

# HARBOR RURAL FIRE PROTECTION DISTRICT

P. O. Box 2001 / 98069 W. Benham Ln, Harbor, OR 97415 • (541) 469-5301 • [www.harborfiredept.com](http://www.harborfiredept.com)

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## Board Meeting Minutes for October 10, 2023

Chair Andy Gagliardo called the monthly meeting of the Harbor Rural Fire Protection District Board of Directors to order at 6:20pm on Tuesday, October 10, 2023. Those in attendance were board members Chair Andy Gagliardo, Vice-Chair Bengali, Director Cusumano, Director St. James, Director McClintock, and Chief McClintock. Secretary Pearson was absent due to medical emergency. There were 6 guests.

### **APPROVAL OF AGENDA:**

Vice-Chair Bengali made a motion to approve the agenda for the October 10, 2023 meeting. Director St. James seconded. All members were in favor. Motion carried.

**ORAL COMMUNICATIONS:** None.

### **APPROVAL OF SEPTEMBER MINUTES:**

Director McClintock made a motion to approve the minutes from the September 2023 board meeting. Vice-Chair Bengali seconded the motion. All members were in favor. Motion carried.

### **APPROVAL OF SEPTEMBER FINANCIALS**

Vice-Chair Bengali made a motion to approve the September financials. Director McClintock seconded the motion. All were in favor. Motion passed.

**WRITTEN COMMUNICATIONS:** Chief McClintock presented highlights from a letter submitted by Dr. Sherrie-Ann Straughn regarding the donation of the Harbor 1 fire truck. The agency in Guatemala receiving the fire truck receives 5,000 calls a year and has been in service for 59 years and is one of the largest stations in the country. Chief highlighted the types of calls the fire agency handles. A second letter from the agency was written in Spanish and read by Chief Lancaster's wife, Cindy Lancaster. It is a letter for the purpose of expediting a visa to come out and get Harbor 1. Chief is waiting for a call from Donna Tulley. They may not pick up the truck until January 2024. Letter will be laminated and posted for public to see.

**NEW BUSINESS:** Chief McClintock discussed the rental contract with UPS and gave a brief history of what happened this past month. A crew member of Harbor Fire talked to UPS about using their parking lot while Harbor Fire/Water District parking lot was being resurfaced. UPS at that time gave permission to park in the parking lot for three days while our parking lot was resurfaced. At a different time, one of the supervisors at UPS changed his/her mind and said Harbor Fire needed to move the vehicles immediately. Two UPS staff members blocked the Harbor Fire trucks in. Chief McClintock is waiting to talk to the UPS Supervisor to see if a mutual agreement can be made to help one another better. UPS rents that property for \$1800/month and increases to \$1854 starting November 1, 2023. Chief read the initial contract and stated the contract can be terminated by either party with a written notice a year in advance. Vice-Chair Bengali recommended giving written notice to terminate the contract,

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remove UPS and find alternatives that will provide better revenue. Vice-Chair Bengali made a motion to have Stephen Cerutti research the contract and recommend options and alternatives for revenue. Director St. James seconded the motion. All were in favor. Motion passed.

Secondly for new business, the Chief discussed the Toys for Tots program and that Harbor Fire has been asked for help again this year to help at Fred Meyer because they had done such a great job last year. The dates for helping would be 11/19, 12/3, 12/10 and 12/17 from 9am – 1pm. Chief asked people to sign up for dates they are available.

## **REPORTS:**

### **Harbor Rural Fire Association Report:**

President Amber Winegarden was not at the meeting, so Firefighter Tony Morton gave a report. The Association is currently gathering donations for Trunk or Treat. Flyers have been made and will be handed out starting Wednesday, October 11.

### **Chief's Report:**

Chief McClintock reported the run stats for September. There were 41 calls, of which 4 were Fire, 16 Medical, 2 MVA, 5 Public Assist and 14 False Calls. Chief went to a 911 meeting and calls have increased. He appreciates the turnout from the crew and all the hard work of everyone on the grants.

Tuesday, October 10, 2023 was the last day for the Wildland Season Staffing Grant for 2023. Tony Morton and Andy Gagliardo continue to work on the 3 year Fire Capacity Grant doing Fire Prevention and Structure Fire. There have been a lot of good reports about this work.

Chief reported a balance of \$743,910 in the LGIP account with a month interest return of \$2,907. Harbor Fire has spent \$90,968 of the \$317,610 budgeted amount for 2023-2024. Projecting out to June 2024, Harbor Fire may be close to being \$75,000 under budget.

Chief McClintock reported that we submitted the mid-reports for both the OSFM Fire Capacity and the Wildland Staffing Grants. We will have used the full wildland grant amount of \$34,940, and will be spending \$69 out of Harbor Fire budget to finish that grant. We have \$63,221 remaining for Year 1 of the Fire Capacity Grant. We spend about \$6500 every month on payroll. Fire Prevention activities have included over 21 outreach events to Farmer's Markets, McKays, Chrissy Field, etc. There has been a lot of positive public response.

