

Board meeting  
March 12, 2024  
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Scott voted for the motion. Fran Harris and Mary Hardenbrook voted against the motion.

Public Contracting Policy: Becky Merja explained that we must have a public meeting before we can adopt it. Cari Connelly, our attorney, said she would zoom in at the next meeting and explain the process to the full board. The zoom meeting must be at 6:00 p.m. on April 9. Carrie Connelly will schedule the public meeting and send the notices to the newspaper.

Erin Scott moved to have a work session on April 9 at 6:00 p.m. Becky Merja seconded, and the vote was unanimously approved by those present.

Kendall Manthe's gift has been taken care of.

Fran Harris explained the trouble we are having with US Bank and getting QuickBooks set up.

**NEW BUSINESS** – Dick Green asked about the Fire Wise group in the Soap Creek Valley. Becky Merja explained what Fire Wise the work they are doing.

The funds have been moved into the reserve accounts.

Aaron Harris reviewed the Annual Report which he provided to each Board Member last month.

Aaron Harris explained that as of July 1, 2024, the Administrative Director will no longer be working, and he would like to hire a person to work 30 hours per week so there would be full coverage every day at the station. They would be a firefighter during the day and have PERS and Health Insurance. He explained that he will also have to post this job opening for a month.

Adair Rural Fire Protection  
Board of Director's Meeting

Adair Rural Fire Station

Adair Village, Oregon

March 12, 2024

The meeting was called to order at 6:34 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 and Chief Aaron Harris, Fire Chief.

**MINUTES** - The minutes of February 13, 2024, regular meeting were presented by Fran Harris, Mary Hardenbrook moved to read the minutes and Becky Merja seconded. They were read a several clerical errors were fixed. Becky Merja moved to approve the corrected minutes Mary Hardenbrook the (motion seconded.) A vote was taken, and the motion passed unanimously by those present.

**FINANCIAL STATEMENT** – The statement for March 12, 2024, was reviewed by the board present. Mary Hardenbrook moved to accept the financial statement; Erin Scott seconded the motion. A vote was taken, and the vote passed unanimously by those present.

**BILLS** – Mary Hardenbrook presented the February 2024 bills. Becky Merja moved to pay the bills; and Fran Harris seconded. The vote to pay the bills was taken and passed with Dick Green, Mary Hardenbrook, Erin Scott and Becky Merja voting to pay the bills and Fran Harris abstaining because of the conflict.

**CALENDAR ITEM** – Policies. Erin Scott is still reviewing those policies and will have a report at the next meeting.

**CORRESPONDENCE** – Fran Harris had previously provided each member with a copy of a letter from Benton County explaining the money they withhold from taxes for a lawsuit which is in progress.

**COMMITTEE REPORTS** – None.

**UNFINISHED BUSINESS** – Having a set date for the chief's pay day was discussed again. Becky Merja moved to explore a permanent date for the chief to be paid. Dick Green seconded. A vote was taken, and Dick Green, Becky Merja and Erin

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Fran Harris moved, and Dick Green seconded a motion to have Chief Harris come up with a job description for the new staff member position. The motion passed unanimously by those present.

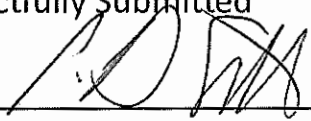
**PUBLIC INPUT** – None

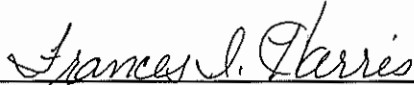
**DISTRICT ADMINISTRATOR’S REPORT** Presented by Chuck Harris. Erin Scott moved to accept the report, Becky Merja seconded. The vote passed unanimously by those present. A copy is attached herein and by reference incorporated herein.

**CHIEF’S REPORT** – Was present by Chief Harris, a copy of the report is attached and by reference incorporated herein. Erin Scott moved to accept the report, Becky Merja seconded, and the motion passed unanimously by those present.

The meeting was adjourned at 8:02 p.m.

Respectfully Submitted

  
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Dick Green, President  
Erin Scott - Vice President

  
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Frances I. Harris, Secretary/Treasurer