

**Upper McKenzie Rural Fire Protection District Board of Directors' Meeting
January 18, 2023
UMRFPD Station 1**

Attendees:

Board: Chairman Mike Godfrey, Treasurer Steve Keable, Jennifer Zirkle, Melanie Stanley Brite, Shane Kamrath

Others: Deputy Chief Norm Michaels, Budget Officer Dawn Pozzani, Ken Engleman of the River Reflections. Chief Rainbow Plews was unable to attend due to family medical events.

Decisions:

- Approve Board of Directors meeting minutes: Melanie moved that we approve the minutes of the December 21, 2022 meeting. The motion was seconded by Jennifer and approved unanimously.
- Approve motion: Melanie moved that the Board raise the Chief's salary by the cost of living increase of 6.45% beginning in February 2023. The motion was seconded by Jennifer and approved unanimously.
- Approve Financial Report: Melanie moved that the Board approve the financial report of December 31, 2022. The motion was seconded by Jennifer and approved unanimously.

Assignments:

- Shane and Dawn will propose revisions to the Pay Policy.
- Steve will research possible investments for the Reserve Fund.
- Norm will send invoices to Ken Engleman and Steve Sevrin.
- Board member will recruit people for appointment to the Budget Committee.

Dates to Remember:

- January 24 Bid opening
- January 25 Interviews for Administrative Assistant
- June 30, 2023 the grant from Oregon Department of Administrative Services will expire.

NOTES:

Old Business:

- Blue River Station Rebuild – Mike
 - Pre bid meeting on January 10 was well attended. Representatives from several companies attended. Not a lot of questions.
 - Opening Bids January 24 at 1400 at Station 1. There are a number of alternative bids, mostly deductive. We will look at which ones we can afford not to adopt. Need to look at all the items, add up the bids and figure out how one company compares to another.
 - Will have a special board meeting on Thursday at 7:00 PM to award a construction contract. Need to put notice out. Ken will post in RR and Samantha

will post on our website. After confirmation of required submittals, we can issue a Notice to Proceed.

- Money will get obligated upon award.
- New Administrative Assistant hiring process
 - Interviews next week on Wednesday evening, 3 candidates.
 - Dawn, Jennifer, and Shawn are on committee with Chief, who will make the final hiring decision.
 - Start date of Feb 1 with orientation to the District with the Chief. Feb 2 mentoring from Dawn begins.
- We need to review the “Holidays, Vacation, Paid Time Off, Sick Time” $\frac{3}{4}$ (FTE) section of the Pay Policy that was adopted March of 2022.
 - The Board is proposing that both Vacation Time and Sick Time be set at 5 days a year for a Full Time Equivalent (FTE). This would be for both the Chief and Admin Assistant.
 - Propose deletion of Paragraph 3 regarding Paid Time Off. Direct the Chief to keep hours worked to $\frac{3}{4}$ time.
 - Still believe that compensation for employees should not be more that 35% of the operating budget. Refine last sentence in policy.
 - Shane and Dawn will incorporate changes into the Pay Policy and present at the next regular monthly Board meeting.

New Business:

- AFG Grant Report – Norm – open for application now. Going for SCBAs again.
 - Ask for new SCBAs and new air compressor, RIT packs, fit test equipment.
 - Might know as early as August or September if we get it. About \$300,000.
 - Our SCBAs are 2 cycles out of standard. Can’t get them fixed so that should make us high priority.
- Community Involvement
 - Food Pantry – a great cause, fine if Chief wants to help out but should not be logging Fire Department hours for the time.
 - Driveway/Property Inspections – county requires new building sites to get a letter from the Fire Department stating that the access is sufficient for fire district vehicles. Norm and Rainbow currently are the Department personnel who work on this.
 - Road to Recovery Event – went well for everyone who was there.
- Budget Committee – Dawn
 - Do we want to see if community members are willing to be appointed to a 3 year term budget committee?
 - Board agrees to talk to their “budget buddies” and find people to serve a 3 year term.
 - Melanie requests we hold the Budget Committee meeting on Tuesdays during budget season. She is on the Budget Committee for the School Board and they schedule their Budget Meeting on Wednesday evenings. We will plan on holding

our regular Board meetings during Budget season on Tuesdays along with the District's Budget Committee meetings.

- Paid Family Leave Act
 - Starting Jan 2023 Oregon requires Employees to contribute 0.6% of their gross wages to the fund.
 - Employers are required to contribute 0.4% of wages paid unless they have fewer than 25 employees, in which case they need not contribute anything. In a 12 month period it could range from \$450 to \$600 for the Department, depending on grants received for wages. Board is not interested in paying more than necessary.
- Fire Chief Plews' Cost of Living Pay Increase Discussion
 - See paper presented by Dawn at the request of the Board. Mike said the current policy will give Chief a 6.45% increase. Want a change in the section of the Pay Policy "Pay Raises, Cost of Living Pay, Longevity Increases" so the Board has more flexibility in future years. Shane and Dawn will incorporate the change in this review.

Reports:

- Financial Report – Dawn – Balances as of December 31, 2022
 - Checking Account \$310,294
 - Reserve Account \$2,712,850
 - Donative Account Closed
- Approve Financial Report
- Chief's Report
 - Alarm Reports
 - Personnel response
 - Drill attendance
 - Chief's Hours December 2022
 - S-420 Class Feb 6-10
 - Alarms for the year 282

Other Business:

- Ken Engelman asked about the grant money for the Blue River Station Rebuild. It is in a bank account not earning much interest. A Charles Schwab account has been set up for \$3,000,000 for the McKenzie River Discovery Center. Steve will look into investing in something that will earn some interest. Maybe a 1 year cd for the money in the Reserve Fund that is not to be spent on the rebuild.
- Ken Englement and Steve Severin would like to set up Fire Protection Contracts. Norm will get letters out to them in the next few weeks.

Good of the Order

Adjourn 8:05 PM