

YACHATS RURAL FIRE PROTECTION DISTRICT
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MINUTES OF THE BOARD OF DIRECTORS' REGULAR MEETING
OF JULY 8, 2024

Call to Order: President Katherine Guenther at 10:34 AM called the meeting to order.

Quorum: It was determined that a quorum was present.

Attendance: Those present: Directors – Katherine Guenther, Drew Tracy, Donald Tucker, Doug Myers and Ed Hallahan; FF/Paramedic Osmo Larmi; Shelby Knife, Assistant District Administrator; District Administrator and Fire Chief, Frankie Petrick.

Election of Officers: President Guenther opened the Election of Officers. Director Hallahan moved to retain the current slate of officers. Director Myers seconded. Motion passed unanimously.

Agenda changes or additions: None.

Guests: None

Public Input: None received

Minutes: The minutes of the June 10th Budget Hearing & Regular Meeting were approved as presented. Director Hallahan asked if Civil West could assess the City of Yachats hydrants. Petrick stated they could however it is the City's responsibility to engage them for that work.

Liaison Report: None

Correspondence: None

Equipment Maintenance: Engine 82 has a slow leak and is slated for new tires this year. When three crew members are working we will get the engine up to Les Schwab for evaluation.

Training Team Report: Larmi reported that crews have been busy on calls and that staff are keeping up on training.

Activity Report: The June activity report is attached to these minutes. Knife explained that the June 2024 on scene times are inaccurate because of a new process with the crews are using to enter the calls into ImageTrend. Knife sent out an email to the crews to clarify the process and why the information is important.

District Administrator/Fire Chief Report: No report

Old Business: None

Ongoing Business: None

New Business: The Board reviewed the Policy Manual. Director Hallahan moved to adopt the Board Policy Manual with the change on page 24 Internal Controls to state the District Administrator can assign the task instead of the Board. "In the Assistant District Administrator's absence, the District Administrator can assign the task to another employee who meets the aforementioned criteria." Director Myers seconded. Motion carried unanimously.

Petrick discussed the need to adjust accounts at the end of the year. This year funds need to be moved between personal services and materials and services a resolution and motion are required. Director Hallahan moved to adopt Resolution 2024-004 to Transfer Funds Between Categories. Director Tracy seconded. Motion carried unanimously.

Director Hallahan moved to adjust the following accounts:

In Personal Services:

Increase 901 (payroll expense) by \$64,543.37 by decreasing 902 (medical insurance) by \$7,000; 912 (life insurance) by \$4,000; 921 (dispatch services) by \$19,000; 934 (audit and legal) by \$15,000; 928 (non major bldg & grnds maint) by \$15,000; 940 (misc sm equip & supplies) by \$4,543.37.

Increase 913 (volunteer benefits) by \$8,745.96 by decreasing 944B (employee response gear) by \$8745.96.

Increase 914 (vol/emp medical benefits) by \$3,160 by decreasing 927 (equip maint) by \$3,160.

In Material and Services:

Increase 945 (hydrant r/m) by \$1,700 by decreasing 926 (fuel, oil, lube) by \$1,700.

Increase 936 (elections) by \$1,100 by decreasing 928 (non major bldg & grnds maint) by \$1,100. Director Tracy seconded. Motion carried unanimously.

Knife distributed copies of the updated Public Contracting Rules received from our attorney. Knife will publish a hearing notice in the Daily Journal of Commerce and the Lincoln County Leader so a hearing can occur at the August meeting.

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

Adjournment: As there was no further business the meeting was adjourned at 11:31 PM. The next regular meeting will be held at 10:30 AM on August 12, 2024.

Minutes written and prepared by _____.
Frankie Petrick

Director

Director