



# McKenzie Fire & Rescue

Board Meeting

February 22, 2022

- Directors
- President Raymond Byrne, Jr.
  - Vice President Lee Means
  - Secretary/Treasurer Derek Wing
  - Board Member Rick Thompson
  - Board Member Bruce Daniel
- Staff
- Fire Chief Darren Bucich
  - Deputy Chief Bart Thompson
  - Administrative Assistant Dulcy Pierce (attended remotely)

President Raymond Byrne, Jr. called the February Meeting of the McKenzie Fire & Rescue Board of Directors to order at 12:02 p.m. on Monday, February 22, 2022, at the Leaburg Training Center, 42870 McKenzie Highway, Leaburg, Oregon.

Guests: Ian Appow, NWYC; Alex Macomber, RAS Group, LLC

Ian Appow provided an overview of the partnership between Northwest Youth Corp and McKenzie Fire & Rescue. Ian shared the fuels reduction process with the Board and answered questions.

The Board extended their appreciation to Ian Appow for his time.

Audit Presentation: Alex Macomber, RAS Group, LLC

Alex Macomber attended virtually and overviewed the findings from the 2020-2021 annual audit. No difficulties were encountered during the audit. One deficiency was noted in the internal controls due to the limited number of personnel and the inability to share controls. This was addressed in the letter sent to the State Audits Division.

The Board extended their appreciation to Alex Macomber for his time.

Approval of Board Meeting Minutes: Derek Wing moved to accept the minutes, as presented, of the January 17, 2022, Board meeting. Lee Means seconded the motion, which passed unanimously.

Treasurer's Report: A motion to file the treasurer's report for the month of January, subject to audit, was made by Lee Means. Bruce Daniel seconded the motion, which passed unanimously.

Chief's Report: Chief Bucich's written report was included in the Board packet. Also discussed:

**Logistics Building:** The surveyor found two corresponding monuments (one north and one south of the lot) approximately 2 feet on the other side of the east fence line. That line will be used as updated property line markers. The attorney provided the District with a letter



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of notification for the impacted homeowners. For now, the description will stay as is and the property lines will be dealt with at another time.

The Board reviewed the Logistics building RFP (Request for Proposal). After discussion, it was determined that the timeline was aggressive and the June 3<sup>rd</sup>, 2021, meeting notes with Architect Lee Kersh should be removed to alleviate confusion. Rick Thompson will meet with Fire Chief Bucich to review comments/concerns he noted in the document. Rick Thompson moved to proceed with the RFP, after RFP/Contract amendments. Bruce Daniel seconded the motion, which passed unanimously.

NWYC Fuels Reduction Program: Following questions from the Board, Chief Bucich clarified the fuels reduction guidelines with the Board. The first phase of the program is focused on the driveway access and the initial 30' to 50' around the home.

Water Tank: The County will have a final decision on the pending conditional use permit application by the end of February. Upon approval, we can proceed with the building permit application.

District Hiring: No hiring decision has been made yet. Chief Bucich discussed the two candidates who are being considered. He was pleased to have received seven applicants overall, bringing in four for candidate testing, and the two being considered, for the Chief's interview.

## Action Items:

- Resolution #14 – Accepting Revenue & Authorizing Expenditures for the Sunset/Wrentham Pre-deployment, \$ 10,306  
Rick Thompson moved to approve Resolution #14 – Accepting Revenue & Authorizing Expenditures for the Sunset/Wrentham Pre-deployment, \$ 10,306. Lee Means seconded the motion, which passed unanimously.
- Resolution #15 – Accepting Revenue & Authorizing Expenditures for the Bootleg Conflagration, \$ 43,347  
Rick Thompson moved to approve Resolution #15 – Accepting Revenue & Authorizing Expenditures for the Bootleg Conflagration, \$ 43,347. Lee Means seconded the motion, which passed unanimously.
- Resolution #16 – Accepting Revenue & Authorizing Expenditures for the Cougar Peak Conflagration, \$15,115  
Rick Thompson moved to approve Resolution #16 – Accepting Revenue & Authorizing Expenditures for the Cougar Peak Conflagration, \$15,115. Lee Means seconded the motion, which passed unanimously.



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- Resolution #17 – Accepting Revenue & Authorizing Expenditures for HB5006, 2020 Wildfire Lost Tax Revenue, \$125,353  
Rick Thompson moved to approve Resolution #17 – Accepting Revenue & Authorizing Expenditures for HB5006, 2020 Wildfire Lost Tax Revenue. \$125,353. Lee Means seconded the motion, which passed unanimously.

## No Unfinished Business

### New Business

Appoint Budget Committee: Bruce Daniel moved to approve the 2022-2023 budget committee as presented by Budget Officer, Fire Chief Darren Bucich. The approved Budget Committee consist of Burnette Dillon, Dale Ledyard, Andy McWilliams, Biff Owen, and John Sullivan. Lee Means seconded the motion, which passed unanimously.

Chapter 7 – Vacation Policy: Current policy states that staff members can only carry two times (2x) their annual accrued vacation hours over into the new year. Because of COVID, and a reduction in training travel, Chief Bucich is currently over his 2x. The Board would like to see an adjustment to Chapter 7 – Vacation Policy, to offer a buyout of hours above the accrual amount, on a case-by-case basis. While the Board encouraged all staff members to use their vacation time, Derek Wing moved to buy 160 hours of Chief Bucich’s vacation time, bringing him into compliance. Rick Thompson seconded the motion, which passed unanimously.

Budget/Salary: A recent discussion with Board President Raymond Byrne, Jr. identified a 7.5% increase published in the cost-of-living analysis. The Board discussed a 5% increase for all full-time staff positions and asked Budget Officer, Fire Chief Darren Bucich to prepare the 2022-2023 budget with a 5% increase for all staff members, including his position.

## Good of the Order

The Volunteer Awards were held Wednesday, February 16<sup>th</sup>. Because of COVID guidelines it was volunteers only. Dinner was catered by Mucho Gusto. Board President Raymond Byrne, Jr. received his 10-year award, and Board Vice-President Lee Means received her 5-year award.

Director Rick Thompson requested staff updates from staff members during the May meeting (i.e., Training, Maintenance, etc).

Next Meeting: Tuesday, March 21, 2022, at the McKenzie Fire & Rescue Training Center in Leaburg at 12:00 p.m.

Meeting adjourned at 1:32 p.m.

Derek Wing, Secretary / Treasurer