



## MINUTES

Mid- Columbia Fire and Rescue  
Board of Directors Meeting  
In Person / Virtually Held  
1400 W 8<sup>th</sup> Street, The Dalles, OR 97058  
August 19, 2024

### 1. CALL MEETING TO ORDER

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

### 2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

### 3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Walter Denstedt, Corey Case, and Dick Shaffeld.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, Division Chief Jay Wood, Division Chief Josh Beckner, Division Chief Adam Cole, and Office Manager Stephanie Ziegler.

Others Present: Legal Counsel Andrew Myers, Gordon Sletmoe with SDAO, and Dan Spatz Economic Developer with City of The Dalles via video conferencing.

### 4. AGENDA CHANGES

None.

### 5. MINUTES

- a. Minutes of July 15, 2024, Regular Board meeting stand approved as written.
- b. Minutes of the July 29, 2024, Special Board Meeting stand approved as written.

### 6. PUBLIC COMMENT

None.

### 7. FINANCIAL REPORTS

- a. Balance Sheets/Combined Cash Accounts – Chief Palmer handed out an updated page 12 showing the Zero Proof IF Allocations Balance as 0. The original sheet showed a balance of \$40,600 which was corrected after Director Case pointed the error out to Chief Palmer. He explained to the board what had happened. There were no other questions.
- b. Ambulance Service Financial Report – There were no questions asked.

### 8. COMMITTEE REPORTS



- a. Urban Renewal Report – Director Denstedt presented a report stating that the Urban Renewal Committee is running out of funds and could sunset in 2026. He also stated that Chief Palmer, President Jacobs and himself attended a meeting last week with Dan Spatz. The discussion was regarding the remaining funds and what the Committee hopes to achieve. Dan Spatz, Economic Officer, spoke on behalf of the Urban Renewal, he outlined what the Committee hopes to finish.

- 1<sup>st</sup> Street Water Main
- Sigman’s 2<sup>nd</sup> Floor Renovation
- Maier Building 2<sup>nd</sup> Floor loft Renovation
- Last Stop 2<sup>nd</sup> Floor Renovation into residential units and a new façade.
- Can ton Wok new façade.

To finish all the projects, it would take the Urban Renewal Board out to 2029 and would require more funding to finish the projects. Lots of discussion followed with the Board unanimously stating they would like the committee to sunset in 2026.

- b. EZ Report – Nothing to report.

## 9. FIRE CHIEF’S REPORT

- a. Fire Chief’s Report – Included in board packet.  
b. Monthly Report – AC Jensen, included in board packet.  
c. Monthly Report – DC Beckner, included in board packet.  
d. Monthly Report – DC Wood, included in board packet.  
e. Monthly Report – DC Cole, included in board packet.

## 10. CORRESPONDENCE

Press Release from Norcor Correctional Facility regarding the fire that threatened their facility from the fire that took place August 2, 2024.

## 11. OLD BUSINESS

- a. Information Sheet – Fire Chief Job Description and Selection Process. President Jacobs stated that Gordon Sletmoe had sent updated versions of the Fire Chief’s job description, scope of work, selection process timeline and recruitment announcement that the board needed to review and approve.
1. Job Description – Version 4 (Exhibit A) President Jacobs asked if there were any changes or edits that needed to be done. Director Bailey stated that the acronyms are developed they need to follow all the way through. She also stated that on page 2 bullet point 3 of the job description she would like to add in hazardous materials or hazardous conditions. President Jacobs did state that the acronyms did follow through on the job description, however they did not in the Internal Recruitment. There were no other corrections. Chief Palmer will make note of these corrections and will have Gordon update the job description and internal recruitment process.
  2. Selection process scope of work (Exhibit B) No concerns.
  3. Selection process timeline (Exhibit C) No concerns.



- 4. Recruitment announcement (Exhibit D) Director Bailey would like Mid-Columbia Fire and Rescue changed to just MCFR and follow throughout with that acronym. There were no other edits.

President Jacobs asked if there were any other edits needed, hearing none he stated he would entertain a motion, Director Case made a motion to adopt Exhibits A through D with amendments to be approved. Director Bailey seconded. All in favor; 5 Ayes, 0 Nays. Motion passed.

- b. Information Sheet – Fire Chief Wage Scale. Confirmation of Exhibit “A” wage scale chart for command staff with excerpt from Appendix “B” Employee Handbook. Chief Palmer stated that the wage scale and the Employee handbook are both up to date and have been approved already.
- c. Information sheet – Proposed amendment to Board Policy 4.1, “Preparation for Board meetings” Subsection 3. Director Denstedt would like the Board Policy 4.1 to be changed per Exhibit “A” in subsection 3. There was a lot of discussion regarding this issue. President Jacobs did say that the policy will be changing because of House Bill 2805 which changes the rules on how the board conducts business. He also stated that the Ethics commission not just rules over Executive Sessions but will rule over public meetings. Chief Palmer is already working on policy updates to this chapter. There will be training to follow on the changes. More discussion followed with Director Denstedt deciding to table the discussion on the revision to give the directors time to review the policy.

**12. NEW BUSINESS**

- a. Information Sheet – Recommendation to fill a Civil Service Commission vacancy. Chief Palmer advised that David Peters, who was on our board, is interested in filling the vacancy left by the passing of member John Hutchinson. Director Bailey made a motion to appoint David Peters to fill the current Civil Service Commission vacancy. Director Denstedt seconded. All in favor; 5 Ayes, 0 Nays. Motion approved.

**13. GOOD OF THE ORDER**

None.

**14. ADJOURNMENT**

President Jacobs adjourned the meeting at 18:45 p.m.

---

Board President

Secretary/Treasurer