

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

May 13, 2024

Conference Room

1988 W. Ida St. Stayton

FLAG SALUTE

PRESIDENT CALLED THE MEETING TO ORDER

6:00 PM

ROLL CALL AND INTRODUCTIONS:

BOARD: President Eric Fery
 Vice President Mike Odenthal
 Secretary Russ Strohmeyer
 Director Tom Etzel
 Director Ken Rich

OTHERS: Chief Jay Alley Lt Champion
 Office Specialist Julia Budlong FF Large
 AC Doug Kintz FF

MINUTES: Moved by Director Strohmeyer, seconded by Director Etzel, to approve the minutes from the April 8, 2024 regular meeting. Motion carried unanimously.

PUBLIC COMMENTS: None

BUSINESS ITEMS:

- A. New SCBA update:** We received everything from first order but we were sent the wrong bottles which have been re-ordered. Two in-service trainings have been completed. There's money left over from grant and an amendment has been submitted. We are hoping to put them in service June 1st.

- B. FF/EMT/Maintenance Position update:** We made a conditional offer to Chris Schriener. Chris has a background in construction and June 3rd will be his first day at the District. He will only need to complete his EMT which is in process right now.

- C. Policy 8 – Holiday update:** Shift Firefighters do not receive paid holidays. They will receive extra time off hours within their anniversary year called "Holiday" time. This Holiday time will be regarded as earned at the rate of 6.5 hours per month and can be used during the employee's anniversary year. Total annual holiday hours (78) will be issued to Shift employees at the beginning of their anniversary year to allow ample opportunity to use them. Adjustments to final check may be made for any used but unearned holiday hours in the case that employee leaves employment before their anniversary date and used all holiday hours within that time period. Unused holiday time off is forfeited if not used in the year earned. Holiday time off must be scheduled and approved by the Fire Chief or Assistant Chief in advance. Moved by Director Strohmeyer, seconded by Director Rich to approve the Policy 8 Holiday update. Motion carried unanimously.

D. Employee Evaluations: Evaluations for FFs Micole Heater, Richelle Lundervold, and Recruiter Brian Harris were conducted. It is recommended they receive their next step increase based on their above average evaluations. Moved by Director Etzel, seconded by Director Strohmeyer, to approve the step increase to Step 3 (year 2) of their pay scale for Micole and Richelle effective May 1st, 2024 and approve the step increase to Step 2 (year 1) for Brian Harris effective April 1st, 2024. Motion carried unanimously.

E. Accounts Payable: Moved by Director Etzel, seconded by Director Strohmeyer, to pay the bills including the additions. Motion carried unanimously.

DIRECTOR’S REPORTS:

Director Odenthal: Question regarding Transfers & Income on Reserve Funds Financial Report in Board Packet. Appears the Income amount was reflecting the Transfer amount in error.

CHIEF’S REPORT:

- Community Wildland Education Day in Mehama on May 4th. It was a good event but the attendance wasn’t the best due to the weather. We had 9 agencies participate.
- Seasonal positions open in June.
- Started the process of ISO rating.

ASST CHIEF REPORT:

- The remainder of the hoses are now in service.
- Shelters are done as of today.
- Made a few changes with Metcom-medical/list assists tones separated.
- Working on Active911.

GOOD OF THE ORDER: Pancake breakfast this coming Sunday, 8-11am.

ADJOURNMENT: The regular meeting adjourned at 6:23 pm

NEXT MEETING: June 10, 2024 at 6:00 pm

Date

Board Secretary