

ALFALFA FIRE DISTRICT  
REGULAR BUSINESS MEETING  
Alfalfa Fire Station, 25889 Alfalfa Market Rd, Alfalfa, OR  
August 9 2023, 6:00 PM

MEETING MINUTES:

On Wednesday, August 9th, 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
- Director, Adam Sutterfield - Absent

Fire chief, Chad Lavallee - Present

VISITORS IN ATTENDANCE:

VISITOR INPUT:

None

PREVIOUS MEETING MINUTES:

The minutes for the July 12th, 2023, regular business meeting were reviewed.. Director Chase motioned for the minutes to be accepted as documented. Director Pike 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 July. Bank balance as of August 9th, 2023 was \$168,598.28 in the operating account, and \$196,404.88 in the Grant account for the remaining 3 year employment grant. Deposits for the month were \$42,500. Expenses for July were \$23,308.18. Director Pike motioned to approve the July 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 74 calls to date. All apparatus are currently in service. Training has been focused on command and control, size up, radio communications, and search. Crews deployed to the Golden Fire outside of Bonanza for 2 days on a task force. Paving is still scheduled for when conditions are favorable. Chief Lavallee will be

revising and adding standard operating guidelines for training, admin, and department personnel. No word yet on AFG grant.

**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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**END OF NEW BUSINESS**

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Motion to adjourn the meeting was made by Director Chase at 6:17. Seconded by Director Pike. Motion was unanimously approved.

NEXT MEETING: The next meeting will be Wednesday, August 9, 2023 at 6 pm.