

Pleasant Hill Goshen Fire & Rescue
Pleasant Hill Rural Fire Protection District
Goshen Rural Fire Protection District
Joint Board Meeting in Person/Zoom Meeting
September 12, 2023

Call to Order:

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

Flag Salute

Attendance:

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

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

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

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

Guests: - Bob Schutte

Welcome to Visitors:

Public Comment: - Bob Schutte said that his feelings towards the measure “being used for capital purchases,” are no longer an issue.

Correspondence: - None

Approval of Previous Meeting Minutes:

- a. **PLEASANT HILL Minutes of August 8, 2023, Work Session Meeting** were reviewed. Paul Filson made a motion to approve the Work Session minutes. Matt Brown seconded. Motion passed unanimously 3-0.
- b. **GOSHEN Minutes of August 8, 2023, Work Session Meeting** were reviewed. Terry McDiarmid made a motion to approve the Work Session minutes. Rose Reinertson seconded. Motion passed unanimously.

- c. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of August 8, 2023, Work Session Meeting** were reviewed. Kevin Flory made a motion to approve the Work Session minutes. Rose Reinertson seconded. Motion passed unanimously 3-0.
- d. **PLEASANT HILL Minutes of August 8, 2023, Board Meeting** were reviewed. Paul Filson made a motion to approve the Board Meeting minutes. Matt Brown seconded. Motion passed unanimously 3-1.
- e. **GOSHEN Minutes of August 8, 2023, Board Meeting** were reviewed. Tom McClellan made a motion to approve the Board Meeting minutes. Rose Reinertson seconded. Motion passed unanimously.
- f. **PLEASANT HILL GOSHEN FIRE & RESCUE Minutes of August 8, 2023, Board Meeting** were reviewed. Kevin Flory made a motion to approve the Board Meeting minutes. Rose Reinertson seconded. Motion passed unanimously 3-0.

Review of Monthly Financial Reports:

Chief Smith shared that about 2013 KME had a pump that went out and the repair cost is \$5,500. Chief Smith shared that he is frustrated with that engine and all the money we spend on maintenance. He hopes we can authorize a replacement purchase this year. Chief Smith added that the fence project has started. It has been a slow process, but it is in progress. Chief Smith shared that we have received a few checks for our assistance in Conflagration deployments. He noted that we sent our new recruits to get their medical evaluations done at Cascade Health and there is a bill for the appointments. Chief Smith added that we purchased more fire hose and are waiting for the state forestry grant reimbursement to arrive from the state. The Chief concluded that all three ending fund balances were much higher than anticipated so we are in really good shape.

Pleasant Hill RFPD

Transaction List & Financial Review. The Board reviewed the financials and transaction list. **Paul Filson made a motion to approve the Pleasant Hill RFPD Financials and to pay the Pleasant Hill bills.** Matt Brown seconded. Motion passed unanimously 3-0.

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. **Kevin Flory made a motion to approve the Fire Authority Financials and to pay the Fire Authority bills.** Rose Reinertson seconded. Motion passed unanimously 3-0.

Staff Reports: -

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
- August 2023
- Conflagration Update
- Vacation
- Recruitment
- Summer Internship
- 1st St Property Acquisition Status
- Anniversary
- Alarm Tracking: 131 calls in August
 - YTD: 880

Captain Barnhart's Training Board Report

Captain Moore's Board Report

Lieutenant Roll's Board Report

Paul Filson shared that he greatly appreciates the Chief and Staff's reports and how detailed and informative they are.

Recess to Executive Session At 6:50 p.m. the Fire Authority Board President Willie Bronson announced the Fire Authority Board of Directors would now enter executive session under ORS 192.660(2)(i)(8) to review and evaluate the employment related performance of the Chief Executive Officer in which an open hearing had not been requested. All present board members and Chief Smith attended. When the regular session opens back up there will be an opportunity to adopt/approve the appraisal at that time.

Return to Open Session Fire Authority Board President returned the Board to open session at 7:55 p.m.

Approval of Chief Smith's Performance Review, his annual step increase, and additional performance bonus.

