

**Upper McKenzie Rural Fire Protection District Board of Directors' Meeting
December 21, 2022
UMRFPD Station 1**

Attendees:

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

Others: Chief Rainbow Plews, Deputy Chief Norm Michaels, Budget Officer Dawn Pozzani

Decisions:

- Approve Board of Directors meeting minutes: Melanie moved that we approve the minutes of the November 16, 2022 meeting. The motion was seconded by Jennifer and approved unanimously.

Assignments:

- Chief will talk with Department of Administrative Services to get an extension on the grant.
- Chief will work with Sam and get the advertisement out for the Administrative Assistant position. Hopefully by December 22, 2022.
- Melanie will work with the chief to find an appropriate training session.

Dates to Remember:

- January 10, 2023 - Pre-bid meeting on site
- January 24, 2023 - Bid Opening
- June 30, 2023 - the grant from Dept Administrative Services expires.

NOTES:

Executive Session: Meeting for Chief's evaluation called to order at 7:00 PM by Mike. Exit Executive session at 7:18 PM.

Old Business:

- Blue River Station Rebuild – Mike
 - Progress – advertisement is about to go out. Pre bid meeting January 10, 2023 on site. Contractors show up and ask questions and we and Pivot answer. An addendum goes out with all the questions and

answers. Sam is working on getting the Advertisement into Oregon Buys.

- January 24, 2023 Bid Opening.
- Septic test pits were inspected and will require a pressure system. Melanie will have holes filled.
- The DAS grant expires June 30, 2023. Chief will request for an extension.
- AFG Grant for SCBAs - Norm got request into the system but it does not show as “submitted”, though he knows he did do that. It required a signature that he did not know of.
 - Current SCBAs must be replaced because the current equipment does not meet standards.
 - Also need to replace the compressor. About \$120,000 for everything.
 - If denied, thoughts on alternative funding – Cedric Hayden grant? Discuss after Bid opening along with funding to obtain a new tender.
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New Business:

- Acceptance of Amy Otoupalik’s resignation
- Thank-you to Dawn Pozzani for stepping in as a stop-gap. She does not want to be paid.
- Recruiting for new part time Administrative Assistant
 - Advertise, interview, and hire.
 - River Reflections and dept website. Some social media sites and register guard. Should be advertised by Dec 22, 2022.
 - Interviewing – Jennifer, Chief, and Dawn and a volunteer.
 - Evaluation criteria. Chief will put together and distribute to Board.
 - May consider not having face to face interviews.
- Fire Chief Plews’ annual performance review - Overall doing a good job with the Volunteers and general duties. Board would like the chief to have some personnel management training to strengthen communication and administrative skills. Mike requests budget officer to give the Board info at the next meeting on budgetary impact a 9% increase of salary would have. Chief is pleased to get some personnel mgt training. Is comfortable with Dawn as Budget Officer and will work with her regularly.

Reports:

- Financial Report – Dawn Pozzani – Balances as of November 30, 2022
 - Checking Account – \$298,792
 - Reserve Account – \$2,712,827
 - Donative Account – \$4,074(Neglected to approve financial report)
- Chief's Report
 - Alarm Reports
 - Personnel response – good
 - Drill attendance – good except for illness
 - Chief's Hours
 - Request for Vacation December 22- January 3 – district is well covered for response. Board needs to define sick leave and vacation time and FTE. Put on agenda for next Board meeting.
 - 2828 moved up to the warehouse in Blue River that is heated

Good of the Order

Adjourned 8:15