



MINUTES
Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
July 15, 2024

1. CALL MEETING TO ORDER

President Jacobs called the Mid-Columbia Fire and Rescue Meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, and Walter Denstedt.

Absent: Dick Schaffeld and Corey Case.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, Division Chief Josh Beckner, Division Chief Jay Wood, Division Chief Adam Cole, and Office Manager Stephanie Ziegler.

Others Present: Legal Counsel Andrew Myers.

4. AGENDA CHANGES

There were no agenda changes, however Chief Palmer did state that he would be handing out an updated Job Description for Fire Chief.

5. ELECTION OF BOARD OFFICERS

President Jacobs indicated his readiness to consider a candidate for the position of Board President. David Jacobs was then nominated by Director Bailey, with Director Denstedt providing a second. The motion passed unanimously with 3 Ayes and 0 Nays. Subsequently, Diana Bailey was nominated for the role of Vice-President by Director Denstedt, which President Jacobs seconded, and the nomination was approved with 3 Ayes and no opposition. There was an inquiry by Director Bailey about the possibility of nominating Director Case for Secretary/Treasurer in their absence, to which President Jacobs agreed. Corey Case was thus nominated by Director Bailey for Secretary/Treasurer, with Director Denstedt seconding the nomination, which also passed unanimously with 3 Ayes and 0 Nays.

6. MINUTES

Minutes of the June 17, 2024, meeting stand approved as written.



7. PUBLIC COMMENT

There was no public comment either on-line or present.

8. FINANCIAL REPORT

- a. Balance Sheet/Combined Cash Accounts – There were no comments.
- b. Ambulance Service Financial Report – There were no comments.

9. COMMITTEE REPORT

- a. Urban Renewal Report – Director Denstedt presented a report discussing the potential replacement of the water main on First Street and the associated costs. Additionally, the city issued a survey to solicit public opinions regarding the future development of the former Tony's site.
- b. EZ Report – President Jacobs reported on the status of the SIP funds and their potential use. He inquired if the board had deliberated about them, to which Director Bailey responded that there hadn't been significant discussion, although they were aware of a city survey regarding the funds. Jacobs expressed his desire for the board to determine how they would prefer the funds to be utilized and announced another committee meeting set for July 23rd. After distributing a financial projection sheet, Jacobs sought a collective decision on allocating community service funds. While some sponsors favored an endowment fund, Director Bailey advocated for direct use in community needs. President Jacobs expressed his interest in each board member completing the community survey individually to share their opinions. Following extensive discussion and individual board member surveys, no concrete decision was reached.

10. FIRE CHIEF'S REPORT

- a. Fire Chiefs Report – Included in board packet. Chief Palmer asked if there were any questions regarding his report. Director Bailey asked about the ground transport GEMT, wanting to know if the money owed to us was not going to be settled. Chief Palmer explained the process. Chief Palmer also wanted the board to know that the meeting set up with Adventist on the ground transports will take place on August 28th not on August 30th. Chief Palmer also wanted the board to know that there was an ASA Committee meeting today to review the ASA plan and the ordinance, he stated they went through every ASA participating agency commits, he said they were all taken in to consideration and now the committee will finalize the documentation and come back for one more final review and will also go to OHA for review then will come back to the commission for final approval. He spoke about a couple different fires that took place. Director Denstedt asked a question on the ASA, wanting to know once the ASA agreement is finalized how many paramedics with MCFR be required to have. Chief Palmer stated there was nothing in the ASA agreement that states how many paramedics MCFR needs to have. Lots of discussions followed.
- b. Monthly Report – AC Jensen; included in board packet. Director Bailey would like to see a comparison from 2023 to 2024 on the call volume.
- c. Monthly Report – DC Beckner; included in board packet.



- d. Monthly Report – DC Wood; included in board packet.
- e. Monthly Report – DC Cole; included in the board packet. Chief Cole discussed the ongoing academy, noting that two of our single-role staff are attending, along with Brandon Rands who is on track to complete his paramedic internship within three months. The academy will continue until August 2nd. In response to Director Denstedt's inquiries about educational affiliations, Chief Cole clarified that we have a partnership with a college in Boston. Participants are currently engaging in online coursework but will attend a two-week intensive boot camp in Boston, followed by an internship with AMR upon their return. Additionally, three individuals are enrolled in an accelerated 3-month program in Nebraska, after which they too will undertake internships.
- f. Strategic Plan Update – Chief Palmer reviewed the strategic plan, outlining which objectives have been accomplished and which remain. He mentioned that Chief Jensen is in the process of identifying a location for constructing a future fire station, while the Standards of Coverage are yet to be finalized. Director Denstedt expressed keen interest in the placement of a future fire station, seeking the need for the board's opinion prior to finalizing a location. Chief Palmer assured that once the necessary data and the Standards of Coverage are consolidated, a comprehensive report will be presented to the board for examination.

11. CORRESPONDENCE

Thank you letter from the Thompson Fire.

12. OLD BUSINESS

None.

13. NEW BUSINESS

- a. Information Sheet – Fire Chief Job Description and Selection Process
George Dunkel from SDAO outlined their role in aiding the board to establish transparency and clear guidelines for the fire chief recruitment process. He detailed hiring procedures and collaboration with Chief Palmer on crafting an accurate job description. George presented options for internal or external postings and emphasized the need for public meetings, a clear process, and a salary-inclusive job description. With some directors not informed about recent updates, Director Bailey called for a special session before proceeding, scheduled by President Jacobs for July 29th at 5:30 PM. The session will review the updated job description and succession planning. Chief Palmer provided a cover letter summarizing the few changes made to the job description, which is also included in the board packet for members to review ahead of the special meeting that SDAO will attend.
- b. Information Sheet – Audit Engagement Agreement - The signature of the Fire Chief and Board President is required on the Audit Engagement Agreement to move forward with the audit by RTO. Director Bailey proposed a motion for both the Fire Chief and the board president to sign the Engagement Agreement, which Director



Denstedt seconded. The motion received unanimous approval; 3 Ayes, 0 Nays, and was thus passed.

- c. Information Document – Suggested revision to Board Policy 4.1 "Preparation for Board Meeting," particularly in Subsection 3. The amendment originated from Director Denstedt, who expressed his desire to modify the wording of board policy 4.1 and elaborated on the reasons for seeking this alteration. Director Bailey emphasized that the board's role is policymaking rather than administration. After extensive deliberation, it was collectively agreed to table this agenda item for the August 2024 board meeting.
- d. Information Sheet – Audit Related Parties Questionnaire – Chief Palmer distributed the Related Parties Questionnaire and requested that the board members fill it out and submit it to the office manager. The office manager will then send the completed questionnaires to RTO.

14. EXECUTIVE SESSION

- a. Adjourn to Executive Session in accordance with ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing. Adjourned to Executive Session at 6:57 p.m.

15. GOOD OF THE ORDER

None.

16. ADJOURNMENT

President Jacobs adjourned the meeting at 7:55 p.m.

Board President

Secretary/Treasurer