

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

MEETING MINUTES:

On Wednesday, December 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 – Present
- Director, Adam Sutterfield - Present

Fire chief, Chad Lavallee - Present

VISITORS IN ATTENDANCE:

RJ Reed

VISITOR INPUT:

None

PREVIOUS MEETING MINUTES:

The minutes for the October 11th, 2023, regular business meeting were reviewed. Director Chase motioned for the minutes to be accepted as documented. Director Sutterfield seconded the motion. The minutes were unanimously approved by the board.

TREASURER'S REPORT:

Postponed until a Treasurer is selected.

CHIEF'S REPORT AND FINANCIAL REVIEW:

Chief LaVallee presented a review of finances for the month of October and November. Deposits for the month of October were \$4550. Expenses for October were \$26,224.75. Bank balance for the month of November were \$182,770.31. Deposits for November were in the amount of \$138,808.05 primarily from tax revenue for the year. Expenses for November were \$54,938,70, the large amount primarily due to payouts to firefighters for conflag work, funds received by the state. Director Chase motioned to approve the October and November 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 104 calls to date. All apparatus are currently in service. The department acquired a 1998 Aerial from auction for the amount of \$4917. This will provide an additional tool to our department for the growing number of two story structures and large hay sheds/barns, training and growth opportunities for our volunteer

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firefighters, and to reduce our expenses by surplusizing one of our existing engines. Training has been focused on winter operations. Crews will be inventorying station equipment and PPE. This will be logged to track better expenses as well as what is needed for next year. With several new volunteers, turnouts will be an item of discussion and will be submitting for grants to get all of the volunteers into PPE. AFG grants will open up again in January we will again be submitting for air packs. The chief would like to thank the board for their work with SDAO as well as making the department successful, and a place that crews are proud to be a part of.

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.

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.

9/11/23: Chris Mahr provided the draft review to the state for review. The final will be submitted by September 22.

END OF OLD BUSINESS

NEW BUSINESS:

POLICY REVIEW

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As a result of feedback from our SDAO presentation/recommendations the board discussed adoption of updates to our Board Duties & Responsibilities. The creation of a Live Fire training policy. Director Pike moved to approve the updates to our Board Duties & Responsibilities and adopt the Live Fire training policy. The motion was seconded by Director Chase. The motion was passed unanimously.

VISION AND MISSION STATEMENT

Chief Lavallo provided a proposed Mission, Vision, and Organizational Values document for review by the board.

END OF NEW BUSINESS

Motion to adjourn the meeting was made by Director Pike at 8:00. Seconded by Director Sutterfield. Motion was unanimously passed.

NEXT MEETING: The next meeting will be Wednesday, January 10th, 2024 at 6 pm.