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**Aumsville Rural Fire Protection District**



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**BOARD OF DIRECTORS REGULAR MEETING MINUTES**

490 Church Street, Aumsville

May 13, 2021

Call to order: The regular public meeting was called to order by President Garrison at 20:06 hours or 8:06 p.m.

Attendance:

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

*Staff:* Chief Roy Hari, Captain Brad McKenzie, Firefighter Chris Lorenz, and Office Administrator Trish Lutgen

*Special Guests:* Matthew Etzel

Flag Salute: Completed

Agenda: Trish had one change and that was the ACH Services Revision is informational. **Action:** *Director Fellis made a motion to approve the May 13th agenda with the one change, seconded by Director Phillis. Motion carried unanimous*.

Minutes: April 8, 2021 Meeting Minutes. **Action:** *Director Kuhl made a motion to approve the Regular Meeting Minutes of April 8, 2021 minutes as presented, seconded by Director Phillis. Motion carried unanimous*.

Treasurer Report: As presented in the packet*.* Trish announced that there is only 1.5 months left in the fiscal year. This fiscal year grant income includes the FEMA Assistance to firefighters, 12/20 CRF Grant, Safety Grant, and the 11/20 CRF Grant. We are still waiting for the conflagration dollars for California. The high taxes and employee benefits is due to the 2020 conflagrations. There is one more payroll before the end of the fiscal year. The office supplies expenditures are low due to the new accounting software. This expenditure will carry over to the next fiscal year. The training line items are waiting for the EMT recerts. The bond payment has been made. We are wrapping up the fiscal year and will be moving to the new accounting software on July 1st.

Public Comment (Agenda): None.

Volunteer Association: Chief informed the Board that the group had its election of officers and they were making some bylaw changes. There has been spirited and active discussion. Chris Lorenz stated that a bylaw committee was formed. There has not been any changes to the bylaws since 2017 when they were formed. They are hoping for positive change in the future.

Old Business:

1. Policy 8.7- Relations and Conduct: Trish informed the Board that she heard back from SDAO/HR Answers, and they both recommend keeping the word ‘illegal’ when referring to drugs and marijuana as it is still illegal at the federal level*.* **Action:** *Director Fellis made a motion to approve Policy 8.7 Relations and Conduct keeping the word ‘illegal’ as presented, seconded by Director Phillis. Motion carried unanimous*.
2. Policy 8.8 – Information Security Policy- We received an updated price tag that is actually within our budget. Approximately $1700 for implementation and an additional $99 per month. The policy now needs to be updated to match the price tag.

New Business:

1. ACH Services Revision: Trish informed the board that with the new accounting software there will be a new payroll service which will be setup through the bank’s current ACH. President Garrison has signed the ACH document to increase the ACH limit and it has been forwarded to the bank.
2. Employee Handbook: Trish informed the Board that the entire SDAO Employee Handbook was sent electronically to the Board. However, only the table of contents was printed out and placed in the Board packet. Trish showed what the book would look like after the template was modified to fit the District’s policies. Trish explained that in the table of contents, the items that were red are items that the District is required by statute to notify employees of and the handbook was really the best avenue to make the notifications. The Board would like Trish to move forward with the handbook.
3. COVID Vaccinations – Captain McKenzie informed the Board that in the past 5 months we have immunized over 200 people with over 400 shots, we have gone from Aumsville up to Detroit, working with Sublimity and Lyons. President Garrison asked if we are still doing immunizations. Captain McKenzie stated that everything has slowed down.

Chief’s Report:

Chief wanted to publicly thank Doerfler Farms for the use of the tractor and harrow and IOKA Farms for the grass seed and tractor. With their donations Rodney Lutgen has completed the Shaw landscape. Some of the ideas floating around for the area at Shaw are frisbee golf, baseball, or soccer.

We took in another volunteer application today.

The District was just approved for the OFSM grant, which is 100%. The District put in for 20 sets of wildland gear and a radio.

Conflagration season is coming upon us rather quickly. Volunteers will not be going out on a conflagration if they are not meeting their minimums. Discussion occurred around conflagrations.

We probably will not get approved for the temporary building; however, the LUCAS device should go through on the next go around. Chief is on the COVID team again this year. He has already been alerted seven times.

Good of the Order: None.

Public Comment (other than agenda items): None

Budget Hearing will be on June 10, 2021 at 1830 hours or 6:30 p.m. and the plan is for it to be online.

Adjourn: **Action:** *Motion to adjourn by Director Kuhl, motion seconded by President Garrison. Motion carried unanimously adjourning the meeting at 2045 hours (8:45 p.m.).*

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

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