

LEBANON FIRE DISTRICT
BOARD MEETING MINUTES
JANUARY 9, 2024

Robert Taylor, Board President
 Dale White, Vice President
 Wyatt King, Secretary/Treasurer
 Allen Forster, Member
 Tim Mueller, Member

Joseph Rodondi, Fire Chief
 John Tacy, DC of Operations
 Ken Foster, Fire Marshal
 Mark Fitzwater, DC of Training
 Desiree Barker, Chief Administrative Officer
 Michael Perkins, Recruitment Lt.

CALL MEETING TO ORDER

The meeting was called to order and the flag salute was led by Fire Chief Rodondi at 5:30pm.

MINUTES: APPROVAL OF DECEMBER 12, 2023 MINUTES

- Minutes were reviewed.
- **Member White made a motion to approve the minutes. Member King 2ND, all in favor, motion approved.**

CITIZEN COMMENTS

There were no citizen comments.

ATTORNEY PRESENTATION

Chief Rodondi introduced Attorney Carrie Connelly, Local Government Law Group to conduct a training on employee versus civilian conduct regarding use of social media in relation to the Levy. The attached presentation will serve as the minutes to this agenda item. Discussion about the presentation will be added to the next Board meeting agenda.

JOINT PUBLIC HEARING REGARDING RESOLUTION 01-2024 AMENDING PUBLIC CONTRACTING RULES FOR LEBANON FIRE DISTRICT

The Joint Public Hearing began with Chief Rodondi presenting the Public Contracting Rules Resolution Amendment 01-2024 to increase small purchase limits from \$10,000 to \$25,000 and intermediate limits from \$150,000 to \$250,000. The personal service threshold increases to \$25,000 from \$10,000. Staff recommends adoption of the resolution to keep up with inflation. Member King asked if the threshold could be a percent of budget. Chief Rodondi explained that using a percentage is not always practical especially when considering the additional budget due to the Station 31 build. It could be discussed at a later date.

AGENDA ITEM #3 – NEW PUBLIC CONTRACTING RULES FOR ADOPTION

- **Member King made a motion to approve the Resolution 01-2024. Member Mueller 2ND, all in favor, motion approved.**

ADJOURN JOINT MEETING OF THE DISTRICT BOARD OF DIRECTORS AND LOCAL CONTRACT REVIEW BOARD AND RECONVENE THE DISTRICT'S BOARD OF DIRECTORS MEETING

AGENDA ITEM #4 – FINANCIAL REPORT AND BUDGET UPDATES

Chief Rodondi reported we are at the 6-month mark in the fiscal year and we are doing well even with the acceptance of the second ambulance purchase. We have pulled back \$100,000 this year to defer to next year to balance the unexpected second ambulance purchase this year. We are now allowing more spending on necessary while watching the percentages closely. Tax revenues are on track. The last marketing for Firemed was January 2023. We will be advertising Firemed soon.

Budget construction is beginning. Two budgets will be presented to the budget committee. One budget will include the levy addition but the second will not. The committee will review both and depending on the levy voting results, the applicable budget will be presented to the board.

Administrative Officer, Desiree Barker has implemented security measures to protect our checking account. Member White asked who takes on the liability when fraud occurs. Desiree explained that the bank decides on an individual basis how the funds are treated. They can be returned immediately or held pending the bank's investigation. ACH protection will also be added soon. It works similar to our check protection.

AGENDA ITEM #5 – LEGISLATIVE UPDATE(S)

Chief Rodondi noted it's quiet right now. Chief Tacy is watching the topics in the short legislative session. Special District funding and Wildland funding are a couple bills we are watching. OHA's state mobilization plan is in draft form and expected to be released next week.

AGENDA ITEM #6 – NON-REPRESENTED STAFF ADDRESS THE BOARD

There were no non-represented staff to address the Board.

AGENDA ITEM #7 – UNION ADDRESS THE BOARD

Secretary/Treasurer Jason Adamson announced the Union's election results. Adamson will continue as secretary/treasurer, Stacey Porchia is now a trustee, and Jason Carroll is president.

AGENDA ITEM #8 – VOLUNTEERS ADDRESS THE BOARD

Lt. Perkins noted uniforms and equipment has been provided to volunteers. The enthusiasm in the new volunteers is good to see.

AGENDA ITEM #9 – FIRE CHIEF REPORT

Chief mentioned the levy campaign kickoff is this week. The Chief will present to those present at the kick-off as a member of the community and not in his official capacity. We have high hopes this can improve the District's financial situation.

The Chief informed the Board that the OSHA appeal is postponed due to the Martin Luther King holiday. Our efforts to bring light to OSHA's interpretation on SCBA inspections is starting to influence the fire agencies across the state and that is encouraging. We are working with the Fire Chief's association and MSA to make positive change. MSA's manual is strict to the point that fire stations cannot comply. MSA is anticipating their manuals will be updated this year.

Chief gave an update on our current hiring status. The single role list is now exhausted. All three that remained have fallen off the list for various reasons. The Administrative Assistant has 10 applications to date. Two firefighters have given written notice and one more is expected. All three are leaving for Salem. We have firefighter interviews scheduled for tomorrow, but none can start until after those leaving have worked their last day. Paramedics are still a challenge to fill. Sending staff to school requires additional staff support while they attend classes. There are only 75 paramedic graduated programs across the state in 2022. Burn-out is an issue despite the schedule and that affects retention.

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Our HVAC at Station 34 is fixed, but another HVAC unit needs repaired. Domestic water will be connected to Station 34 soon in addition to the hydrant. Our two surplus ambulances are at auction.

A sanding party to prepare the 1921 International to be on display went well and another is planned. It will be displayed with pride in the new Fire Station. The new station looks amazing.

Division Chief Tacy noted that we recently had a truck in for annual service and the oil sample contained three drive train teeth. He also noted the challenge to gather necessary parts needed for repairs. The truck has been out of service approximately 3 weeks. Chief Rodondi informed the Board that we have built in the budget money for some repairs. However, even with our aggressive maintenance program, we need to purchase new engines. The new medic units already have \$10,000 miles on them.

Chief shared the target move-in for the new station is currently mid-February. Our lease with the MBVA is up at the end of February. It's been 6 years since this project began. The 140th anniversary is next year so it coincides with the new Station. The next meeting is at Station 32. The ballot language will be presented at the next meeting.

After the Board meeting a wildland public information campaign begins to education owners to protect their properties. Member King asked if the marketing has been released on the Board Meeting locations. DC Tacy explained our intent to park a trailer with banners at Station 32 so it will be seen prior to the meeting

OTHER AGENDA ITEMS

There were no other agenda items.

ADJOURN REGULAR SESSION

- Adjourn Regular Session at 7:01 pm.



Robert Taylor, Board President



Joseph Rodondi, Fire Chief

