



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  
September 19, 2022

**1. CALL MEETING TO ORDER**

Board President David Jacobs called the September 19, 2022, meeting of Mid-Columbia Fire and Rescue to order at 5:30pm.

**2. PLEDGE OF ALLEGIANCE**

President Jacobs led the Pledge of Allegiance

**3. ROLL CALL**

Directors Present: David Jacobs, Dave Peters, Dick Schaffeld, and Corey Case. Diana Bailey attended via video conference and telephone.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, and Office Manager Stephanie Ziegler. Division Chief Jay Wood and Division Chief Fred Coleman were on vacation.

Others Present: Legal Counsel Andrew Myers and private citizen Walter Denstedt.

**4. AGENDA CHANGES**

None.

**5. MINUTES**

Minutes from the August 15, 2022, meeting stand approved as written.

**6. PUBLIC COMMENT**

None.

**7. FINANCIAL REPORT**

- a. Balance Sheets as of 8/31/2022 – All Funds – Director Case stated after looking through all the balance sheets suggested that the board only needs to see the Combined Funds Summary sheet none of the other balance sheets are needed. Chief Palmer stated that he will not include the rest of the sheets in the future board packets.
- b. Budget Report as of 8/31/2022 – All Funds – Chief Palmer went over the Budget sheets explaining how the sheets will show Period Actual and Year to Date.
- c. Ambulance Service Financial Report – There were no questions on the Ambulance Service Report.



**8. COMMITTEE REPORTS**

- a. Urban Renewal Report – Director Bailey stated there was nothing to report, no meeting. The next meeting would be September 20, 2022.
- b. Enterprise Zone Report- President Jacobs stated there was nothing new to report. Had been no movement. Stated Chief Palmer has included a report on Google in his Chiefs report that was included in the board packet.

**9. FIRE CHIEF'S REPORT**

- a. Fire Chiefs Update – Chief Palmer reviewed his report that he included in the board packet, giving a brief update on each item.
- b. Monthly Report – AC Jensen, included in board packet. President Jacobs asked about single roles moving into dual roles. A brief discussion followed.
- c. Monthly Report- DC Wood – Included in board packet.
- d. Monthly Report – DC Coleman – Included in board packet.
- e. Picnic – Chief Palmer advised the board about the upcoming Public Safety Family Picnic. The picnic will include several other agencies with each agency providing something towards the picnic. He also stated that there will be a silent auction for Chris McNeil and his family.

**10. CORRESPONDENCE**

A thank you note had been received, which Chief Palmer included in the board packet, from a Ron Dawirtl, thanking the firefighters for their service in regard to 9/11.

**11. OLD BUSINESS**

None.

**12. NEW BUSINESS**

- a. Information Sheet – Board Policy Amendment: Non-Sufficient Fund Checks. Chief Palmer stated that right now there is no policy on Non-Sufficient Funds checks. He stated that a procedure is needed on how to follow up on non-sufficient funds check if and when a circumstance occurs. Chief Palmer stated that Policy 7.10 has been drafted and he has had the Fire Districts Auditor and Financial Officer review the language of the policy. Director Bailey asked how the staff will know if someone has written a bad check. Chief Palmer stated a log will be kept for the staff to reference. He stated that this policy will address all circumstances involving NSF however will also give direction to our third-party billing agency Systems Design, and how they should handle a non-sufficient funds check. Director Schaffeld made a motion to adopt and incorporate Policy 7.10 Non-Sufficient Fund Checks (Exhibit "A") as an amendment to the Mid-Columbia Fire and Rescue Board Policy Manual. Director Peters seconded. President Jacobs asked if there was any further discussion, hearing none he called for a vote. 5 Ayes, 0 Nays. Motion carried.



### 13. GOOD OF THE ORDER

Director Peters asked about this year's Project ELFF. Chief Palmer stated that we need to get the word out. We will additionally need volunteers to help with the food drive like we had last year. The event will consist of a stationary parade with floats incorporating a drive through process for the public to drop off their food items.

### 14. ADJOURNMENT

President Jacobs adjourned the meeting at 6:16pm.

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Board President

Board Secretary/Treasurer