

Adair Rural Fire Protection  
Board of Director's Meeting

Adair Rural Fire Station

Adair Village, Oregon

February 13, 2024

The meeting was called to order at 6:45 p.m. by president, Dick Green.

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

**MINUTES** - The minutes of January 9, 2024, regular meeting were read by those present. Becky Merja was still concerned about how the minutes were presented. Mary Hardenbrook moved to strike old people from the December minutes and put in the wording from the January 9, 2024, minutes, Erin Scott seconded. Dick Green, Becky Merja, Erin Scott and Mary Hardenbrook voted for the motion and Fran Harris abstained. ~~Erin Scott~~ The January 9, minutes were discussed further. Becky Merja moved to change Page 2, paragraph 3 to read "what would happen if we do not have three people at a meeting. Erin Scott volunteered to check it out and do bill paying more efficiently". Mary Hardenbrook seconded, and the vote passed unanimously.

It was explained that if there aren't three people to approve paying the bills, then an emergency meeting could be call with 24 hours' notice.

Merja moved to approve the minutes as amended, Mary Hardenbrook seconded, and the vote passed unanimously by those present.

6:55 p.m. there was an emergency call and Chief Harris left for the call.

7:00 the connection for Erin Scott was lost.

**FINANCIAL STATEMENT** – Was presented to each member. Becky Merja moved to accept the financial report, Mary Hardenbrook, seconded a vote was taken and the motion passed unanimously by those present and Erin Scott no longer available.

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

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**CALENDAR ITEM** – Review Board Policies – Erin Scott has the book and is not present. We tabled it definitely for the next meeting.

Three Year Chief's Report – will be presented with the chief's report.

Bond or Serial Levy – Not needed.

Affidavit to the County about election – Not needed.

**CORRESPONDENCE** – There was a letter from the Oregon Department of Review. Fran will send it to ~~the~~ Lisa Maxwell to find out if we need to do anything.

**COMMITTEE REPORTS** – None.

7:27 – Chief Harris returned.

**UNFINISHED BUSINESS** – Gift for Kendall Manthe. Becky Merja has received several suggestions from his family. Fran Harris moved to get him a \$200 gift card from Cabelas, Becky Merja seconded, and the vote passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion.

New Auditor – Accuity out of Albany has sent a request. It was discussed and Dick Green moved to move forward with hiring them for the audit, Mary Hardenbrook seconded the motion. The motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion.

Resolution 2024-02-01 Unforeseen Circumstances was presented to the board. This was for grant money received for getting turnouts. Becky Merja moved to adopt Resolution 2024-02-01, Mary Hardenbrook seconded, and the motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion.

Resolution 2024-02-02 Unforeseen Circumstances was presented to the board. This was for money received for pay the emergency personnel who assisted at the OSU football games. Becky Merja moved to adopt Resolution 2024-02-02, Mary Hardenbrook seconded, and the motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion.

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Resolution 2024-02-03 Resolution to Transfer Funds into the Building Reserve was presented to the board. Becky Merja moved to adopt Resolution 2024-02-02, Mary Hardenbrook seconded, and the motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion.

Resolution 2024-02-04 Resolution to Transfer Funds into the Equipment Reserve was presented to the board. Becky Merja moved to adopt Resolution 2024-02-02, Mary Hardenbrook seconded, and the motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion.

The Local Government Contracting Law was discussed. A committee of Erin Scott and Becky Merja was set up to get it to the attorney and follow up with what needs to be done.

**NEW BUSINESS - None**

**PUBLIC INPUT – None**

**DISTRICT ADMINISTRATOR'S REPORT** Presented by Chuck Harris. Becky Merja moved to accept the report, Mary Hardenbrook seconded. The ~~vote passed~~ motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion. A copy is attached herein and by reference incorporated herein.

**CHIEF'S REPORT** – Was present<sup>ed</sup> by Chief Aaron Harris, a copy of the report is attached and by reference incorporated herein. Aaron wants to change the duties of the District Administrator for the new hiring as of July 1, 2024. He will bring a proposal to the next meeting. Becky Merja moved to accept the report, Mary Hardenbrook seconded. The vote passed motion passed with Dick Green, Fran Harris, Becky Merja and Mary Hardenbrook voting for the motion. A copy is attached herein and by reference incorporated herein. Due to the lateness of the meeting each person was given a copy of the Chief's Annual Report, and any questions will be answered at the next meeting.

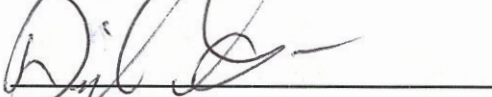
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The meeting was adjourned at 8:22 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Dick Green", written over a horizontal line.

Dick Green, President

A handwritten signature in blue ink, appearing to read "Frances I. Harris", written over a horizontal line.

Frances I. Harris, Secretary/Treasurer