Acceptance of the annual performance review of the Fire Chief

Rose Reinertson made a motion to accept the annual performance review of Chief Smith and approved the step increase in salary. Kevin Flory seconded. Motion passed 3-0.

Motion to approve the 3% step increase for Chief Smith

Rose Reinertson made a motion to approve the 3% step increase for Chief Smith. Kevin Flory seconded. Motion passed 3-0.

Terry McDiarmid has the opinion that Chief Smith does exceptional work and wanted to discuss a bonus. Willie Bronson asked the board to recommend a bonus.

Kevin Flory said that last year his bonus was generous, but that he is doing more this year and doing a great job and a lot to come in the coming months. Last year they gave him a bonus equivalent to one month's pay and Kevin Flory suggests he gets a 6-week bonus. Tom McClellan and Terry McDiarmid suggest a bonus equivalent to 2 months.

Chief Smith added that as the budget officer he is weary of the amount they are considering. Chief Smith said he appreciates the generous offer and what the board members have shared with him. Terry McDiarmid said he still feels strongly about the 2 months' pay bonus. Chief Smith added recognition of his staff and how their work helps him. Kevin Flory appreciates that the Chief recognizes the staff and their hard work that supports him. Kevin added that Haley Meshnik does an excellent job with her work as well. Paul Filson said, Haley does not need the praise, she knows she does well.

Kevin Flory amended his motion to a bonus equivalent of 2 months. Rose Reinertson seconded. Motion passed 3-0.

Paul Filson wanted to chime in and attempt to speak for Todd Anderson (in his absence) as a conservative approach. He suggested a 6-weeks bonus with room to increase to 2 months in the future.

Willie Bronson brought up that a few years ago that we gave the staff a bonus. Chief Smith agrees that it is a great way to recognize their hard work and all they do that the board does not see. Willie Bronson tasked the Fire Chief to present a proposal at the next board meeting, of how much and how you would suggest distributing a bonus to the staff, to acknowledge the hard work.

Unfinished Business: -

Pleasant Hill –

- **Pleasant Hill Fire Station Design**

Chief Smith shared that he had hope to have stuff to provide today, but Chief Smith said that more is to come hopefully by the end of the week.

Goshen –

- **1st Street Property for Sale**

Property purchase next door went quickly and smoothly. It is done. Chief Smith has provided rules and guidelines for the personnel. A discussion ensued. The chief explained that he is looking at grants for his long-term goals. But there are a lot of things that need to happen before.

Fire Authority – None

New Business:

Fire Authority –

- **Resolution 10-23 – Resolution to accept Conflagration Funds of \$14,080.73, for the Golden Fire.**
Kevin Flory made a motion to accept **10-23 – Resolution to accept Conflagration Funds for the Golden Fire.** Rose Reinertson seconded. Motion passed unanimously.
- **Resolution 11-23 – Resolution to accept Conflagration Funds of \$18,199.23, for the Hat Rock Fire.**
Kevin Flory made a motion to accept **11-23 – Resolution to accept Conflagration Funds for the Hat Rock Fire.** Rose Reinertson seconded. Motion passed unanimously.

Pleasant Hill–

- ***Amended Resolution 3-23 – Resolution to Amend the Adoption of FY 2023-2024 Budget.**

Chief Smith explained that the auditor had a difference in opinion than what we originally had on our resolution. This is accepting the budget you approved with the corrected numbers.

Paul Filson made a motion to accept the amended Resolution 3-23 – Resolution to Amend the Adoption of FY 2023-2024 Budget. Matt Brown seconded. Motion passed unanimously.

Goshen –

- **Resolution 5-23 – Resolution for the Purpose of Transferring Appropriation within a Fund.**

This resolution will move money from Capital Outlay to Materials and Services to cover the cost of the maintenance of the engine.

Rose Reinertson made a motion to accept **Resolution for the Purpose of Transferring Appropriation within a Fund.** Tom McClellan seconded. Motion passed unanimously.

Fire Authority Board Vice President, Willie Bronson adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Haley Meshnik - Recording Secretary