE
Percentage of Total Incidents

76%

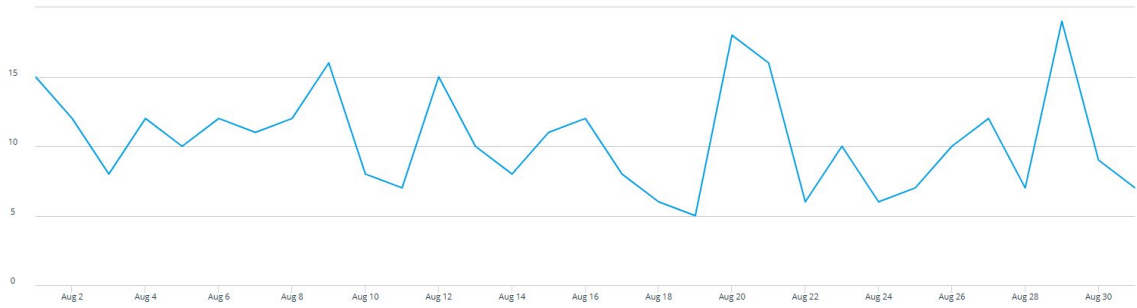
EMS
Percentage of Total Incidents

325

INCIDENTS
In Selected Time Slice

31

DAYS
In Selected Time Slice



Response Performance (Dispatch to On-Scene) Apparatus Travel Time

06:54

MM:SS
Average First Apparatus Travel Time

12:44

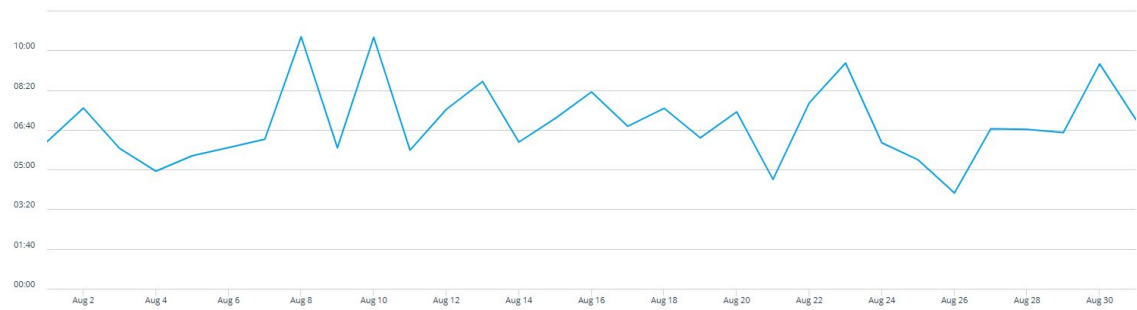
MM:SS
90th Percentile First Apparatus Travel Time

31

DAYS
In Selected Time Slice

306

INCIDENTS
In Selected Time Slice



EMS Turnout Times

01:14

MM:SS
Average First Apparatus Turnout Time

02:14

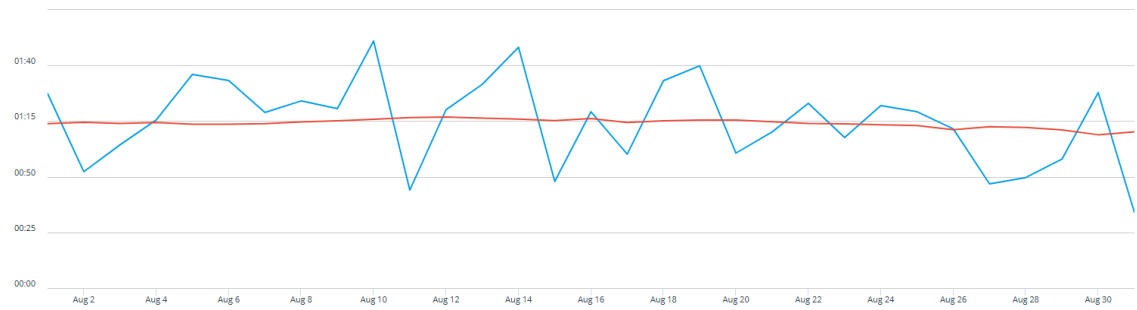
MM:SS
90th Percentile First Apparatus Turnout Time

