

ALFALFA FIRE DISTRICT
REGULAR BUSINESS MEETING
Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR
July 12 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, July 12th, 2023, a regular business meeting was held with President Nate Starr presiding followed by roll call and the Pledge of Allegiance. The meeting was called to order at 6:00pm

ROLL CALL:

Board of Directors:

- President, Nate Starr - Present
- Vice President, David Pike - Present
- Director, Mark Laucks - Present
- Director, Carolyn Chase – Present
- Director, Adam Sutterfield - Present

Fire chief, Chad Lavallee - Present

VISITORS IN ATTENDANCE:

RJ Reed
Jim Warren

VISITOR INPUT:

None

PREVIOUS MEETING MINUTES:

The minutes for the June 14th, 2023, regular business meeting were reviewed. Director Pike mentioned the note for the resolution regarding the approval of imposing the ad valorem tax was missing the resolution number. Director Chase motioned for the minutes to be accepted with the change mentioned being added. Director Laucks seconded the motion. The minutes were unanimously approved by the board.

TREASURER'S REPORT:

Postponed until a Treasurer is elected.

CHIEF'S REPORT AND FINANCIAL REVIEW:

Chief LaVallee presented a review of finances for the month of June. Bank balance as of July 10th, 2023 was \$96,624.66. Deposits for the month were \$6700.99. Expenses for June were \$68,089.15. The unusually high amount is due the annual fire station mortgage payment and payment for the Pump installation. Director Pike motioned to approve the June finances as documented by The Chief. Director Chase seconded the motion. The motion was unanimously approved.

Chief LaVallee presented the Chief's Report. There have been 60 calls to date. All apparatus are currently in service. Training has been focused on wildland, hose operations, pump operations, and size ups. Summer staff has been onboarded and a responding to calls. Our Full Time person is on and responding to calls. Paving is set to take place in August and should be completed by the months end. After paving is complete focus will be shifted to landscaping and installing curb around the station.

OLD BUSINESS:

ANNUAL FINANCIAL REVIEW:

In May of 2021 Chief Lavallee contracted with Chris Mahr & Associates to provide state mandated annual reviews of the district accounts and procedures for 2019, 2020 and 2021. Mahr estimated the costs for reviews can be in the range of \$5,000 to \$6,000 per year. Chief LaVallee is also in contact with the county to keep them updated on the progress of the reviews.

12/14/22: Chris Mahr emailed an update to his status which included a list of clarifications and a request for additional information to complete his review. Chief LaVallee will follow up.

01/11/23: Last update from Chris Mahr is that the initial review should be completed sometime after the 1st of the year. The State is in direct contact with Chris Mahr. Chief LaVallee has contacted another agency to explore the possibility of having reviews done elsewhere.

03/08/23: Chief Lavallee again met with Chris. Chris asked for some additional information. Chris stated that the review should be completed soon.

05/10/23: Chris Mahr is out of the office until May 17th. We've still received no information or documentation.

5/30/23: Chris Mahr informed us via email he has the draft ready and would send it later in the week. Upon following up with Chris when we had not received the draft, we received an out of office message stating he will be out of the country until June 29th.

6/14/23: We received an invoice for partial work completed. We have not received the draft of the review. Discussion involved asking if it was possible to receive the draft as deliverable for the partial payment.

6/14/23: Accuity has been engaged for the outstanding reviews. They have sent a checklist over for documentation and actions required. We have signed the Accuity agreement.

END OF OLD BUSINESS

NEW BUSINESS:

SWEARING IN OF NEW BOARD MEMBER:

New board member Adam Sutterfield was sworn in.

ELECTION OF OFFICERS:

Director Chase Nominated Director Starr for President. Director Staff accepted the nomination. There were no challengers for the position.

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Director Chase nominated Director Pike for Vice President/Secretary. Director Pike accepted the nomination. There were no challengers for the position.

Director Pike nominated Director Laucks for Treasurer. Director Laucks accepted the nomination. There were no challengers for the position.

Director's Chase and Sutterfield will be Directors at Large.

With no challengers a motion was made by Director Chase to accept the appointments as defined, Director Laucks seconded the motion. The motion was unanimously approved.

END OF NEW BUSINESS

Motion to adjourn the meeting was made by Director Chase at 6:54. Seconded by Director Laucks. Motion was unanimously approved.

NEXT MEETING: The next meeting will be Wednesday, August 9, 2023 at 6 pm.