

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Meeting in Person/Zoom Meeting
May 9, 2023

Call to Order:

The hybrid Joint Board Meeting was called to order at 6:30 p.m. by Fire Authority Board Vice President, Todd Anderson.

Flag Salute

Attendance:

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

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

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

Staff: Fire Chief Andrew Smith, Captain Barnhart, and Executive Assistant Haley Meshnik.

Guests: - Matt Brown, Jim & Carol.

Welcome to Visitors:

Public Comment: - None

Correspondence: - Resignation of Goshen Board Member Cameron Saxon

Rose Reinertson made a motion effective immediately, to remove Cameron Saxon as a signer on the Goshen Fire District's Banner Bank Account ending in 0703. Tom McClellan seconded. Motion passed unanimously.

Chief Smith reminded the boards that the Oregon Fire District Director's Fall Conference is November 2-4. If you would like to attend, please contact the Fire Chief and we can make your arrangements.

Approval of Previous Meeting Minutes:

- a. **PLEASANT HILL Minutes of April 11, 2023 Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Paul Filson seconded. Motion passed unanimously.
- b. **GOSHEN Minutes of April 11, 2023 Work Session Meeting** were reviewed. Terry McDiarmid made a motion to approve the Board Meeting minutes. Rose Reinertson seconded. Motion passed unanimously.
- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of April 11, 2023 Work Session Meeting** were reviewed. Rose Reinertson made a motion to approve the Board Meeting minutes. Kevin Flory seconded. Motion passed unanimously.
- d. **PLEASANT HILL Minutes of April 11, 2023 Board Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Paul Filson seconded. Motion passed unanimously.
- e. **GOSHEN Minutes of April 11, 2023 Board Meeting** were reviewed. Terry McDiarmid made a motion to approve the Board Meeting minutes. Rose Reinertson seconded. Motion passed unanimously.
- f. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of April 11, 2023 Board Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Rose Reinertson seconded. Motion passed unanimously.

Review of Monthly Financial Reports:

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.** Paul Filson seconded. Motion passed unanimously.

Goshen RFPD

Transaction List & Financial Review. The Board reviewed the financials and transaction list. **Terry McDiarmid made a motion to approve the Goshen Financials and to pay the Goshen bills.** Rose Reinertsen seconded. Motion passed unanimously.

Kevin Flory asked for clarification as to why the Grant GIS interns is at 181%. Chief explained that 50% of that had to be covered by the district which was originally not budgeted. Chief explained that some individual line items can exceed, but as long as we are in line with personnel services, it's a non-issue. Personnel services is at 84%.

Fire Authority

Transaction List & Financial Review. The Board reviewed the financials and transaction list. **Rose Reinertsen 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 board comments

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:

- Grant Status
- March 2023
- Fire Station Design
- Budget
- Alarm Tracking: 98 calls in April
 - YTD: 379

Captain Barnhart's Board Report

Captain Moore's Board Report

Lieutenant Roll's Board Report

Unfinished Business:

Fire Authority –

- **Updates Regarding Ongoing Formation Projects –** Discussion ensued about the tentative June 22nd Townhall meeting. Chief Smith shared that we want to go out to the public with as much information as possible. We are currently waiting on FFA to provide the completed and Board approved rendering. Chief Smith explained that FFA owes us a completed exterior rendering and a community presentation. Chief does not suggest doing the Townhall in August during fire season and summer vacation, when attendance could be low. Kevin Flory suggests we talk to our consultants, to get their recommendation for when to do the Townhall. It was a consensus to make a decision in the next two weeks, depending on what we receive from FFA.

- **Policy 2.12 Paid Leave Oregon Program (PLO) – No Discussion or changes made.**

Rose Reinertson made a motion to approve Policy 2.12 Paid Leave Oregon Program (PLO) with the correction made on page three. Kevin Flory seconded. Motion passed unanimously.

Goshen –

- **Security Fence Project at Goshen Fire Station (Updated Bid) –** No action could be taken, because of lack of voting quorum. Chief’s recommendation is to go with Freedom Fence and McDiarmid Controls Inc. for the electrical work, at a cost to Goshen of \$14,738.57, after the \$5K grant is applied.

Pleasant Hill – None

New Business:

Fire Authority Action Items – None

Pleasant Hill Action Items –

- **Proposal for Schematic Design Phase FFA Architecture** (Discussion ensued about the current process, what are the next steps, and our action items.) Terry McDiarmid had a clarifying question, the document under “additional project assumptions” (Page 2, under projects) says that the design team will submit application for and attend to ODOT highway permit application. Terry wanted to clarify if that is done by, their design team or our design team. Kevin Flory suggests we look at local professional landscapers. Terry McDiarmid suggests we look into hiring a construction general manager to work for us to vet and choose the subcontractors.

Goshen Action Items – None

Pending To do:

- 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.
- Chief Smith will look into if the grant requires that a licensed contractor put in the fence and submit bids.
- Clarify if our design team or FFA’s design team is submitting the ODOT highway permit application.

Fire Authority Board Vice President, Todd Anderson adjourned the meeting at 7:07 p.m.

Respectfully submitted,
Haley Meshnik
- Recording Secretary