31

DAYS
In Selected Time Slice

238

INCIDENTS
In Selected Time Slice



Average First Out Apparatus Times

01:08

MM:SS
Average First
Apparatus Turnout
Time

02:08

MM:SS
90th Percentile First
Apparatus Turnout
Time

31

DAYS
In Selected Time Slice

322

INCIDENTS
In Selected Time Slice



Fire Turnout Times

01:20

MM:SS
Average First
Apparatus Turnout
Time

02:25

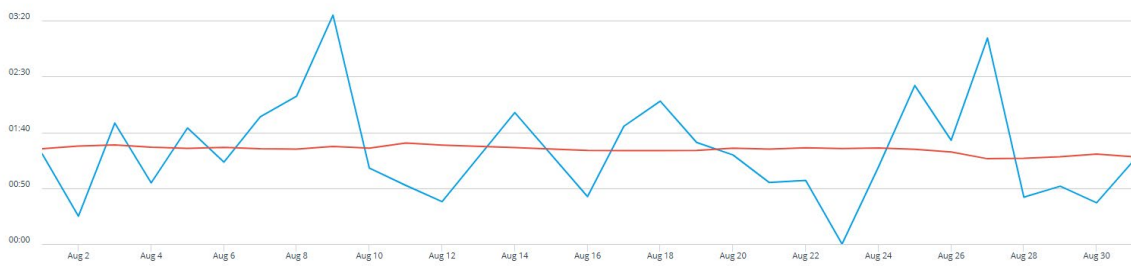
MM:SS
90th Percentile First
Apparatus Turnout
Time

