



Pleasant Hill Goshen Rural Fire Protection District
Board Meeting in Person/Zoom Meeting
December 5, 2023

Call to Order:

The hybrid Joint Board Meeting was called to order at 6:30 p.m. by Fire Chief Andrew Smith.

Flag Salute

Attendance:

Pleasant Hill Goshen Fire & Rescue Board Members: Todd Anderson, Rose Reinertson, Terry McDiarmid, Kevin Flory, and Paul Filson.

Staff: Fire Chief Andrew Smith, Captain Matt Barnhart, Executive Assistant Haley Meshnik, and volunteer firefighter Nic Adams.

Guests: - None

Swearing in of Elected Board of Directors:

Determining Positions for Lane County: The following positions were determined:

- Director 1: Kevin Flory (4 Year Terms)
- Director 2: Paul Filson (2 Year Terms)
- Director 3: Rose Reinertson (4 Year Terms)
- Director 4: Todd Anderson (4 Year Terms)
- Director 5: Terry McDiarmid (2 Year Terms)

New Business:

a. **Election of Officers (President, Vice-President, Secretary/Treasurer)**

President: Terry McDiarmid nominated Todd Anderson as President. There were no other nominations and Todd accepted the role of President. Rose Reinertson seconded the motion. Motion passed unanimously.

Vice President: Terry McDiarmid nominated Kevin Flory as Vice President. There were no other nominations and Kevin accepted the role of Vice President. Paul Filson seconded the motion. Motion passed unanimously.

Secretary/Treasurer: Terry McDiarmid nominated Rose Reinertson as Secretary/Treasurer. There were no other nominations and Rose accepted the role of Secretary/Treasurer. Paul Filson seconded the motion. Motion passed unanimously.

b. **Board Meeting Time:**

It was discussed to have the monthly board meeting, the second Thursday of each month, at 4:30pm.

- i. **Rose Reinertson made a motion to approve the monthly board meeting time to second Thursday of each month, at 4:30pm.** Terry McDiarmid seconded. Motion passed unanimously.

c. **Statement of Facts FY 23/24:**

Rose Reinertson made a motion to accept the FY 23/24 Statement of Facts. Terry McDiarmid seconded. Motion passed unanimously.

**The Board reviewed the provided detailed Resolutions, which were attached as addendums and are available on file.*

d. **Resolution 01-2023 Appointing the Fire Chief for Pleasant Hill Goshen RFPD:**

- i. **Terry McDiarmid made a motion to accept Resolution 01-2023, Appointing Andrew Smith as the Fire Chief for Pleasant Hill Goshen RFPD.** Rose Reinertson seconded. Motion passed unanimously.

e. **Resolution 02-2023 Authorizing the Fire Chief to Hire Employees:**

- i. **Kevin Flory made a motion to approve Resolution 02-2023, Authorizing the Fire Chief to Hire Employees.** Terry McDiarmid seconded. Motion passed unanimously.

f. **Resolution 03-2023 Establishing Participation in PERS (Public Employee Retirement System) and Establishing Employer Elections:**

This will offer PERS to general service employees, like our executive Assistant. This resolution also makes a change in how the district makes the 6% Employee contribution. Historically the district has paid the 6% employee contribution, but it's been recommended that we pay the employee a 6% wage increase and then require the employee to pay their own 6% PERS contribution, making it a wash.

- i. **Terry McDiarmid made a motion to approve Resolution 03-2023, Establishing Participation in PERS and Establishing Employer Elections.** Kevin Flory seconded. Motion passed unanimously.

g. **Resolution 04-2023 Providing Direction for Transition to General Services PERS:**

- i. **Kevin Flory made a motion to approve Resolution 04-2023 Providing Direction for Transition to General Services PERS.** Rose Reinertson seconded. Motion passed unanimously.

