

ALFALFA FIRE DISTRICT  
REGULAR BUSINESS MEETING  
Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR  
September 13 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, September 13th, 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 August 9th, 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 elected.

CHIEF'S REPORT AND FINANCIAL REVIEW:

Chief LaVallee presented a review of finances for the month of August. Bank balance as of September 13th, 2023 was \$143,704.00 in the operating account. Deposits for the month were \$0. Expenses for August were \$20,188.56. Director Pike motioned to approve the August finances as documented by The Chief. Director Laucks seconded the motion. The motion was unanimously approved.

Chief LaVallee presented the Chief's Report. There have been 85 calls to date. All apparatus are currently in service. Training is focused on Firefighter skills and assessments, and fall/winter operations. Firefighters have deployed to four different fires through OSFM. These deployments have raised approximately \$27,672.75 in revenue for the department. We have been approved for the VFA grant with an award of \$10,000. This is a spend and get reimbursed grant and funds

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will need to be expended in the next month or so. The grant allows for more wildland ppe, chainsaws and gear, and repair on our type 6 apparatus. Paving is still on the schedule.

### **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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#### DISPERSE 912

Chief Lavallee request permission to disperse vehicle 912 and to reallocate those funds for the purchase of a type 6 chassis. Our current type 6 vehicle is becoming non-operable and will be returned to the state.

Director Pike made a motion to allow Chief Lavallee to disperse 912 (staff vehicle) with the money to go into the vehicle fund for future apparatus purchase. This will be resolution 2023-11

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and 2023-12. Director Sutterfield seconded the motion and the motion was unanimously passed by the board.

**OSHA INVESTIGATION**

We were notified in August that OSHA has opened an investigation based on a complaint filed regarding a training exercise. We have been cooperating with that investigation and will hear the results once they've completed their investigation. SDAO has interacted with Nate to provide any necessary support.

**END OF NEW BUSINESS**

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Motion to adjourn the meeting was made by Director Laucks at 6:31. Seconded by Director Sutterfield. Motion was unanimously approved.

**NEXT MEETING:** The next meeting will be Wednesday, October 11, 2023 at 6 pm.