31

DAYS
In Selected Time Slice

60

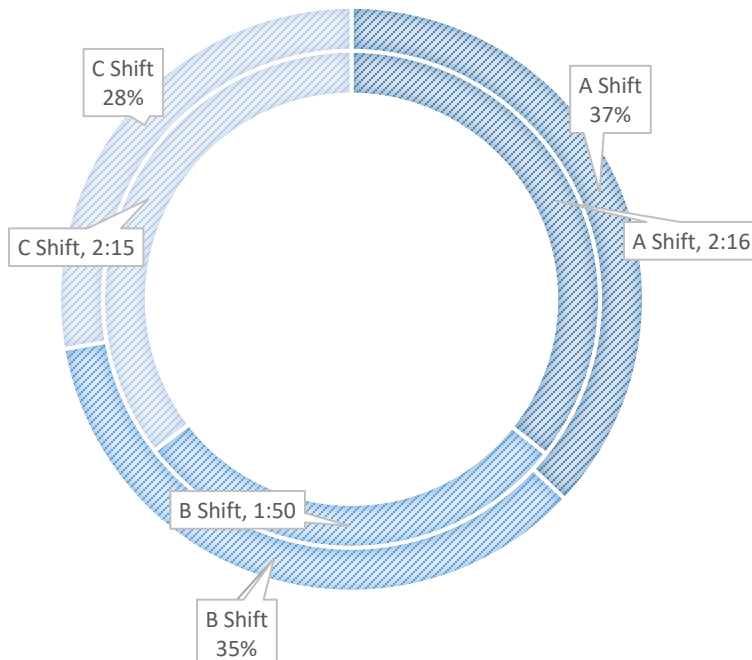
INCIDENTS
In Selected Time Slice



Response Call Volume by Incident Type Year to Date

AVERAGE TURNOUT TIMES & CALL VOLUME %

■ A Shift ■ B Shift ■ C Shift ■



	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Total
(12) Fire in mobile property used as a fixed structure			1											1
(33) Lock-In								1						1
(48) Attempted burning, illegal action								1						1
(57) Cover assignment, standby at fire station, move-up	1													1
(71) Malicious, mischievous false alarm		1												1
(90) Special type of incident, other							1							1
(16) Special outside fire						2								2
(35) Extrication, rescue				1				1						2
(40) Flammable gas or liquid condition, other		1				1								2
(54) Animal problem or rescue					1		1							2
(66) EMS call where party has been transported		2												2
(67) HazMat release investigation w/no HazMat			1					1						2
(25) Excessive heat, scorch burns with no ignition			1			1	1							3
(42) Chemical release, reaction, or toxic condition							2	1						3
(44) Electrical wiring/equipment problem			1	1	1									3
(51) Person in distress					1			2						3
(53) Smoke, odor problem	1	1					1							3
(10) Fire, other	1		1	1			1	1						5
(65) Steam, other gas mistaken for smoke				2		2	4							8
(73) System or detector malfunction	1	3			1	1	1	1						8
(41) Combustible/flammable spills & leaks	2	1	1	2	2		1							9
(91) Citizen complaint	1	1			1	1	1	4						9
(50) Service call, other	1	1	3	1		1	4							11
(56) Unauthorized burning		2		1	1	5	1	1						11
(63) Controlled burning	6	1	3	1	1									12
(11) Structure Fire	3	2		1	1	3	1	2						13
(13) Mobile property (vehicle) fire		3		2	3	2	2	1						13
(30) Rescue, emergency medical call (EMS), other	1	2	2	3	2		3	1						14
(74) Unintentional system/detector operation (no fire)	5	1	1	1	2	3	1	2						16
NULL			1		5	4	4	5						19
(15) Outside rubbish fire	4	2	3		3	4	1	3						20
(60) Good intent call, other	2	2	1	2	7	5		4						23
(31) Medical assist	11	10	3	4	1	2		3						34
(14) Natural vegetation fire				6	7	11	12	5						41
(70) False alarm and false call, other	5	11	8	8	4	4	4	11						55
(62) Wrong location, no emergency found	10	6	5	6	1	13	13	5						59
(61) Dispatched and canceled en route	11	16	16	20	14	12	16	12						117
(55) Public service assistance	15	20	35	15	25	25	29	15						179
(32) Emergency medical service (EMS) incident	259	284	252	221	239	252	265	242						2,014
Total Calls for Service 2025	340	373	339	299	323	354	370	325						2,723
Previous Year Calls for Service	345	283	312	300	377	317	370	320						2,624
Difference from last Year to this Year (+/-)	5	90	27	-1	-54	37	0	5						99

24%

FIRE
Percentage of Total Incidents

76%

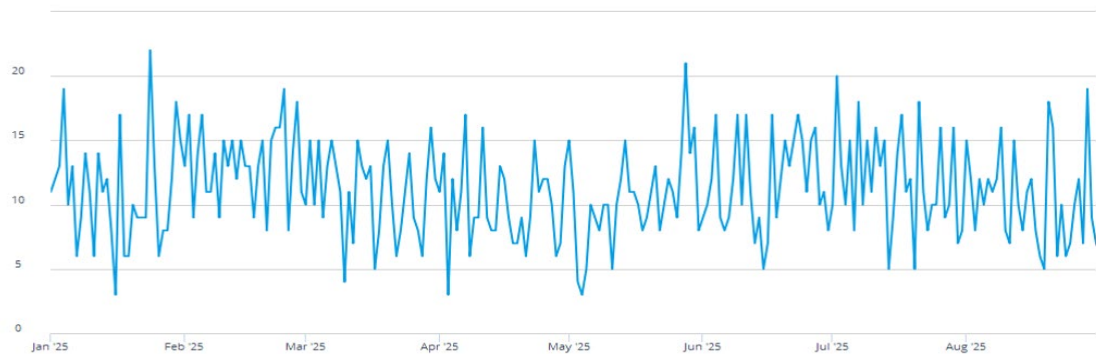
EMS
Percentage of Total Incidents

2,722

INCIDENTS
In Selected Time Slice

243

DAYS
In Selected Time Slice



Prevention

Division Chief Chris Grant

August 2025

August was an active month for the wildfire safety assessments and community engagement opportunities. Several new construction projects were reviewed to include property lot-line revisions.

