

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Meeting in Person/Zoom Meeting
March 14, 2023

Call to Order:

The hybrid Joint Board Meeting was called to order at 6:30 p.m. by Goshen Board President, Willie Bronson.

Flag Salute

Attendance:

Pleasant Hill Board Members: President Todd Anderson, Vice President Kevin Flory, Secretary/Treasurer Darrell Shoemaker, and Board Member Paul Filson.

Goshen Board Members: President Willie Bronson, Vice President Tom McClellan, and Board Member Terry McDiarmid. Absent Board Member Cameron Saxon and Secretary/Treasurer Rose Reinertson.

Pleasant Hill Goshen Fire & Rescue Board Members: President Willie Bronson, Vice President Todd Anderson, and Board Member Kevin Flory. Absent Secretary/Treasurer Rose Reinertson.

Staff: Fire Chief Andrew Smith, Lieutenant Roll, and Executive Assistant Haley Meshnik.

Guests: - 2 Guests

Welcome to Visitors:

Public Comment: - None

Swearing in of New Board Member: - Terry McDiarmid – Goshen Fire District

Correspondence: - None

Approval of Previous Meeting Minutes:

- a. **PLEASANT HILL Minutes of February 14, 2023 Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Darrell Shoemaker seconded. Motion passed unanimously.

- b. **GOSHEN Minutes of February 14, 2023 Work Session Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Terry McDiarmid seconded. Motion passed unanimously.
- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of February 14, 2023 Work Session Meeting** were reviewed. Todd Anderson made a motion to approve the Board Meeting minutes. Kevin Flory seconded. Motion passed unanimously.
- d. **PLEASANT HILL Minutes of February 14, 2023 Board Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Darrell Shoemaker seconded. Motion passed unanimously.
- e. **GOSHEN Minutes of February 14, 2023 Board Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Terry McDiarmid seconded. Motion passed unanimously.
- f. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of February 14, 2023 Board Meeting** were reviewed. Todd Anderson made a motion to approve the Board Meeting minutes. Kevin Flory seconded. Motion passed unanimously.
- g. **PLEASANT HILL Minutes of March 1, 2023 Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Darrell Shoemaker seconded. Motion passed unanimously.
- h. **GOSHEN Minutes of March 1, 2023 Work Session Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Terry McDiarmid seconded. Motion passed unanimously.
- i. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of March 1, 2023 Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Todd Anderson seconded. Motion passed unanimously.

Review of Monthly Financial Reports:

Discussion ensued on the financials. Chief Smith explained we are in the process of preventative maintenance on the fleet, that their engines are going in for inspection, and they have elected to follow the annual NFPA preventative maintenance guidelines for a few heavily used engines. They do a very detailed inspection, bumper to bumper and find air leaks, lights, and safety issues that we may not see on a regular basis. Chief Smith explained that this is not something that we can always afford to do. Willie Bronson added that he thinks it's smart to do these big tests to catch things before they become big problems. Chief Smith added that the 2 Districts

are not set up to pay \$5K, per engine, in maintenance costs. If we paid at the district level it would put Goshen at a disadvantage, because Goshen has 3 front line engines while Pleasant Hill only has one. Lt. Roll explained that they get the work done locally and they receive a 12-page itemized list of the inspection results. Lt. Roll added that the crews have scheduled rig checks for all the apparatus, but a lot of the NFPA list has probably never been checked in the lifespan of the apparatus.

Chief Smith added that the five students in the EMT-I course received their \$3K checks to reimburse them for a good portion of the cost of the course, partially paid through grant money.

Pleasant Hill RFPD

Transaction List & Financial Review. The Board reviewed the financials and transaction list.

Kevin Flory made a motion to approve the Pleasant Hill RFPD Financials and to pay the Pleasant Hill bills. Darrell Shoemaker seconded. Motion passed unanimously.

Goshen RFPD

Transaction List & Financial Review. The Board reviewed the financials and transaction list.

Tom McClellan made a motion to approve the Goshen Financials and to pay the Goshen bills. Terry McDiarmid seconded. Motion passed unanimously.

Fire Authority

Transaction List & Financial Review. The Board reviewed the financials and transaction list. **Todd Anderson made a motion to approve the Fire Authority Financials and to pay the fire authority bills.** Kevin Flory seconded. Motion passed unanimously.

Staff Reports: - No Comment

Fire Chief's Report

**The Board reviewed the Fire Chief's Reports and further staff reports, which were attached as addendums and are available on file.*

Fire Chief's Topics Discussed:

- Awards Banquet
- Apparatus Maintenance
- February 2023

- Fire Station Design
- Alarm Tracking: 86 calls in February
 - YTD: 186

Captain Barnhart’s Board Report:

Lieutenant Roll’s Board Report:

Unfinished Business:

Fire Authority –

- **Updates Regarding on Going Formation Projects**
- **Public Comment Policy/Procedures & Discussion**

There was no action on the topic of public comment. Willie Bronson asked to table the topic and asked Chief Smith to bring back the proposed Public Comment draft for the board to review at the next meeting to make a decision. Todd Anderson offered to meet with Chief Smith to help draft the proposed public comment document.

