

ALFALFA FIRE DISTRICT
REGULAR BUSINESS MEETING
Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR
June 14 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, June 14th, 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 - Absent
- Director, Carolyn Chase - Present

Fire chief, Chad Lavallee - Present

VISITORS IN ATTENDANCE:

Ashley Shawe
Melodie Holliday

VISITOR INPUT:

Ashley Shawe, a volunteer firefighter, requested funds for an open house celebrating the 10th anniversary of the formation of the Alfalfa Fire District. Those funds would come from the GL 6109. This request is within the budget of 6109.

PREVIOUS MEETING MINUTES:

The minutes for the May 10th, 2023, regular business meeting were reviewed. Director Pike motioned for the minutes to be accepted as documented. Director Chase 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 May. Bank balance as of June 6th, 2023 was \$106,631.90. Deposits for the month were \$0. Expenses for May were \$8,836.36. Director Pike motioned to approve the May 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 50 calls to date. All apparatus are currently in service. Training has been focused on communications, Firefighter skills, and completing a FireFighter 1 academy. June training will be focused on size ups, pump operations, search, victim rescue, downed Firefighter rescue, ems refresher, and drafting.

Our two summer staff positions began their summer term on June 1 and will complete October 31st.

Our full-time position will begin on July 1st and will be a 3 year full-time duration.

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.

END OF OLD BUSINESS

NEW BUSINESS:

GRANT ACCEPTANCE:

The board discussed receiving the two grants awarded Alfalfa Fire District. The first, from OSFM in the amount of \$35,000 for summer staffing. The second, from OSFM, in the amount of \$294,594 for a full-time Firefighter/EMT for 3 years. Director Pike motioned for a resolution to accept the grants from OSFM. Director Chase seconded the motion. The motion/resolution was unanimously approved. Resolution will be 2023-06

BUDGET REQUEST FROM CHIEF LAVALLEE

Chief Lavallee requested \$2700 be transferred from contingency in to Firefighters Uniforms (GL 6108) for the purchase of additional clothing. Director Chase motioned for a resolution to transfer the funds from contingency into GL 6108. Director Pike seconded the motion. The motion/resolution passed unanimously. Resolution will be 2023-07

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2023/2024 BUDGET:

Melodie Holliday, representing the budget committee, submitted the proposed budget for Alfalfa Fire District 2023-2024. Director Pike motioned to accept and approve the budget. Director Chase seconded the motion. The motion was unanimously approved. Resolution will be 2023-08

Following the approved 2023-2024 budget, Director Pike made a motion to impose the 2023-2024 ad valorem tax in the amount of \$1.75 per \$1000 of assessed value. Motion was seconded by Director Chase. Unanimously approved. Resolution is 2023-09

PAVING:

Chief Lavallee reviewed the received proposals for the paving around the fire station with left over funds from the county. The two proposals received were Tri County Paving in the amount of \$41,768.00 and Owens Asphalt in the amount of \$24,500.00. Director Chase motioned to approve the estimate provided by Owens Asphalt and to proceed. Director Pike seconded the motion. The motion/resolution was unanimously approved. Resolution will be 2023-10

END OF NEW BUSINESS

Motion to adjourn the meeting was made by Director Chase at 6:49. Seconded by Director Pike. Motion was unanimously approved.

NEXT MEETING: The next meeting will be Wednesday, July 12, 2023 at 6 pm.