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MINUTES OF THE MAY 13, 2024 BUDGET COMMITTEE MEETING

**Call to Order:** President Katherine Guenther at 10:33 AM called the meeting to order.

**Quorum:** It was determined that a quorum was present.

**Attendance:** Those present: Committee Members and Directors – Katherine Guenther, Drew Tracy, Don Tucker, Ed Hallahan, Doug Myers, Paula D’Alfonso, Betty Johnston; Administrative Assistant, Shelby Knife; and Budget Officer, District Administrator & Fire Chief, Frankie Petrick. Not in attendance were budget committee members Jim Finlayson, Joanne Kittel and Rick McClung.

**Guests:** Quinton Smith from Yachats News.

**Nominations:** President Guenther opened nominations for Chairman. Budget Committee member Johnston moved to nominate Betty Johnston for Chairman. Director Myers seconded. Motion carried unanimously. Director Guenther opened nominations for Secretary. Director Hallahan moved to nominate Petrick for Secretary. Director Tucker seconded. Motion carried unanimously.

**Budget Message:** Chairman Johnston asked for the Budget Officer, Frankie Petrick, to present the Budget Message. Petrick read the Budget Message. Chairman Johnston asked if there were any questions concerning the Budget Message. Hearing none, Chairman Johnston asked for a motion to accept the Budget Message as presented by Petrick. Director Hallahan moved to accept the Budget as presented. Director Tucker seconded. Motion carried unanimously.

**Budget Document:** Petrick & Knife presented the Budget Document, pages 1 through 6 to explain each line item. Questions were asked and answered. Chairman Johnston entertained a motion to approve the Budget. Director Tucker moved to approve the Budget Document, pages 1 through 6, for the 2024-2025 budget year as presented; including approving taxes to be levied at the rate of \$.2896 per \$1,000 of assessed value for operation, a rate of \$1.59 per \$1,000 of assessed value for the first local option levy, and a rate of \$.61 per \$1,000 of assessed value for the second local option levy, against all the taxable property within the district; establishing property taxes estimated to be received at \$1,674,090 and other resources listed as \$656,200 in the General Fund; with a \$597,840 unappropriated fund balance as presented in the Budget Document with a total resources amount of \$2,330,790; additionally that the county levy \$446,808 for the general obligation bond (debt service) levy. Further that the committee acknowledges that each fund is subject to any revision, which the governing body is authorized, within Budget Law allowances, to make after the Budget Hearing. Director Hallahan seconded. Motion carried unanimously. A copy of the budget as presented will be attached to these minutes.

**Adjournment:** The Board extended a “thank you” to the committee members for their time in serving on the committee. The committee extended a “thank you” to Petrick and Knife for all their work in preparing the Budget Document. The meeting was adjourned at 12:14 PM.

Minutes written and prepared by \_\_\_\_\_.  
Frankie Petrick

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

MINUTES OF THE BOARD OF DIRECTORS’ REGULAR MEETING  
OF MAY 13, 2024

**Call to Order:** President Katherine Guenther called the meeting to order at 12:16 PM.

**Quorum:** It was determined that a quorum was present.

**Attendance:** Those present: Directors – Katherine Guenther, Don Tucker, Drew Tracy, Doug Myers and Ed Hallahan; Shelby Knife, Assistant to District Administrator; District Administrator and Fire Chief, Frankie Petrick.

**Agenda changes or additions:** None requested.

**Guests:** None.

**Public Input:** None.

**Minutes:** The minutes of the April 8<sup>th</sup> Regular Meeting were approved as presented.

**Liaison Report:** None.

**Correspondence:** None received.

**Equipment Maintenance:** True North was not able to come for pump testing. They will be rescheduling sometime in the not too distant future.

**Training Team Report:** None given.

**Activity Report:** The April 2024 activity report is attached to these minutes. No questions or concerns.

**District Administrator/Fire Chief Report:** YRFPD received a signed copy of the Mutual Assistance Agreement with COCF&RD.

Petrick signed the Lincoln Benton County Mutual Aid Agreement along with all the other Chiefs within the county. Chief Jackson will be forwarding the document to Benton County for signatures.

**Old Business:** Director Tracy asked for a status of the ambulance. Knife replied that we are

still waiting for all the attorneys to give written notification that we can have the appraiser come in to determine the fate of Unit 19.

**Ongoing Business:** Knife reported we have one application for the Civil Service Commission and another one on the way. If you know of anyone who might be interested, please have them contact Knife.

The SWLCWPUD hydrant agreement was discussed briefly. Petrick was able to obtain a copy of the National Special Districts Coalition report. We will review this to get a better picture of the issue and how that might affect our current agreement. SWLCWPUD has contracted with Civil West to look at SWLCWPUD’s system to see if it meets Oregon Fire Code. This will be on the agenda for the next meeting.

**New Business:** With Director Johnston resigning, the board needs to elect a new Vice President. Director Myers volunteered to be the new Vice President. Director Tracy seconded. The vote was unanimous. Director Myers will be the new Vice President.

Director Myers would like to add a balance sheet and the first page of every bank account to the monthly board packet. Some discussion was held about the need for bank account statements every month. Director Myers also requested an explanation on each memo line for all checks written. The board directed Knife to put the documents in the next board packet and it will determine if they would like to continue the process. Petrick and Knife will review the Board Policy Manual to ensure it explains the redundancies in our current system.

**Disbursements:** The bills were reviewed. Director Tucker moved to pay the bills. Director Hallahan seconded. Motion carried unanimously.

**Adjournment:** As there was no further business the meeting was adjourned at 12:52 PM. The next regular meeting will be held at 10:45 AM on June 10<sup>th</sup> following the Budget Hearing at 10:30 AM.

Minutes written and prepared by \_\_\_\_\_.  
Frankie Petrick

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director