Pleasant Hill – None

Goshen – None

New Business:

Fire Authority Action Items –

- **Budget Considerations for FY 23/24 & COLA**

A discussion ensued on the topic of Cost-of-Living Adjustment. Chief Smith brought up that in 2022, the board did a major salary scale adjustment for all paid staff, excluding the Fire Chief’s salary scale that was created 6 years ago. Chief Smith added that the COLA for 2023 has been seriously elevated. Chief Smith provided data of comparable small special districts who provide COLA. Our COLA index currently suggest a percentage increase of 6.3%. Chief Smith added that a normal increase of COLA would be more like 1%-2% a year, but explained that we have had a strange past couple of years. Chief Smith said that addressing this is the best way to keep your salary scale competitive. It was brought up that if we don’t take bites at the COLA each year, that catching up might take a big hit.

Willie Bronson shared that we have never had a COLA adjustment for our staff before. Todd Anderson asked if Chief Smith has crunched the numbers of what we could collectively do? Chief Smith replied that he does not feel the district needs to jump to meet the index, but if we don’t attempt to address this, they will then be playing catch up once again. Darrell Shoemaker shared that we are behind the curve not offering a COLA. Darrell shared that to be fair, we should be offering a COLA and a step increase. Willie Bronson added that a lot of organizations do not offer COLA. Kevin Flory and Terry McDiarmid both shared in agreement that they don’t

want to lose the employees we have now. Chief Smith added that Bonnie Graham, our part time administrative assistant does not receive an annual step increases nor paid time off.

Paul Filson expressed that he feels that the step increase should be completely separate than the Cost-of-Living Adjustment. Chief Smith estimated that it would be around a \$24K increase to payroll, at a 5% increase. The Chief was asked to bring examples to the next meeting for the board to review. Chief Smith asked what the boards would like to see to help them make their decision.

A discussion ensued on the topic of yearly COLA following the guideline of the CPI. Chief Smith added that using the Index is a strong reference and prevents the Fire Chief from having to make a bunch of calls to understand what comparable departments are doing. Paul Filson added that the CPI is a good starting point and a salary study would be helpful.

Willie Bronson added that we have not had a COLA discussion in the past and asked if we should use the COLA in our budget process. Some responses said to go with the Index. Todd Anderson thinks a COLA is well deserved, and asked the Fire Chief to bring the numbers back to the boards for review and approval. Todd is thinking around a 5-6% COLA to review. There was no disagreement that the staff deserve our support and a COLA.

It was agreed to not set the COLA per the CPI, but to use the CPI as a guide in their yearly decision. The board received a salary study last year and did not feel that the Fire Chief needed to repeat those efforts a year later, but that the board would focus on the COLA.

Willie Bronson stated it was a consensus that COLA be part of the budget discussion and the CPI will be used as a tool in that conversation, but not the benchmark. Tom McClellan shared that he fears that our quality employees will leave for jobs that follow the CPI and we want to retain our employees.

A discussion ensued and the board members came to a consensus of a 6% COLA increase.

Todd Anderson made a motion to move forward with a Cost-of-Living Adjustment for this next fiscal year, of 6%, for the Fire Chief to put it in the upcoming budget for approval. Kevin Flory Seconded. Motion passed unanimously.

Tom McClellan asked Chief Smith to clarify if he is using the current 56% Goshen 44% Pleasant Hill financial split for the upcoming year. Chief Smith said he is continuing with the verbiage of the IGA and if a change was desired it would just need an addendum to the IGA. Willie Bronson added that he had hoped that we would have been at 50-50% financial split this year, but he recognizes that while we are working with the architect and consultant, we are very close to reaching our goal and we will get there.

- **Resolution 3-23 to Accept the Representative Cedric Hayden Grant**

This is a housekeeping item to accept the Grant money received, Spring of 2022, that paid for the Zolls we purchased via this grant.

Kevin Flory made a motion to approve Resolution 3-23 to accept the Representative Cedric Hayden Grant Todd Anderson seconded. Motion passed unanimously

Pleasant Hill Action Items – None

Goshen Action Items –

- **Security Fence Project at Goshen Fire Station**

A discussion ensued on the topic of the Goshen security fence project. Chief Smith added that we have had a series of thefts and we would like to secure the backside of the station for on duty personnel's vehicles. Chief Smith explained that this project has not been a fun process. He received a \$5K grant towards the gate/fence project, but bids are coming in at \$24K-\$26K. Which does not include electrical work. Chief explained that he is considering doing one side with an electrical gate and the other side a manual gate. Terry McDiarmid said the quotes are not that bad in comparison to his experience and he added that there are less expensive operators. Willie Bronson asked if there was a cheaper way to secure the back of the building? The board encouraged Chief Smith to look into more bid options.

To do:

- Chief Smith to provide an update from Dave Ulbricht's (from SDAO) research.
- One page with bullet points of why the new formation will benefit both districts. Strong points and numbers in an easy way to explain to the public.
- Share on social media and the website the grants we are awarded.

Willie Bronson adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Haley Meshnik

- Recording Secretary