



MINUTES
Mid- Columbia Fire and Rescue
Board of Directors Meeting
In Person / Virtually Held
1400 W 8th Street, The Dalles, OR 97058
July 18, 2022

1. CALL MEETING TO ORDER

Board President David Jacobs called the July 18, 2022, meeting of the 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, Dave Peters, Corey Case, Dick Schaffeld.

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

Others Present: Legal Counsel Andrew Myers and City Finance Director Angie Wilson.

4. AGENDA CHANGES

None.

5. ELECTION OF BOARD OFFICERS

President Jacobs opened up the Election of Board Officers. Director Bailey nominated David Jacobs as Board President. Director Peters seconded. All those in favor: 5 Ayes, 0 Nays. Motion carried.

Nominations for Vice President. Director Case nominated Diana Bailey. Director Schaffeld seconded. All those in favor: 5 Ayes, 0 Nays. Motion carried.

Nominations for Secretary/Treasurer: Director Bailey nominated Dave Peters. Director Schaffeld seconded. All in favor: 5 Ayes, 0 Nays. Motion carried.

6. MINUTES

The minutes of the June 20, 2022, stand approved as written.

7. PUBLIC COMMENT

None.

8. FINANCIAL REPORTS

- a. Caselle Update – Angie Wilson, City of The Dalles. Angie Wilson gave an overview of how Caselle will work with the financials, and what the district can expect with



Caselle. She stated that Caselle is a better software program than QuickBooks was. Angie handed out the financial reports from Caselle. She went through each page giving an overview of each report. Director Case wanted to see a combined balance sheet with all the funds combined. Angie stated that the district can choose what reports they would like. The board would like summarized reports. Chief Palmer stated that if the board decides they want a full report on the financials he can go online and pull those reports for them. Discussion followed her report with questions being asked and Angie answering their questions. There were some questions asked regarding the audit, however Chief Palmer stated that those questions would be more appropriate for the auditor.

- b. Financial Report – Chief Palmer stated that we are working on pulling all the paperwork together to give to the auditor. He stated that Angie would be shadowing with A.J. Olson, the auditor, to see if she would be able to handle doing the financial statements for the audit instead of having this completed by a third party. Chief Palmer stated that it may be more cost effective for the city to do the financial statements instead of a third-party auditor. Director Case asked if we would be getting updated end of year reports. Chief Jensen stated we would be.
- c. Ambulance Service Financial Report – Chief Palmer stated that he added payer mix statistics to the Ambulance Report. Director Bailey had requested this information be made available. He stated that Medicare and Medicaid are the biggest payers. He stated that we could report on the payer mix every quarter. The lowest payers are commercial and private. Chief Palmer compiled a spreadsheet together on the CCO and GEMT fee for service, stated there was one payment that we were still attempting to locate. The payments are very hard to track.

9. COMMITTEE REPORTS

- a. Urban Renewal Report – Director Bailey stated there was nothing new to report.
- b. Enterprise Zone Report – President Jacobs stated there was nothing new to report.

10. FIRE CHIEFS REPORT

- a. Fire Chiefs Update – Chief Palmer read through his report that was included in the board packet. He gave an update on each item. Chief Palmer stated that he had received an email from Google wanting to meet to go over the Emergency Response Plan. He stated that Google is in site review right now with the Planning Commission. Chief Palmer stated that the next bargaining meeting with the union will be August 9, 2022. There is an MOU signed between the district and the union extending the living area to 100 miles. He stated that by extending the residency requirement it expanded the pool of applicants for the positions that we are hiring for. He stated that he has been in contact with other Agencies, and they are stating that they are having problems hiring people also. Chief Palmer stated that an Executive Session will be planned after the next board meeting to go over the status of bargaining. The new patch came in, however it was not what we had ordered. Office Manager Ziegler is having the patch re-done with a different vendor. On Staffing Chief Palmer stated



that Lt. Blumenthal has been appointed to B Shift Captain and Firefighter Wright has been appointed to A Shift Lt. There are three new hires, two of which appointed as firefighters and one of which is appointed as a Lieutenant.

- b. Monthly Report – AC Jensen included in the board packet. Chief Palmer went through Chief Jensen’s report, spoke briefly about each item.
- c. Monthly Report – DC Wood included in board packet. Chief Palmer also went through Chief Woods report.
- d. Monthly Report – DC Coleman included in board packet. Chief Palmer briefly went through Chief Coleman’s report.
- e. There will be a swearing in for firefighters and new officers at the next board meeting

11. CORRESPONDENCE

No Correspondence.

12. OLD BUSINESS

No Old Business.

13. NEW BUSINESS

- a. Resolution No. 2022-06 “ Notice of Designation of Special District Registered Office of Registered Agent.” Director Peters made a motion to approve Resolution No. 2022-06, Notice of Designation of Special District Registered Office of Registered Agent. Director Bailey seconded. President Jacobs asked all in favor: 5 Ayes, 0 Nays. Motion carried. Chief Palmer asked Legal Counsel Myers who all needed to sign the Notice. Legal Counsel stated that the Board President and the Secretary/Treasurer needs to sign, and it will need to be notarized by Office Manager Ziegler.
- b. Information Sheet – “SDIS Best Practices Program. Chief Palmer stated that “Exhibit A” is a list of Credit Opportunities, stating that each of the board members need to take at least one class with SDIS. The board can attend one class in person or attend virtually. Chief Palmer also stated that they can do one of the classes through Vector Solutions. He stated in order for the district to receive a discount each board member will need to take at least one class to receive credit. Discussion followed.
- c. Information Sheet – Audit Engagement Process. Independent Audit Review. Chief Palmer and President Jacobs to sign Engagement Agreement.



14. GOOD OF THE ORDER

Nothing.

15. ADJOURNMENT

President Jacobs adjourned the meeting at 18:37pm.

Board President

Board Secretary/Treasurer