

Mount Angel Fire District Board of Directors Regular Meeting Minutes

Thursday November 14, 2019

DIRECTORS PRESENT: Phil Wiesner, Gary Raid, Tom Frey, Stan Seifer

DIRECTORS ABSENT: Darin Unrein

MEMBERS PRESENT: Annie Kirsch, Jim Trierweiler,

PUBLIC PRESENT: Cynthia Brault **Arrived at 19:36 Kori Sarret

1. CALL TO ORDER: Meeting called to order by President Wiesner at 19:00
2. MINUTES: Minutes from October 2019 meeting were presented. Secretary / Treasurer Raid made a motion to approve the minutes as presented. Vice President Seifer seconded the motion. The motion carried unanimous of Directors present.
3. TREASURERS REPORT: The Treasurer's Report was presented.
 - a. Secretary / Treasurer Raid noted that overall most expenditures were in line with the budget. Personnel Services is understated and he does not know why we have not had any expenditures for Group Health insurance. He noted that there are some one time Materials and Services expenditures that throw off the percent, but they will balance as the year progresses. He noted that we have paid for 6 months of Dispatch even though we are only 4 months into the year. Adding that otherwise we are on target.
 - b. Secretary / Treasurer Raid noted a new line on the financial overview spreadsheet We recently had two bank overdrafts and he spoke with the Bank manager and Chief to determine what can be done to prevent future occurrences. He asked that the bank balance be reported on financial reports.
 - c. Secretary / Treasurer Raid reported that the Brush rig is now in service and bills are all accounted for. A spreadsheet was presented showing the total expenditures. It was noted that almost as soon as it was in service it was deployed to a conflagration in California. It worked well and the crew came back with a few suggestions to make it even better. The recent California conflagration will net about \$16,000 for the district.
 - d. Imposed taxes were reported to the District. There was a 4.2% increase over last year. After factoring uncollectable amounts and discounts we should see about \$15,000 more than 2018-19.
4. PUBLIC INPUT: None
5. NEW BUSINESS:
 - a. ACCOUNTING QUALITY CONTROL – Chief reported that we have had some gaps in consistency among the Part-Time Personnel. They are all good at their areas, but none are here regularly enough and some things are not be handled in a timely manners, the overdraft is an example, also example of mail not being properly routed. It has become clear that continuity is needed. Chief provided a memo suggesting that we carry a 10,000 balance in Columbia Bank as a buffer. Discussion ensued over what the best

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approach would be to avoid it. There was concern that we would miss out on interest by carrying too large of a buffer. There was suggestion that transfers be mad 2-3 days in advance of check runs, but logistics make this difficult. There was concurrence that some buffer should be held and better tracking and reporting of bank balance is a positive.

- b. STAFFING PROPOSAL – Discussion on lack of continuity was furthered, with Chief making a request to authorize the recruitment and hiring of a full time Secretary. He noted it would be an entry level person. He is hoping to find someone who is interested in the community. There is room in the budget currently and it would help to create redundancy in seeing office tasks through. There was concern that there would not be enough work for a full time secretary in addition to the Part-timer workers. These would serve different roles. A main goal of the part-timers is to provide daytime response. There are also several projects that are not getting done that could be assigned if staffing were available. There was concern that the part-timers may be clashing with volunteers. For the most part the Part-Timers are in a position to assist the volunteer Captains with their departments. The Captains still have authority but the Part-Time employees can take some of the workload off their shoulders. The board noted that as long as the part-time workers stay busy and are not creating a riff they support the program, but if there is TV watching or contention, the Volunteers are the heart of the organization and they need to come first. ** Director Frey asked the Chief for a report on our call coverage and whether or not we have had adequate coverage.
 - c. SURPLUS EQUIPMENT – Chief reported that he would like to surplus the 1988 Dodge 1-ton. Resolution 03-2019 was submitted. There was little discussion. Director Frey made a motion to approve the Resolution, Director Raid seconded the motion. The motion carried, unanimous of Director present. Chief will work on getting it listed on GovDeals site.
6. OLD BUSINESS:
- a. AUDIT REVIEW- Kori with Acuity CPA’s gave a brief overview of their Audit findings. She noted there were no compliance issues, not budget issues, and no public contracting issues. She state the general fund ending balance of \$368,538 is healthy and a good cushion which is what they like to see. She noted that there will always be comments on segregation of duties in an organization our size. She mentioned that she would like to see the board move away from paper checks especially for payroll and suggested we look into direct deposit for part-time employees.
Director Raid thanked the auditors, noting it is nice they are there to help you, not get you.
7. CHIEF’S REPORT
- a. OFFICE 365 – We are done with the transition to Office 365. This made more sense for us than getting a new, in-house server. The process was tedious, out old server was so old it would not communicate properly.

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- b. NEW WATERLINE – The project on Towers Lane is proceeding and we will hopefully have new hydrants on-line soon.
- c. GRANDVIEW- The new streets are being added into our mapping systems.
- d. N PERSHING – The city is behind us on our concerns for access on water supply on the proposed 6-plex. We will continue to work through that.
- e. EF Recovery – We have not had great success with EF Recovery. Hopefully that will improve.
- f. AFG – The next round of grants is not open yet, we would like to apply for Radios and associated equipment when it does.
- g. EMT – There is an upcoming EMT class in Hubbard, we have a few members interested.
- h. New Jackets – There has been a request for new jackets. Chief has instructed that they come up with some pricing and make a proposal.
- i. O2 – There was a request for additional O2 Cylinders, again Chief has asked for pricing.
- j. FIRE SAFETY MUCGS – There are Travel mugs available for each member to commemorate Fire Safety.

The meeting adjourned at 20:03