Chief McClintock talked about the reimbursements from the Deployments. The O'Brien Creek Fire grossed \$9,735; Harbor Fire paid \$1500 in payroll so the net earned was \$8,235. The Tyee Complex earned \$90,860. \$25,272 was spent on payroll; \$4,361 on fuel and incidentals, earning a net of \$61,226.

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Worker's comp audit revealed we still needed to pay \$5,807.90 to finish off the 2022-2023 year.

Burn permits are starting to be sold, and 189 Fire Subscription Letters were sent out the end of September, representing a possible \$51,190. The contract amount was changed from \$.56/\$1,000 to \$.60/\$1,000. We've received \$1,700 so far.

Our accounting company, Legacy has new ownership. The new company name is Martin CPA LLC. There is no effect on Harbor Fire operations.

Chief reported we are still evaluating whether to change banks for general banking. Kathleen Pearson is talking to a government banking division contact to get more information.

Chief reported on his trip to New York to the National Volunteer Fire Council meeting. He is the chair of the wildland committee. He was nominated and is now the Chair of NFPA 1977 and 1877 which is for wildland personal protective equipment representing the whole nation. He was also asked to submit an application and resume to become the national representative for NFPA for 1851 and 1971 which is structure protection clothing. Chief was informed by the head of the NFPA that he has 99.9% chance of getting that position. 47 states were represented at the NVFC conference.

Chief reported that during an hour and a half national wildland committee, he pushed hard for a scholarship in the name of Ron Roy, and it was approved. During the meeting, they had already raised \$1,400 for the scholarship. Chief and family would be traveling to Washington state for Chief Ron Roy's memorial service. There will be a link posted to watch the live feed for that memorial service.

Chief McClintock assigned Secretary Kathleen Pearson the new work title of Executive Assistant to the Fire Chief. As an executive assistant to the Fire Chief, she performs skilled tasks in general office administration and performs duties as assigned under the direction of the Fire Chief. Pearson will receive an increase in pay and after the completion of a budget meeting, re-evaluate for possible additional increase.

Chief McClintock shared that Marla McClintock is needing medical treatment. They gave notice on their house and will be moving from Brookings to Henderson, Nevada. Chief has rented a place in town to stay. Chief has a lot of grants he is working on. The board recommended that Chief McClintock stay on as Fire Chief, working remotely from Nevada as well as in person when available in Harbor. He asked for the Board to prepare a job description for Fire Chief position and advertise the requirements. He is willing to mentor anyone interested in applying for the Fire Chief position. He recommended looking at what qualifications are necessary and what are desirable. His vision is to put together a Fire Chief job description that is practical and realistic. He would also like a committee assembled to create written testing and an

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assessment center for the Fire Chief. Director St. James asked about the Chief's truck while he is in Nevada. The board agreed verbally to have Chief McClintock stay on as Fire Chief, working remotely as needed under the existing contract, until a new Fire Chief is selected and in place.

Chief meets with the Fire Defense Board in Gold Beach with Chief Lancaster. Chief offered Chief Lancaster for help whenever needed. Air-packs are outdated. They have been after the Fire Defense Board to create criteria for a grant. Chief would like to send out letters to different departments and give them 14 days to respond. The information will be compiled and sent to grant writer Thomas (friend of Chief McClintock). The departments would need to sign MOU's with Harbor Fire regarding the air packs. If a department needs 5 air packs, for example, Harbor Fire would give them 5 air packs if/when we are funded. A check would be given to Harbor Fire for the air packs. Harbor Fire would receive 15% of the administration fees.

## **DIRECTOR'S COMMENTS AND REQUESTS:**

Director Cusumano said Chief has done so much for this community short-term and long-term. Continuing on, serving as is, is in the best interest of the community. She offered the board's help in anything the Chief needs.

Director McClintock expressed how impressed she is with the unity and family atmosphere. She is very proud of the department.

Director St. James acknowledged that a committee needs to be put together to get it going as soon as possible. Chief McClintock also brought up the need for a budget committee. Chief McClintock, Chief Lancaster, Stephen Cerutti, Mark St. James, Andy Gagliardo, and Tony Morton would be the members.

Chief McClintock also recognized new volunteer member of the department, George Thompson. He's been on every call and observing and has certifications already.

**FINAL AUDIENCE COMMENTS:** Firefighter Tony Morton applauded Chief McClintock. He said it would be hard to follow someone else's lead after following Chief McClintock. Tony Morton also said how much the Chief means to everyone, and offered help to Chief McClintock and his family.

**ADJOURNMENT:** Chair Gagliardo adjourned the meeting at 7:10pm. Next board meeting will be Tuesday, **November 14** at 6pm at 98069 W. Benham Lane in Harbor.