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**Aumsville Rural Fire Protection District**



**490 Church Street, P.O. Box 247, Aumsville, Oregon 97325-0247**

**(503) 749-2894 Fax (503) 749-2182 - Email** [aumsville@aumsvillefire.org](mailto:aumsville@aumsvillefire.org)****

**BOARD OF DIRECTORS REGULAR MEETING MINUTES**

490 Church Street, Aumsville - Online

April 9, 2020

Call to order: Meeting called to order by President Garrison at 18:30 hours or 6:30 p.m.

Attendance:

*Board members:* Wayne Kuhl, Joshua Phillis, Rachel Fellis, and Robert Garrison

*Staff:* Chief Roy Hari and Office Administrator Trish Lutgen

*Volunteers:* None present

Flag salute: Not completed due to meeting being held online.

Agenda: Director Fellis would like to table Policy 8. **Action:** *Director Kuhl made a motion to table policy 8.3 and 8.4 and remove from the agenda tonight, seconded by Director Fellis. Motion carried unanimous*. Director Phillis made a motion to approve the agenda with the change, seconded by Director Fellis. Motion carried unanimous.

Minutes: February 13, 2020 Board Minutes. March 12, 2020 meeting was cancelled, so there are no minutes. **Action*:*** *Director Kuhl made a motion to approve the February 13, 2020 Regular Board Meeting Minutes as presented, seconded by Director Phillis. Motion carried unanimous.*

Treasurer Report: As presented in the packet. Trish went over each fund mentioning that we are right on target with taxes coming into the District. Nothing has really changed in Fund 1 except that what we paid MetCom is not what we were expecting, and we received a letter that it was going up $9,000. For Fund 2, we have not paid the principal payment on the Bond, but that will be coming soon. Fund 4, the pickup has been purchased and Chris did a really good job about not spending all the money that was set aside. Fund 6, we will be spending all the money set aside. We are still waiting on six sets of turnouts that have not been delivered yet. In Fund 7, the leveling of the new property would need to occur in the next budget cycle due to everything getting pushed back from the COVID-19 pandemic.

Volunteer Association: No volunteers to report.

Public Comment: None

Old Business:

1. Knight Property: The burn-to-learn has been delayed in order to maintain social distancing between firefighters as well as the public. We are unable to give a date at this time. The board has included in their packet the artist concept drawing for the new building. This is just a concept and not necessarily what the building will look like upon completion. The survey questions are completed and are ready to place into the brochure. Director Garrison requested that we put into the flyer why our current facility is unsafe and that there is a true need. Trish had a question regarding the election, and if we were shooting for the May election. The feeling is that we would like to shoot for this date, but we need to be aware of the community.

New Business:

1. Tours: As soon as we are able to Trish will make arrangements for the board to go on tours. Is everyone interested? President Garrison was interested. Director Fellis was interested as long as the station is in the same ballpark.
2. EMMA Reporting: We are required by our bond and our loan to report. EMMA is a federal system that is used for investors to see how entities are doing. We are required to do this reporting as part of our loan requirements. Trish wanted to make sure that the board is aware of this annual reporting. Director Fellis asked if this was reported to State Treasurer. Trish stated no, that it was reported to the Feds through EMMA. If the board wanted to see the information for the District, they could google EMMA and look at the information. Director Kuhl asked if there was a date that it needed to be posted. Trish stated that it is dependent on the load certificate; however, it is typically 120 days after the audit. Trish typically reports in March. Director Kuhl asked if it was in a shared calendar. Trish stated that it was in her calendar, but she wasn’t sure if Chief could access her calendar. If something happened to Trish, IT could reset her passwords for someone to access.
3. Governor’s Guidelines and Impact on Public Meetings/Budget Committee: Discussion occurred around the online format and everyone seemed to like it*.* It was a good opportunity to work out bugs for the budget committee. The guidelines for declaring an emergency was discussed along with the reasons why it should be done. President Garrison read into record 2020-01 A Resolution Authorizing Declarations of a State of Emergency and Certain Actions During a State of Emergency. Director Fellis asked if the City of Aumsville was doing this and whether the public would understand this need. Trish did not know if the City was doing this, but a lot of the Special Districts are doing this. President Garrison responded that with what was going on in NYC people understand. **Action:** *Motion to approve 2020-01 A Resolution Authorizing Declarations of a State of Emergency and Certain Actions During a State of Emergency made by Director Kuhl, motion seconded by Director Fellis. Motion carried unanimous.*

President Garrison read into record the Declaration of State of Emergency into record. **Action:** *Motion to approve the Declaration of State of Emergency made by Director Fellis, motion seconded by Director Phillis. Motion carried unanimous.*

Chief’s Report: Chief reported that medical calls are being handled differently. We are only allowing two people per vehicle. One person goes to the door and makes contact asking initial questions until the medic arrives. This will be how all calls are handled unless it is a life-threatening emergency. Everything, all regularly touched surfaces, in the station is getting wiped down three times per day. Chief has told everyone at the station that we need to set examples when out in public. For example, when at the grocery store, wear a mask.

The District responded to a fire yesterday, and everyone who responded did a great job.

Chief gave an update on volunteer numbers. Currently there are 24 volunteers on the roster. Pineda is job shadowing and training to become a duty officer. The support team has 15 members.

Budget is ready to be presented. Brad is looking at call data to see if there is a need to change staff duty times.

Good of the Order: Director Kuhl stated that the SDAO Golf Tournament will be in September. Chief Hari talked about the barn fire. It looked to be electrical in nature, but there is not yet an official determination. President Garrison has heard that Jack Carriger is Chief at Gates and is trying to get Gates and Lyons to merge. President Garrison is going to reach out. Director Kuhl thinks that this meeting went really well. Everyone is in agreement. The Board would like to pass on its gratitude for staff and volunteers showing up and going on calls during this epidemic.

Public Comment: None

Next meeting is the Budget Committee Meeting on May 14, 2020 at the Aumsville station at 1830 hours or 6:30 p.m. This meeting will be held online.

Adjourn: **Action:** *Motion to adjourn by Director Kuhl, motion seconded by Director Fellis. Motion carried unanimously adjourning the meeting at 1953 hours (7:53 p.m.).*

Rachel Fellis, Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robert Garrison, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_