

**Mt. Angel Fire District
Board Meeting
Minutes**

Date & Time: March 13, 2014 at 8:00pm

Called to Order by: Stan Seifer

Roll Call:

Board Members:

Stan Seifer
Gary Raid
Phil Wiesner
Darin Unrein
Tom Frey

Staff:

Jim Trierweiler, Chief
Lyn Komp, Office Administrator
Greg Boen, Captain
Andy Otte, Firefighter

Minutes of Previous Meeting: Gary Raid moved to approve the minutes as delivered, Phil Wiesner seconded. The motion passed.

Treasurer's Report:

- Discussed the Actual vs. Budgeted report. The budget is right on track or better.
- Discussion on questions about the checking account.
 - There was a question regarding payments to L.N. Curtis & Sons. There have been payments for the grant and the bond. The payments with splits on them are the payments for the AFG turnout grant.
- Discussion on deposits to the LGIP (State) account and our operating budget.
 - There are deposits from Marion County Treasury for the property taxes being collected for the bond and our general fund.
 - We are still 8 months away from our next pay day. We need to keep \$125,000 in excess in our account to maintain our operating budget.
- Spoke with Chief about creating a sinking fund. It should be a part of the new budget. This will be the first year we have planned for it.
- Discussion on the Strategic Plan. It needs to be updated. We will work on it and present the updates to the Board at the next meeting

New business

- Policy manual discussion. We have no policy manual at the current time. Elaine highly recommended we have one. She sent us two sample policies. One was for Monument Fire District and the other was Colton Fire District. These two districts were chosen because they are similar to us in size. Discussion on how in depth to make the policy manual. The decision was to make it more general and not too in depth. Tom & Phil will work on it. Chief was thinking that each member could pick out which section is your strong point and work on it.
- Budget:
 - The budget committee members for the 2014-2015 budget year are Mike Otte, Scott Wall, Pete Wall, Joe Ruef, and Tom Ewing.

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- Tom Frey moved to make Chief Jim Trierweiler the budget officer, Phil Wiesner seconded. The motion passed.
- Phil Wiesner moved to adopt the budget calendar as presented, Darin Unrein seconded. The motion passed.
- There was a request at the previous meeting to contact Kori with Accuity and ask if she recommends doing a resolution or a supplemental budget. She recommends that we do a resolution over a supplemental budget. It is easier and cleaner
- We are going to have to do a supplemental budget for the debt service fund for \$1900.00. When we made the budget last year we did not include the \$1900.00 for expenses for the bond payment. We will need to have the supplemental budget done before the next payment that is due June 1, 2014.
- We will not have collected enough in taxes for the bond to make our next payment. Lyn contacted Kori with Accuity and she presented us with four options. Out of the four options, she recommends we allocate additional property taxes for the rest of the year to debt service to increase the cash balance in the amount needed. The monies cannot be repaid until the debt is paid off and the property taxes all flow into the general fund. The Board approved this method to allocate the funds.
- We need to create an addendum and a resolution for the new fund being created for filling in the ditch and the building fund.
- We received a letter from the Oregon Fire District Directors Association regarding membership. It wasn't clear if the membership was \$62.50 per person or per district. Lyn will call and check on it tomorrow. If it is per district, the Board would like to become members.

Old business:

- Update on the fence. There is an MOU in place. It is transferrable when the property is sold. Chief spoke with Hal, the owner of the Brewing Company, and he would still like to have a fence up for safety and security reasons after we take the property back. The way it's written, he needs to remove the pavement and fence. It's up to him to put the fence back up.
- Greg presented a photoshop picture of what the Connex box will look. It will be 40' long and will cost \$3400.00. It will cost about \$200.00 to put in a rock pad for it. Then we will have a few other miscellaneous costs to make it look better. The total cost will be at most \$4000.00. It is not going to look pretty, but it is temporary and is needed. The second option would be to put it on the cement on the easement. The decision was to leave it where it was going to go.
- We got two more payroll quotes. Susie Charpilloz quoted us \$55.00 per month and Clear & Practical Accounting Solutions quoted us \$198.00 per quarter. The Board didn't have a preference on which one and are letting Lyn and Jim decide.

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- Woodburn IT is working out great. We are currently working on options for backups.
- Andy Otte presented an update on the new engines. Four members went to Florida to inspect the engines. They spent two full days going over the trucks from top to bottom, left to right, inside and out. There were no major issues. There are some small adjustments that need to be made. They left for Hughes Fire a couple of days after the trip. They arrived at Hughes Fire the beginning of March. Hughes is going through and double checking everything and making the remaining repairs needed. Hughes wanted the truck for approximately one month. We are hoping to pick the engines up on March 22nd but it may be longer.
- The second graders will be here April 10th. They will be the first little people to go through the new engines.
- We figured out how to get registered and have published the first continuing disclosure for the bond.
- Greg Boen gave an update on the reader board. We have heard from the City and need to use a different font. We will be working on a redesign.
- Greg Boen and Lyn will be looking at the PGE bills and looking to see if the lighting project is helping save money.
- Greg Boen will be talking to Westech about the ditch so we can get the process started.

Fire District Report – Chief Jim Trierweiler:

- Run Report:
 - There was a fire at the Abbey. The lighting was too close to the curtain and it caught on fire. The curtains were treated with a fire retardant. Deputy State Fire Marshal came out and is looking into the situation.
 - This was a no pay event. We will be sending them an invoice soon for the annual payment.
 - We have been busy with medical calls.
 - The new recruits got checked off to sign off on the rescue. They had their three month reviews. There are two of them that are excelling.
- The Abbey got awarded a grant for a new fire suppression system. We will be working with them on this project. We will also be doing a drill with Silverton at the Abbey this summer.
- The Awards Banquet was a success. We had the Life Saving Award. Members that were unable to attend were told about the Life Saving Award.
- The Habitat For Humanity were working on putting in four houses on Academy St. There was some lack of information and the project got denied.
- Last year we put money into the budget for a fit testing machine. We have decided not to purchase one. Chief Iverson, Woodburn Fire District, offered to do our fit testing for \$8-\$10 per person. It will cost a total of \$400-\$500. If we had purchased the machine, the maintenance alone would have cost more than that.

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- David Ebner is now Captain of Pre Fire/IT. Craig Emch is back as Captain and is now Captain of EMS. Tommy Riedman has stepped down as Captain and is getting ready to retire. Karl Bischoff moved to Captain of Training.
- The Captain's test will be on May 14th.
- Volunteer 360 is exempt and not concerned with Obama Care.
- The new turnouts have been issued.
- We have purchased the EMT's coats and boots from the grant.
- ISO has been taking a lot of heat from Oregon fire agencies. They have let the area rep. go. Oregon Fire Chiefs are trying to get the state to use Washington's rating system.
- The Volunteer Association would like to get a 70" tv. It will mostly be used for fire district stuff. The Volunteer Association will donate up to \$1000 but not more than ½ the cost. Greg got looked around this last weekend and found one for \$1800 with the bracket.

Adjournment: 21:35

Recorded By Lyn Komp

Board President or Secretary