

Adair Rural Fire Protection  
Board of Director's Meeting

Adair Rural Fire Station

Adair Village, Oregon

December 12, 2023

The meeting was called to order at 7:35 p.m. by president, Dick Green.

Those present were President, Dick Green, Vice-president Erin Scott, Fran Harris, Secretary/Treasurer, Becky Merja and Mary Hardenbrook. Others present: Chuck Harris, Executive Director, Chief Aaron Harris, Fire Chief.

**MINUTES** - The minutes of November 14, 2023, regular meeting were read by those present. Becky Merja moved to approve the minutes, Erin Scott seconded, and the vote passed unanimously by those present.

**FINANCIAL STATEMENT** – Was presented to each member and other. Mary Hardenbrook moved to accept the financial report, Becky Merja, seconded a vote was taken and the motion passed unanimously by those present. Transferring funds to the Equipment Reserve and Building Reserve will be addressed at a later date.

**BILLS** – Mary Hardenbrook presented the November 2023 bills. Becky Merja moved to pay the bills and Erin Scott seconded. The bills were discussed. The vote to pay the bills was taken and passed with Dick Green, Mary Hardenbrook, Becky Merja and Erin Scott voting to pay the bills and Fran Harris abstaining because of the conflict.

**CALENDAR ITEM** – Yearly Calendar Review – No changes were suggested. Becky Merja moved to keep the calendar as it presently is, Erin Scott seconded and the vote passed unanimously by those present.

**CORRESPONDENCE** – There was a letter about the HERT (Heavy Equipment Rental Tax) for last year. It look from the financial statement from the county that our share was \$454.88

**COMMITTEE REPORTS** – None.

**UNFINISHED BUSINESS** – Insurance Review – Chief Aaron Harris had talked to Steve Silva and Steve was not able to attend this meeting to discuss the insurance.\

Change of Board Meeting time – Becky Merja wants to change the meeting time for

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Safety reasons. She does not feel it is safe for old people to drive after dark. Different times were discussed. Becky moved to change the time to 6:30 p.m. starting in January, Mary Hardenbrook seconded and the motion passed with Dick Green, Mary Hardenbrook, Erin Scott and Becky Merja voting for and Fran Harris voting against so the motion passed.

Fire Department Cell Phone – Chief Aaron Harris checked with AT&T on the price of cell phones. Two would be \$90.00 per month and one would be \$55.99. If we get the cell phone through AT&T the cost for the tablets they use would be cheaper too. During the discussion it was decided that only one cell phone would be needed. Fran Harris moved to get one cell phone for the Chief's use, Erin Scott seconded and the vote passed unanimously by those present.

Audit – there was an agreement with the auditor which needed to be signed to finish the audit. Mary Hardenbrook moved to sign the documents, Fran Harris seconded and the vote passed unanimously by those present.

Fran Harris explained that we will need a new auditor next year. Robert Berry is no longer going to do Municipal Audits. He did say he will still assist us where we need on the budget documents.

**NEW BUSINESS** – SDAO conference. It is scheduled for February 8-10 in Seaside. Dick Green moved to allow three members attendance, Becky Merja seconded and the vote passed unanimously by those present.

**PUBLIC INPUT** – None

**DISTRICT ADMINISTRATOR'S REPORT** Presented by Chuck Harris. Becky Merja moved to accept the report, Dick Green seconded. The vote passed unanimously by those present. A copy is attached herein and by reference incorporated herein.

**CHIEF'S REPORT** – Was present by Chief Aaron Harris, a copy of the report is attached and by reference incorporated herein. Erin Scott moved to accept the report, Becky Merja

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seconded. and the motion passed unanimously by those present. A copy is attached herein and by reference incorporated herein.

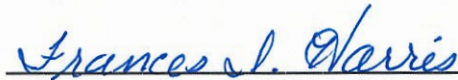
The meeting was adjourned at 8:35 p.m.

Respectfully Submitted



~~Dick Green, President~~

*Erin Scott, Vice President*



Frances I. Harris, Secretary/Treasurer