- h. **Resolution 05-2023 Adopting the Salary Scale and Health Insurance Benefits:**
 - i. **Rose Reinertson made a motion to Resolution 05-2023 Adopting the Salary Scale and Health Insurance Benefits.** Terry McDiarmid seconded. Motion passed unanimously.
- i. **Resolution 06-2023 Providing Direction for Establishing Banner Bank Accounts:**
 - i. **Terry McDiarmid made a motion to approve Resolution 06-2023 Providing Direction for Establishing Banner Bank Accounts:** Rose Reinertson seconded. Motion passed unanimously.
- j. **Resolution 07-2023 Authorizing the Use of the Local Government Investment Pool (LGIP) LGIP:**
 - i. **Kevin Flory made a motion to approve Resolution 07-2023 Authorizing the Use of LGIP.** Rose Reinertson seconded. Motion passed unanimously.
- k. **Resolution 08-2023 Adopting Joinder to SDIS Trust Agreement.**
 - i. **Rose Reinertson made a motion to approve Resolution 08-2023 Adopting Joinder to SDIS Trust Agreement.** Terry McDiarmid seconded. Motion passed unanimously.
- l. **Resolution 09-2023 Adopting Existing Policies**
 - i. **Kevin Flory made a motion to approve Resolution 09-2023 Adopting Existing Policies.** Terry McDiarmid seconded. Motion passed unanimously.
- m. **Resolution 10-2023 Authorizing Contracts for Service**
 - i. **Rose Reinertson made a motion to approve Resolution 10-2023 Authorizing Contracts for Service.** Terry McDiarmid seconded. Motion passed unanimously.
- n. **Resolution 11-2023 Appointing Attorney of Record**
 - i. **Kevin Flory made a motion to approve Resolution 11-2023 Appointing Attorney of Record** Rose Reinertson seconded. Motion passed unanimously.
- o. **Resolution 12-2023 Adopting Existing Mutual Aid Agreements:**
 - i. **Rose Reinertson made a motion to approve Resolution 12-2023 Resolution Adopting Existing Mutual Aid Agreements.** Terry McDiarmid seconded. Motion passed unanimously.
- p. **Resolution 13-2023 Authorizing SDAO Municipal Advisor Services**
 - i. **Kevin Flory made a motion to approve Resolution 13-2023 Authorizing SDAO Municipal Advisor Services.** Rose Reinertson seconded. Motion passed unanimously.

- q. **Resolution 14-2023 Authorizing Application to the Business Oregon Special Public Works Fund, to Fund the Pleasant Hill Fire Station.**
 - i. **Paul Filson made a motion to approve Resolution 14-2023 Authorizing Application for State of Oregon for Funding for Pleasant Hill Fire Station.** Terry McDiarmid seconded. Motion passed unanimously.

- r. **Resolution 15-2023 Authorizing Surplus of Apparatus**
 - i. **Paul Filson made a motion to approve Resolution 15-2023 Authorizing Surplus of the 1995/96 International 440 Fire Engine and the 2006 Ford F150 Support Vehicle.** Kevin Flory seconded. Motion passed unanimously.

- s. **Resolution 16-2023 Establishing Administrative Headquarters**
 - i. **Terry McDiarmid made a motion to approve Resolution 16-2023 Establishing Administrative Headquarters at the Goshen Station.** Kevin Flory seconded. Motion passed unanimously.

- t. **Resolution 17-2023 Authorizing Workers Compensation Coverage to Volunteers of Pleasant Hill Goshen Rural Fire Protection District.**
 - i. **Kevin Flory made a motion to approve Resolution 17-2023 Authorizing Workers Compensation Coverage to Volunteers of Pleasant Hill Goshen Rural Fire Protection District.** Paul Filson seconded. Motion passed unanimously.

- u. **Resolution 18-2023 Adopting the Oregon Fire District Directors Association (OFDDA's) Length of service Award Program (LOSAP)**
 - i. **Kevin Flory made a motion to approve Resolution 18 – 2023 Adopting the OFDDA's LOSAP program.** Rose Reinertson seconded. Motion passed unanimously.

- v. **Next Meeting Information and Documents – Budget Discussion v. Fire Station Design Committee.**

Next meeting is scheduled December 14th, 2023, for a 6pm Public Hearing. Then following will be a 6:30 Board meeting to approve the issuance of the RFP for Design Build Services for new Fire Station in Pleasant Hill.

Chief is confident that they can hire new employees by April 1st2024.

Discussion about the newly proposed budget with the merged money. Chief Smith is confident that the new district will have a cash carry forward of \$1M. The budget moving forward will be \$1.8-\$1.9 million. Chief Smith is confident that he can hire 3 new employees but he is not confident about hiring the training position, at this time. Chief Smith encourages that the board

approves hiring the 3 new staff as early as April 1st. Budget reflects the consideration of a new stipend program to incentivize our volunteer personnel to do their shifts. Chief is checking that it is Fair Labor Standards Act (FLSA) compliant. Chief Smith added that once we have 4 or more full time firefighters, that we have to have adopt and follow the civil service hiring process.

Chief Smith added that we might need a special meeting to select/elect the RFP at the end of January. Chief Smith wants to maintain a budget for consultant services, like HR Answers and allow Chief Smith to hire them when there are personnel issues.

Talked about having the fire station design committee meetings be a work session and available on zoom. The board wants to be transparent with what they are working on. A discussion ensued.

Board President, Todd Anderson adjourned the meeting at 7:17 p.m.

Respectfully submitted,

Haley Meshnik
Recording Secretary

Approved