

**Stayton Fire District  
Regular Board of Directors Meeting**

February 13, 2023

Conference Room

1988 W. Ida St. Stayton

**FLAG SALUTE**

**PRESIDENT CALLED THE MEETING TO ORDER**

7:00 PM

**ROLL CALL AND INTRODUCTIONS:**

**BOARD:** President Ray Porter  
Vice President Strohmeyer  
Secretary Eric Fery  
Director Mike Odenthal  
Director Jay Myers

**OTHERS:** Chief Jay Alley  
AC Doug Kintz  
Admin. Assist. Rhonda Grant  
Lt Champion  
FF Andrews  
FF DeFabis

**MINUTES:** Moved by Director Strohmeyer, seconded by Director Odenthal, to approve the minutes for January 9, 2023 regular meeting. Motion carried

**PUBLIC COMMENTS:** None

**BUSINESS ITEMS:**

- A. Appoint Budget Officer and Budget Committee Members:** Moved by Director Myers, seconded by Director Odenthal, to appoint Chief Alley to be the Budget Officer.  
Moved by Director Strohmeyer, seconded by Director Odenthal, to appoint Gary Butler, Tom Etzel, and Allen Kingsley to another term on the budget committee. Motion carried unanimously.
- B. Adopt Budget Calendar:** Need to change Stayton Mail to Statesman Journal as the publication. Moved by Director Fery, seconded by Director Strohmeyer, to approve the budget calendar with change of publication. Motion carried.
- C. Policy 8 – vacation/shift trading/days off for Shift FFs:** We needed to make changes in a few areas for the Shift employees; **vacation** earned annually is different, **leave requirements** are different as well as hours they can carry over; for **shift trades**, be on shift no longer than 96 hours vs 72 hours; holiday hours need to be used in year earned.  
Moved by Director Odenthal, seconded by Director Myers, to approve changes in Policy 8 as presented. Motion carried unanimously.
- D. Shift Lieutenants Trial Service Evaluations:** All three Lt. (Champion, Hargin, and Orr) received outstanding evaluations and were recommended for their next step increase. Moved by Director Fery, seconded by Director Myers, to approve the evaluations and step increases for the Lts. to the next pay step effective 1/11/23. Motion carried unanimously.

- E. FF list timeline for hiring:** Proposing we create a list of eligible people to fill positions if they open. We would publish these positions and have interviews. The list is good for two years. We would probably do this in March. Moved by Director Odenthal, seconded by Director Myers, to approve creating the hiring list. Motion carried.
- F. OR Fire Service Capacity Program w/ Sublimity & Aumsville:** No update from the State Fire Marshal's office at this time.
- G. Paid Leave Oregon:** We have received information that anyone that receives a stipend (vs wages) are not included in the count, even if we give a W2.
- H. Accounts Payable:** Moved by Director Fery, seconded by Director Odenthal, to pay the bills including the additions. Motion carried.

#### **DIRECTOR'S REPORTS:**

- Director Fery read a retirement letter from Director Jay Myers. Due to his health issues, he would like to make it effective as of May 3, 2023 unless someone is found sooner to fill his position. The District is beyond grateful for his many years of service, his wisdom and insight and many years of experience that he's brought to the board. Director Myers suggested several people that could fill the position. The Board will work on this for the April meeting.

#### **CHIEF'S REPORT:**

- We had 6 volunteer resignations recently in the district: a few moved out of district, another was on medical leave and decided not to return and another was not very active and decided they did not have time. The hardest impact was on the Marion station who are now down to 4 volunteers.
- We submitted our AFG grant last week for SCBAs, a fit tester and RIT packs. (replacing what we got in 2004)
- The SAFER grant opened today. It will be for the Recruiter position.

#### **ASST CHIEF REPORT:**

- Completed the position descriptions for volunteer shift positions.

#### **GOOD OF THE ORDER:**

- March 18, 2023 is the date for the Awards Banquet

**ADJOURNMENT:** The regular meeting adjourned at 7:40 PM

**EXECUTIVE SESSION:** The Board convened in accordance with ORS 192.660 (2)(i) for Chief Officer evaluation.

**NEXT MEETINGS:** March 13, 2023 regular board meeting 7:00 at Stayton Station

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Date

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Board Secretary