

ALFALFA FIRE DISTRICT  
REGULAR BUSINESS MEETING  
Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR  
October 11 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, October 11th, 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 – Absent
- Director, Adam Sutterfield - Present

Fire chief, Chad Lavallee - Present

VISITORS IN ATTENDANCE:

VISITOR INPUT:

None

PREVIOUS MEETING MINUTES:

The minutes for the September 13th, 2023, regular business meeting were reviewed. Director Sutterfield motioned for the minutes to be accepted as documented. Director Laucks seconded the motion. The minutes were unanimously approved by the board.

TREASURER'S REPORT:

Postponed until a Treasurer is selected.

CHIEF'S REPORT AND FINANCIAL REVIEW:

Chief LaVallee presented a review of finances for the month of September. Bank balance as of October 10th, 2023 was \$119238.18 in the operating account. Deposits for the month were \$0. Expenses for September were \$31,052.03. Director Pike motioned to approve the September finances as documented by The Chief. Director Sutterfield seconded the motion. The motion was unanimously approved.

Chief LaVallee presented the Chief's Report. There have been 93 calls to date. All apparatus are currently in service. Training has been focused on engine work, hose drills, and upcoming winter operations. Future training will be focused on extrication, search, ladders and completing FireFighter 1 certification for three firefighters. One new Jr. Firefighter joined, who will be going through Firefighting 1 academy starting in November. We will be holding our first even in house

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EMR class for the FireFighters who did not get previously certified. This is a basic Emergency level responder class designed to teach the basics of our EMS response. We are also looking at holding community CPR classes for those in the community that would like to become certified in CPR. Summer staff were released at the end of September. Everything went well over the summer. We appreciate the funding from OSFM to provide extra summer staff.

### **OLD BUSINESS:**

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#### 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 17<sup>th</sup>. 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 29<sup>th</sup>.

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.

08/9/23: Chris is preparing a draft review for state review.

### **END OF OLD BUSINESS**

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### **NEW BUSINESS:**

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#### ACQUISITION OF ADDITIONAL APPARATUS

Chief LaVallee submitted a proposal for an opportunistic opportunity to purchase an aerial rig. A lengthy discussion occurred highlighting the opportunity for expanding our capability and increasing our "tool set" for supporting the district as well as providing additional new training opportunities to our firefighters. Where does the funding come from? Utilizing a \$5000 donation, \$4550 from the money

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received by surplus 912, and the \$27,672.75 received by the department from summer conflag. The conversation led to a discussion regarding the possibility of this engine replacing one of our existing engines and the opportunity to reduce the departments debt by selling one of the previously acquired engines. Director Sutterfield made a motion to allow Chief Lavalley to pursue the purchase of the arial with the condition of surplus 921 if a purchase is made. Director Laucks seconded the motion. The motion was unanimously passed.

### **END OF NEW BUSINESS**

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Motion to adjourn the meeting was made by Director Pike at 7:21. Seconded by Director Sutterfield. Motion was unanimously passed.

NEXT MEETING: The next meeting will be Wednesday, November 8th, 2023 at 6 pm.