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**Aumsville Rural Fire Protection District**



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

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**BOARD OF DIRECTORS MEETING MINUTES**

490 Church Street, Aumsville

OCTOBER 12, 2017

Call to order: Meeting called to order by President Kuhl at 1801 hours or 6:01 pm.

Attendance:

*Board members:* Wayne Kuhl, Garvin Smith, Rachel Fellis, Robert Garrison

*Staff:* Chief Roy Hari, Assistant Chief Brad McKenzie, Office Administrator Trish Lutgen, Apparatus Maintenance Chris Lorenz  
*Volunteer Firefighters:* Odas Coleman, Nic Schrock, Brad Buchholz, Brandon Lauritzon

Flag salute: Completed.

Approval of Agenda: **Action:** *Motion to approve the agenda as presented made by Director Garrison, motion seconded by Director Fellis. Motion carried unanimous.*

Minutes: Board meeting minutes for September 14, 2017. **Action:** *Motion to approve minutes as presented by Director Fellis, motion seconded by Director Smith. Motion carried unanimous.*

Secretary/Treasurer’s Report: as presented in packet. President Kuhl asked Assistant Chief McKenzie about line 6000. McKenzie explained that the item is at 66% due to the number of conflagrations and local fires. It will be corrected when we do the resolutions for the conflagrations.

Volunteer Association: Last Saturday they went door-to-door checking smoke detectors and seeking volunteers. They used numerous batteries and installed 15 smoke detectors. Odas stated that the event went well even though they did not get very far. President Kuhl thought it was time well spent.

Public Comment (Agenda items): None.

Old Business:

1. Reconfiguration.
   1. Chief gave an update on the part-time positions. 21 applications were received. There were 18 tested at DPSST, and we will be interviewing the top 6 candidates. Director Smith asked with our folks being on conflagrations in California if it would have any effect on the interview process. Chief Hari stated that none of the candidates are our own volunteers. All the candidates are available to interview.
2. Duty Officer Pay.
   1. Trish explained the documents before the board. Chief Hari stated that before he met with the volunteers he wanted to know what they could do that was legal. The best way to handle Duty Officer pay is to do something through LOSAP. Director Smith asked if volunteers would be considered an employee if they paid on the point system. Trish stated that it depends on which Government agency you talk to. There was reference to having the volunteer association pay the volunteers. Trish stated that is a huge no-no. The W-2’s would need to come from the District.
3. Joint Chief Meeting Update.
   1. Multiple alarms or ring down was the #1 concern. These multiple alarms are due to equipment being tapped. President Kuhl asked if there are any further group meeting scheduled. Chief stated that he believes they are waiting to see what we do.

New Business:

1. Audit Presentation (Kori Sarrett, CPA. Accuity, LLC).
   1. Kori stated that the books were very clean. There is one minor audit adjustment due to how QuickBooks function.
   2. There was an over expenditure of $22.00 due to the bond. This is a non-compliance but it occurred at the end and is due to the bond expenditure. This was just a unique “oops” and not due to a systemic problem.
   3. General fund ended with $400,000 which was good, and we were able to make transfers to our fund accounts. Aumsville is on track. Chief Hari asked if we have the necessary checks and balances in place. Kori stated that we have a segregation of duties issue in payroll, but there are mitigating controls by the Chief and Board watching the line items.
   4. President Kuhl asked about the crime/bond insurance and why the audit did not catch us having the incorrect coverage. Kori stated that Oregon requires that the auditors look and make sure that you have insurance. The auditors rely on the agent to make sure the coverage is appropriate.
2. Board Vacancy.
   1. President Kuhl read the email Chief Hari received from Michael Heffner resigning from his position effective immediately.
   2. Four interested parties attended the meeting. Jessica Merino introduced herself. Matthew Etzel, Budget Committee Member, introduced himself. Stephanie Stafford introduced herself and provided a resume. Royce Marlin introduced himself. All candidates stated that they were available to make the Thursday meetings.
   3. Board discussion occurred. President Kuhl stated that his personal preference would be to have someone with fire experience on the board. Director Fellis and Garrison pointed out that there were already three people on the board with fire experience. Director Fellis nominated Stephanie Stafford. Director Garrison nominated Matt Etzel. Director Smith nominated Royce Marlin. A vote occurred but majority vote was not achieved.
   4. **Action:**  A motion to table the action item made by Director Garrison, seconded by director Fellis. Director Fellis stated that she had wanted this done tonight. Motion carried unanimous. Chief Hari will contact the County to find out the process.

Chief’s Report: as presented in packet. October is Fire Prevention Month, check your smoke detectors. On October 17th, we are hosting a “know your options” for senior citizens on long term care, and we are the water stop for the “Bike to School” day on October 25th. Chris Lorenz modeled the children’s turnouts we purchased for our Halloween and Christmas events to let children find out what it is like to be a firefighter.

We had four folks go out on a mobilization in Napa, CA the night before last. They are doing structural protection patrolling the neighborhoods. We were the only South County department that went.

Since the change in the age policy, we now have two additional drivers.

Information/Good of the Order: None

Public Comment (other than agenda items): None.

Next Meeting Date: November 9, 2017 at 1800 hours (6:00 pm) at 490 Church Street, Aumsville OR 97325.

Adjourn: **Action:** *Motion to adjourn by Director Garrison, motion seconded by Director Smith. Motion carried unanimously adjourning the meeting at 1929 hours (7:29 pm).*

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

Dusty Kuhl, President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_