Community Risk Reduction [Prevention, Public Education, Code Enforcement]

- Site Team meetings for multiple projects in the City and County.
- Get Ready 2025 Event planning sessions.
- Conducted site inspections for mitigation work, met with vendors for tree falling and goat grazing.
- Ongoing Wildfire Assessments. (Location report attached)
- Touch-a-Truck Event – 500 Community participants.
- National Night Out Community Event with law Enforcement – 250 Community participants.
- Updating First Due for field use and improved tracing of inspections and workflow.
- Shop with a Hero – 150 Community participants.

Meetings/Training/Safety/Other:

- Staff Meetings, District safety meeting, and monthly officer meeting.
- Meeting with Wasco County Wildfire Mitigation Team.
- Meet with Rowena property owners regarding water cistern options for suppression and well system integration.
- EMS case reviews.
- Met with Columbia Gorge Safe Kids group.
- KODL Radio interview with Chief Jensen.

Emergency Response/Staffing/Fire Investigations

Duty Officer: 9 days. Responded to 4 incidents, 1 residential structure fire, 1 vegetation fire, 2 motor vehicle accidents.

Wildfire Assessments Conducted: 10

Occupancy Inspections: 4

Fire Investigations: 1 residential structure fire, 1 vegetation fire

Incidents to Note:

Steele Road Fire and E12th Street Residential Fire

August 2025 Fire Loss Report (estimations)

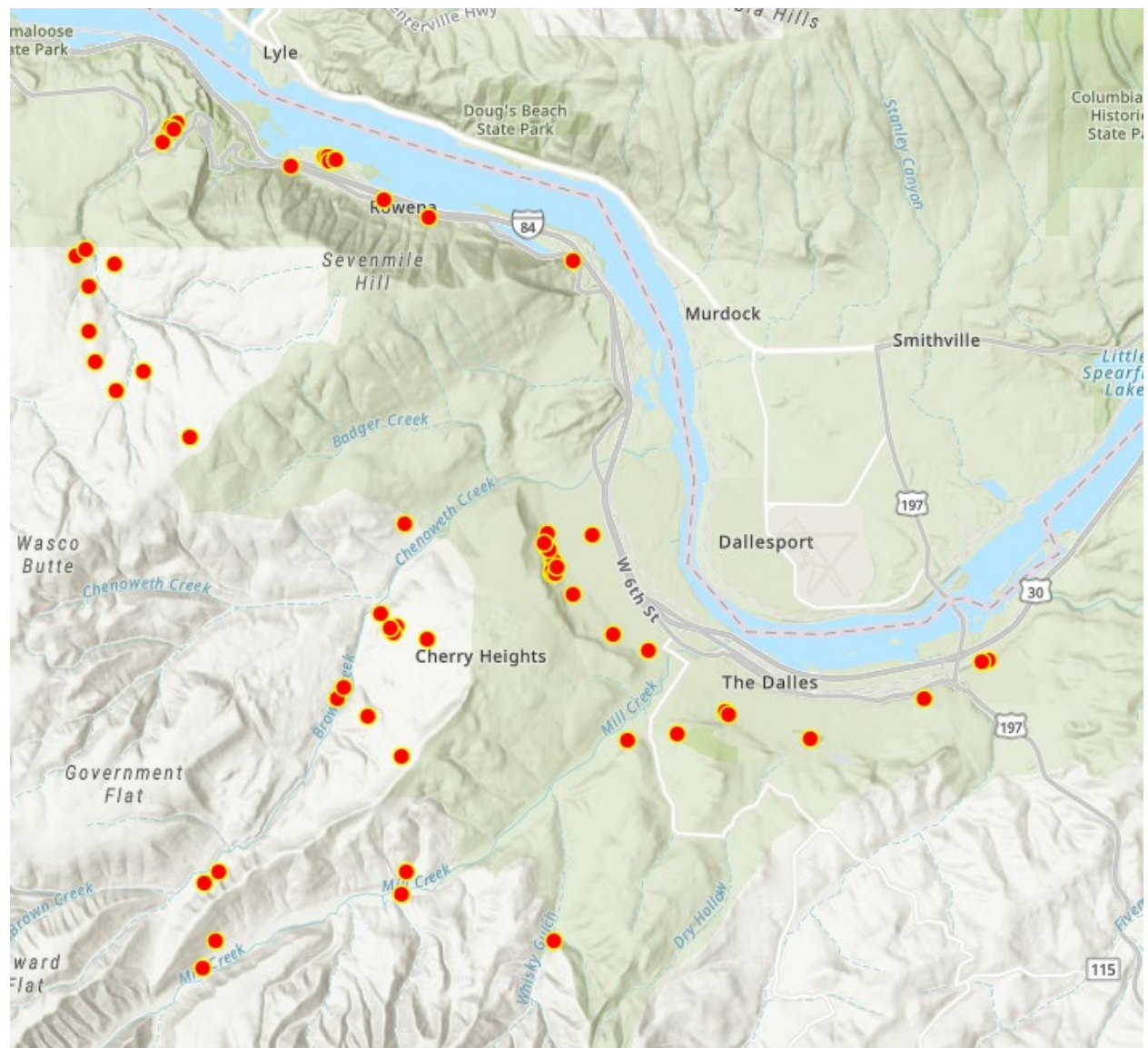
E 12th Street Fire - Values at risk \$316,507 (Property plus contents) Loss \$185,383.

