

ALFALFA FIRE DISTRICT
REGULAR BUSINESS MEETING
Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR
May 10 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, May 10th, 2023, a regular business meeting was held with Vice President David Pike 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 - Absent
- Vice President, David Pike - Present
- Director, Mark Laucks - Present
- Director, Carolyn Chase - Present

Fire chief, Chad Lavallee - Present

VISITORS IN ATTENDANCE:

None

VISITOR INPUT:

None.

PREVIOUS MEETING MINUTES:

The minutes for the April 12, 2023, regular business meeting were reviewed. Director Chase motioned for the minutes to be accepted as documented. Director Laucks seconded the motion. The minutes were unanimously accepted 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 April. Bank balance as of May 10, 2023 was \$127,494.15. Deposits for the month were \$15,023.25. Expenses for April were \$20,975.72. \$5,369.01 of that expense was for the completion of wiring for the generator. Director Chase motioned to approve the April 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 37 calls to date. All apparatus are currently in service. One new volunteer joined in the last month. Training has been focused on communications, Firefighter skills, and Wildland. May training will be focused on size ups, pump operations, search, victim rescue, downed Firefighter rescue, ems refresher, and drafting. Chief Lavallee received word that the OSFM grant for summer staffing has been granted in the amount

of \$35,000, which provides two staff from June until November. He also received word that the OSFM has granted us \$294,594 for a full-time staff member for three years.

The Chief and the Board would like to thank the Office of the State Fire Marshall for their continued support to Fire agencies across the state, and to our Fire District. These staffing positions are huge benefit opportunity to our district which we would not otherwise have.

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.

WELL:

The well pump has been installed and the wiring has been completed. The installation of the well is complete. We now have an operating well.

END OF OLD BUSINESS

NEW BUSINESS:

NEW CPA ENGAGEMENT:

Chief Lavallee has identified a new accounting firm that is interested in doing our outstanding annual reviews. He will engage with them to get updated pricing and engagement letters.

BANKING DOCUMENT UPDATES:

We need to update our banking documents and signers. Makes sense to wait until after the election and the beginning of the new fiscal year to make these updates.

FUEL TANKS:

Chief Lavallee is evaluating bringing a fuel tank for diesel fuel on site. This would reduce our expenses of having to drive to town to fill rigs. There is a slight fee for the lease of the tank on

ALFALFA FIRE DISTRICT - REGULAR BUSINESS MEETING – JANUARY 11, 2023

site, but this could all be accomplished within the existing budget. There was a brief discussion on security of the tank if one is installed.

END OF NEW BUSINESS

Motion to adjourn the meeting was made by Director Chase at 6:53. Seconded by Director Laucks. Motion was unanimously approved.

NEXT MEETING: The next meeting will be Wednesday, June 14, 2023 at 6 pm.