



## MINUTES

Mid- Columbia Fire and Rescue  
Board of Directors Meeting  
In Person / Virtually Held  
1400 W 8<sup>th</sup> Street, The Dalles, OR 97058  
October 17, 2022

### 1. CALL MEETING TO ORDER

Board President David Jacobs call the October 17, 2022, meeting of Mid-Columbia Fire and Rescue to order at 5:30pm.

### 2. PLEDGE OF ALLEGIANCE

President Jacobs led the Pledge of Allegiance.

### 3. ROLL CALL

Directors Present: David Jacobs, Diana Bailey, Corey Case, Dave Peters. Dick Sheffield was absent.

Staff Present: Chief Bob Palmer, Assistant Chief David Jensen, Division Chief Jay Wood, Office Manager Stephanie Ziegler. Division Chief Fred Coleman was excused.

Others Present: Legal Counsel Andrew Myers, A.J. Olson Friend and Reagan PC, and private citizen Walter Denstedt.

### 4. AGENDA CHANGES

None.

### 5. MINUTES

Minutes from the September 19, 2022, meeting stand approved as written.

### 6. PUBLIC COMMENT

Private Citizen, Walter Denstedt, expressed his opinion and offered suggestions regarding turnover of employees within the fire district. There were no other public comments.

### 7. FINANCIAL REPORT

- a. Financial Audit Presentation – A.J. Olson from Friend and Reagan handed out the financial statements that he had compiled for Mid-Columbia fire and Rescue. He gave a brief overview of the audit stating that the district was over budget on Ambulance Revenue and over expenditure in the General Fund. He also stated there was a typo in the budget resolution. President Jacobs asked about the typo. A.J. stated it was a transfer out of the General Fund. A.J. stated at the end of the audit



there is a report where the auditor gives a statement to the state on any compliance issues that are found. A.J. stated there were no deficiencies found. Chief Palmer

asked if a letter would need to be sent to the state regarding the exceeded appropriation and A.J. stated we did not need to send a letter. Director Peters brought up that the Board of Directors page was incorrect. Titles were wrong and there was no address for Director Case. Director Case asked how long the city had been doing the financials and Chief Palmer stated they had been doing them for 1 year. No other questions were asked.

- b. Balance Sheets/Combined Cash Accounts. President Jacobs asked if there were any questions. Director Case stated that he would like to see the balance sheets of all expenditures and he would like to see the reserve funds. Chief Palmer will provide him with those sheets. No other questions asked.

## **8. COMMITTEE REPORTS**

- a. Urban Renewal Report – Director Bailey reported that Urban Renewal will be meeting in executive session under ORS 192.660(2)(e) on October 18, 2022. No public meeting is planned. Nothing else to report.
- b. Enterprise Zone Report – President Jacobs reported that there was nothing new to report. He also stated that we are still waiting on the tax estimations.

After the Committee Reports were completed, Chief Palmer introduced our 3 new recruits Dean Walker, Cameron Debozy and Patrick Foss to the Board. He stated that they are all Firefighter/Paramedics with previous experience.

## **9. FIRE CHIEF'S REPORT**

- a. Fire Chief's update – Chief Palmer read through his report, giving a brief update on each item, which is included in the board packet.
- b. Monthly Report – AC Jensen, included in board packet.
- c. Monthly Report – DC Coleman, included in board packet.
- d. Monthly Report – DC Wood, included in board packet.
- e. Strategic Plan Quarterly Report – Chief Palmer provided the Strategic Plan Quarterly Report in the board packet. Director Case and Director Bailey thanked the chief for providing the report.

## **10. CORRESPONDENCE**

No Correspondence.

## **11. OLD BUSINESS**

None.



**12. NEW BUSINESS**

- a. Resolution No 2022-07 – A Resolution Adopting Revisions to the MCFR Employee Handbook. Chief Palmer stated that a study had been done on the Office Manager wage scale. He explained how the study had been accomplished. Based on revision of this wage scale, the employee handbook is being modified to reflect the updated 2021/2022 updated Office Staff salary scale. There were no command staff wage increases. Chief Palmer stated that this had been part of the Strategic plan and had been included in the budget. Director Peters pointed out that the date on the Resolution was incorrect. Chief Palmer will make the correction on the resolution. Director Peters made a motion to approve Resolution No. 2022-07 to empower the Fire Chief to incorporate and make effective, revisions to the Mid-Columbia Fire and Rescue Employee Handbook with corrected date. Director Case seconded. All in favor; 4 Ayes, 0 Nays. Motion carried.
  
- b. Information Sheet – Surplus Items. Director Case made a motion to declare the items noted on Exhibit “A” as surplus. Director Bailey seconded. All in favor, 4 Ayes, 0 Nays. Motion carried.

**13. GOOD OF THE ORDER**

Chief Palmer spoke about the SDAO conference taking place from February 9-12, asking if any of the board members were interested in attending. He will make reservations for those that would like to participate.

Director Bailey stated that the picnic was great and wanted to thank everyone for all the work that had gone into the picnic. She added that it was well done.

Director Case asked if the board had more questions regarding the audit, could they contact A.J. Olson. Chief Palmer stated yes, they can and should contact A.J. with any questions associated with the financial audit.

**14. ADJOURNMENT**

President Jacobs adjourned the meeting at 18:43pm.

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Board President



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Board Secretary/Treasurer