

LEBANON FIRE DISTRICT  
BOARD MEETING MINUTES  
SEPTEMBER 12, 2023

- Robert Taylor, Board President
- Dale White, Vice President
- Wyatt King, Secretary/Treasurer
- Allen Forster, Member
- Michael Schrader, Member

- Joseph Rodondi, Fire Chief
- John Tacy, DC of Operations
- Ken Foster, Fire Marshal
- Mark Fitzwater, DC of Training
- Darlaine Smith, Office Administrator.
- Michael Perkins, Recruitment Lt.

### CALL MEETING TO ORDER

The meeting was called to order and the flag salute was led by President Taylor at 5:30pm.

### MINUTES: APPROVAL OF AUGUST 8, 2023 MINUTES AND FINANCIALS

- Minutes and financials were reviewed.
- **Member Forster made a motion to approve the minutes and financials. Member White 2<sup>ND</sup>, all in favor, motion approved.**

### CITIZEN COMMENTS

- None

### AGENDA ITEM #1 – LEVY UPDATES

- Chief Rodondi stated we have been working with our partners and identifying the tax base and compression, etc. We will need a minimum of 45 cents to cover our budget deficit and 75 cents will cover the 6 additional staff. We are working with a levy consultant, Reagan Knopp. We are creating a questionnaire for a pollster, which will start in October. We will canvas the community to find out their willingness of supporting a levy and at what cost. Crystal is creating a bullet points list of information for the members to use as speaking points.
- At some point in late October we will have a district wide meeting to discuss further action. Once it goes on the ballot, the district is no longer able to promote it. Work will need to be done by the PAC and individuals.
- Chief discussed having some community members help as potential advocates for the levy.
- Member King asked if the talking points referenced earlier would be approved for social media conversations. Chief responded they would be, as it's all information that needs to get out to the public.
- Member King asked if the City was going out for a levy as well. Chief responded that he doesn't know at this point. He will follow up with the City to inquire.
- Member White suggested that as we move the board meetings to Station 34, we consider holding board meetings at all of our other stations and try to get some of the rural community involvement in those areas. The board discussed and agreed.

### AGENDA ITEM #2 – D-PREP CONSULTANT RECOMMENDATIONS

- Chief Rodondi provided the board with the D-Prep consultant's report and discussed it. They are working on a mutual aid IGA for the Cities for the purpose of assisting each other when resources are overwhelmed.
- Member Schrader inquired about the ICS training. Chief responded some of it is mandatory. Member Schrader stated he believes we can obtain some grants for that and Chief responded that we could.

### AGENDA ITEM #3 – FIRE CHIEF EVALUATION INFORMATION

Lebanon Fire District  
Board Meeting Minutes  
September 12, 2023

- Member White stated he asked the Chief if he would prepare a presentation of some things he has accomplished since his last evaluation. As well, Darlaine emailed out the Chief's evaluation form to the board members earlier. He asked that those be completed and sent back by September 21<sup>st</sup>, with the plan of completing the evaluation at the October meeting.
- Chief passed out a document to the board of accomplishments, as Member White referenced earlier. He stated the list is not a list of his accomplishments alone but include the accomplishments of the leadership team and members of the district. He discussed the document briefly and invited the board to review it and get back with him if they had any questions.

**AGENDA ITEM #4 – UNION ADDRESS THE BOARD**

- Lt. Perkins stated that Jay Adamson was not able to make the meeting, but he wanted to express gratitude to the Chief regarding his work on the way we do transfers. They are excited about it.

**AGENDA ITEM #5 – VOLUNTEERS ADDRESS THE BOARD**

- Lt. Perkins stated the volunteers recently helped with a dinner for the varsity football team. It was very successful. They have done many back to school BBQ's as well. He discussed the "slow down be safe" event for the first day of school, which went well.
- They have conducted over 24 interviews for the next volunteer recruitment academy. They will be taking on 14 new volunteers. Academy will begin in October.
- Current career academy is going well.
- EMT class will be coming shortly in Lebanon. We have multiple volunteers signed up and in the program. It will be a combination of our volunteers and outside volunteers as well.
- Volunteer BBQ will be the last Thursday of this month, 9/28. It will be catered by Pig Out BBQ. The board is invited. It will be held at Station 34, 5:00pm.

**AGENDA ITEM #5 – FIRE CHIEFS REPORT**

- Chief Rodondi discussed the CAO hiring process. A job offer was made and backgrounds have been completed. Desiree Barker is on schedule to begin October 1.
- Discussed annexation. It is on the radar but not a priority at the moment with the levy. We may need to hire a surveyor for some work. We will discuss further after January.
- Discussed the OSHA inspection. There are 6 citations and 5 of them are minor administrative issues so there are no penalties. The other item relates to how we perform our checks for SCBA's. He believes we need to follow the manufacturers recommendations. Chief is meeting with MSA and SDAO to work on a condensed checklist to meet the requirement.
- We should have the citations within the next 2 weeks. The administrative issues have already been corrected, and we will appeal the other one.
- Construction is going well.
- We completed the audit with Accuity last week and it went well.
- The union will be hosting a BBQ on 10/10 at station 31 for the construction workers, as a thank you.
- Discussed the board policy and legislative session. It is still on the radar, but not a priority due to the levy. More to come later.
- Discussed Inter-facility transfers. We implemented the new transfer policy which will restrict the locations we go to and the times we are available for non-emergency transfers. We are adjusting our model to adjust patient flow. 50% of our calls happen simultaneously. We have offered

Lebanon Fire District  
Board Meeting Minutes  
September 12, 2023

some suggestions to the hospital regarding the matter. We have not received a formal acknowledgement from LCH yet. Chief has provided the information to the County Commissioners so they are aware that this is an EMS issue, not just a Lebanon issue.

- Discussed wall times. Discussed fee schedule changes. We will introduce a wall time fee. The goal is to get that to the board in November
- Chief Foster informed the board that the City is working on the west side intercept process. They are now working in the Crowfoot area on the sewer system. They will be having some road closures. South Main and Crowfoot intersection will be closed Monday for approximately one week. Once they get that done, they will start working towards the east. Specific addresses will be accessed from one direction, while others will be accessed from another route. They will provide us those changes daily, and they anticipate that taking approximately one month to complete.

**OTHER AGENDA ITEMS**

- None.

**ADJOURN REGULAR SESSION**

- Adjourn Regular Session at 6:25 pm.

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Robert Taylor, Board President

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Joseph Rodondi, Fire Chief