

ALFALFA FIRE DISTRICT

SPECIAL MEETING

Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR
December 06 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, December 6th, 2023, a special 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:

Roy Emery

VISITOR INPUT:

None

NEW BUSINESS

Roy Emery from SDAO joined the board to provide a board assessment and to provide a presentation on Building and Maintaining a Successful Board and CEO relationship.

The board practices assessment evaluated key performance areas for the board. These areas cover Board Duties and Responsibilities, Operational Compliance, Budget and Finance, Customer Relations, Personnel Administration and Policies and Procedures.

The Building and Maintaining a Successful Board and CEO relationship presentation included subjects around teamwork, District Authority, Board Authority, Board Member Authority, Board Roles and Responsibilities, Effective Boards, Hiring Fire Chief, Performance Evaluations, Board Management, and Focus of a Board.

Roy will compile his thoughts and feedback of the session and provide them to the board. Early indicators of the session identified the need to review and update (if necessary) the Employee Performance Review policy, Review and update (as needed) the Fire Chief Job Description, and to consider adding/updating our Mission, Vision, and Values statements.

The board would like to thank Roy and SDAO for providing the valuable session and feedback.

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Motion to adjourn the meeting was made by Director Pike at 8:11. Seconded by Director Chase. Motion was unanimously passed.