Steele Road Fire – Values at risk \$1,029,944 (Property plus contents) Loss \$0

Steele Road Lost Crops – Values at risk +/- \$750,000, loss \$161,000

Passenger vehicle fire – Loss \$2,500

Wildfire Risk Assessment locations



Community Engagement



Board Report

Adam Cole, Division Chief
August 2025

Upcoming Training

- For the last month we have been conducting Mass Casualty Training to ensure our District is ready to respond. There have been crew level and command level trainings and now we will have scaled training for each shift in the month of September.
- In October, Chief Jensen is teaching NFPA Ropes Rescue Technician 1 & 2. Providing this class will bring almost all our members up to be technician level responders.
- In October we will be hosting a Truck Chauffeur Prep School class presented by Task Force 1. This class will help all current and future ladder truck operators prepare for their duties as ladder truck operators.

Paramedic Students

We have two Firefighters who are in the last phase of their paramedic internship. Though it was a challenging process to get them to this stage we will be doing their internship here at MCFR. Additionally, we have two other Firefighters who are working through their clinical rotations working at different hospitals to hone their skills. We have one more member who will fly back to NEMTC Boston in October. This will round out all current students in programs.

Other Programs & Projects:

- I am in the process of meeting with all personnel to go over their current and future training needs to help them further their education.
- The Training Cadre and I are preparing next year's training plan to meet the current and upcoming needs of MCFR in progress.
- Lastly, I was accepted into the National Fire Academy to attend the Fire and Emergency Services Training Program Management course in November. This will help me in directly supporting MCFR's goals and aligning future training needs for the department.

Meetings/Training/Safety/Other:

- Columbia Gorge Training Association-
We discussed upcoming training in the region with the main topic of Structure Firefighting and Wildland.
- Chief Officer Training Meeting-
This month we focused on MCI Treatment and Transport Officer roles that we would fill if an incident occurred in our District or if we went for a mutual-aid response
- Training Cadre meeting-
We have been working on a plan and schedule for the annual conference.

MCFR INFORMATION SHEET

DATE: Sept. 15th, 2025

TO: Fire District Board of Directors

FROM: David Jensen, Fire Chief

ISSUE: Review and consideration of Board Policy Section 3.5

SYNOPSIS: The Fire District Board of Directors has established a board policy manual. The last revision and adoption of the manual was completed September 16th 2024. By request of the Board President, the board policy is included in this information sheet for discussion if needed.

