



# McKenzie Fire & Rescue

Board Meeting

May 15, 2023

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

President Bruce Daniel called the May meeting of the McKenzie Fire & Rescue Board of Directors to order at 12:02 p.m. on Monday, May 15, 2023, at the Leaburg Training Center, 42870 McKenzie Highway, Leaburg, Oregon.

Guest: Tracy Jones, RAS Group (virtual attendee)

Audit Presentation: Tracy Jones, RAS Group, LLC.

Tracy Jones attended the meeting virtually and overviewed the finding from the 2021-2022 annual audit. No difficulties were encountered during the audit. The deficiency noted in the internal controls is 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.

Tracy also recommended the Board create an “Assurance Process.” This can be a simple form that tracks revenue and expenditures monthly. It can be assigned to one Board member or can rotate. The form would then be added to the monthly Board packet for Board approval. She will send a sample script to Chief Bucich.

Approval of Budget Meeting Minutes: Lee Means moved to accept the Budget meeting minutes, as presented, of the April 17<sup>th</sup>, 2023, Budget committee meeting. Derek Wing seconded the motion, which passed unanimously.

Approval of Board Meeting Minutes: Derek Wing moved to accept the minutes, as presented, of the April 17<sup>th</sup>, 2023, 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 April, subject to audit, was made by Lee Means. Derek Wing seconded the motion, which passed unanimously.

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



# McKenzie Fire & Rescue

Mohawk Rural Valley Fire Protection District: Mohawk will be moving their weekly training to Wednesday night. This will allow both districts to conduct more mutual aid training.

Frasier Bags: On Wednesday, June 7<sup>th</sup>, Michelle Frasier, a Paramedic with Jackson County will teach personnel and responders how to manage a scene with special needs children. As the parent of special needs children, Michelle has designed sensory kits which include noise-canceling headphones, sunglasses, fidget spinners, etc. The kits are intended to soothe and reduce anxiety levels.

Disaster Relief Logistics Center: Chief Bucich reported that the construction came in at \$1,352,000. Work is slated to start this month.

2023 OSFM Capacity Grant: The District was awarded this grant for 2 full-time positions. Chief Bucich shared the cost breakdown with the Board and discussed minimum staffing level expectations for the District.

Surplus of 2008 Ford F250 4x4: Chief Bucich has been contacted by Winchester Bay Fire Rural Fire Protection District. They would like to purchase this truck following their Board meeting in early June.

Life Jackets: have been delivered throughout the District. We have added Riverview Market on Marcola Road as an additional location this year.

Water Tank: Chief Bucich reported that the tank has been installed and is operational. Lane County is requiring additional test/certifications that were not required on previous projects.

## Action Items

Resolution #15 - Accepting Revenue & Authorizing Expenses for the Oregon State Fire Marshals Wildfire Summer Staffing Grant, \$35,000.

Derek Wing moved to accept Resolution #15 - Accepting Revenue & Authorizing Expenses for the Oregon State Fire Marshals Wildfire Summer Staffing Grant, \$35,000. Lee Means seconded the motion, which passed unanimously.

Resolution #16 - Accepting Revenue & Authorizing Expenses for the Special Districts Association of Oregon Summer Intern Grant, \$3,000.

Lee Means moved to accept Resolution #16 - Accepting Revenue & Authorizing Expenses for the Special Districts Association of Oregon Summer Intern Grant, \$3,000. Derek Wing seconded the motion, which passed unanimously.

Unfinished Business: Board Election: Election Day is tomorrow, May 16<sup>th</sup>.



# McKenzie Fire & Rescue

## New Business

**Audit:** Chief Bucich discussed the option of seeking a new auditor with the Board. Following discussion, the Board agreed that Chief Bucich and Administrative Assistant Dulcy Pierce should connect with RAS Group to determine timeliness for future audits. Based on the response, the Board approved any changes in auditors moving forward.

**Levy Options:** Chief Bucich would like to pursue levy renewal, seeking voter approval as early as May, 2024, with the start date to be November 2025. This will not be an additional levy, but a renewal of the existing levy. Chief Bucich is investigating the potential for increase.

## Good of the Order

The next meeting will be held on Monday, June 17, 2023, at the Leaburg Training Center.

Meeting adjourned at 1:27 p.m.

Raymond Byrne, Jr., Secretary / Treasurer