POLICY 3.5: POWERS/DUTIES OF THE BOARD

- A. It shall be policy of the Board to place on the agenda of its July meeting the election of officers of the Board of Directors.
- B. The Board shall elect a President, a Vice President, and a Secretary/Treasurer at its first regular meeting in July or at such times as the existing officer(s) may resign from their office or vacate membership on the Board. The President, the Vice President and the Secretary/Treasurer shall be elected annually. Officers elected to fill an un-expired term shall serve until the end of their predecessors' term.
- C. The District is defined in accordance with the provisions of Oregon Revised Statutes (ORS Chapter 478) and other statutes and rules as appropriate. The Board, by policy, shall carry out the responsibilities delegated to it so as to best serve the patrons of the District in keeping with state and federal constitutions, statutes, rules and regulations, the interpretations of the courts, and all the powers and responsibilities provided by them.
- D. Policies are adopted by the Board to govern the operations of the Board and the affairs of the District. The policies are designed to help the Board carry out, efficiently and effectively, the responsibilities and duties delegated to it by law and the will of the electorate.
- E. The Board reserves to itself all authority and responsibility delegated to it unless otherwise assigned to the Fire Chief or others.
- F. The District Board shall serve as the Fire District Local Contract Review Board pursuant to ORS 279.055.

- G. It is the policy of the District Board to engage in discussions and to reach agreements with recognized employee groups, as required in the Oregon Collective Bargaining law, ORS 243.650 through 243.782. Pursuant to the above statutes, the District Board reserves to itself or its designee the responsibility to negotiate with employee groups.
- H. All members, including the President, are expected to participate fully in deliberation and voting during Board Meetings.
- I. No Board member may speak for nor obligate the Board or act for the Board except as authorized to do so by official Board action as recorded in the official minutes or policies of the District.
- J. The District shall not employ or approve the employment of any person in any capacity if the person is related by consanguinity or affinity within the second degree to any member of the Board of Directors for the District. This provision shall not prohibit the continued employment of any person who is employed by the District prior to a related Board Member being elected to a Board position. However, the District Board, by a vote of the majority of the members thereof at a duly called Board meeting, may permit the employment of such a related employee.
- K. It shall be policy of the District Board that Board members are encouraged to participate in the Oregon Fire District Directors Association and Oregon Special District's Association. Membership fees shall be borne by the Fire District and reasonable expenses incurred in attending meetings, seminars and training sessions shall be borne by the District.
- L. Board members, individually and collectively, act as representatives of the citizens of the Fire District in maintaining and promoting fire and emergency medical services. Through various means for listening, discussing, and weighing District related issues among themselves, district employees, and citizens, Board members move toward decisions and actions which will best serve the needs of District citizens in the light of available resources and the other conflicting needs and demands of interested individuals and groups.
- M. Board members shall observe a Code of Conduct, as follows, designed to guide their actions, in carrying out their responsibilities:
 - 1) Understand that his/her basic function is "policy making" and not "administration."
 - 2) Refuse to make commitments on any matter which should properly come before

the Board as a whole.

- 3) Refuse to participate in secret meetings or other irregular meetings which are not official and which all members do not have the opportunity to attend.
- 4) Recognize that he/she has no legal status to act for the Board outside of official meetings.
- 5) Respect the rights of Fire District patrons to be heard at official meetings.
- 6) Make decisions only after all available facts bearing on a question have been presented and discussed.
- 7) Respect the opinion of others and graciously accept the principle of "majority rule" in Board decisions.
- 8) Recognize the Fire Chief should have full administrative authority for properly discharging his professional duties within limits of established Board policies.
- 9) Refer all complaints or problems to the Fire Chief and discuss them only at a regular meeting after failure of an administrative solution.
- 10) Present personal criticisms of any Fire District operation directly to the Fire Chief rather than lower ranking personnel.
- 11) Insist that all business transactions be on an ethical, and above-board basis.
- 12) Refuse to use this position on the Board in any way whatsoever for personal gain or for personal prestige.
- 13) Give the staff the respect and consideration due skilled professional personnel.

BUDGET IMPLICATION: No budget implication associated with this topic.

RECOMMENDATION/ACTION:

None