

**HAZELDELL RURAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, AUGUST 27, 2020**

CALL TO ORDER: Chairman Herb Wick called the meeting to order at 5:00 PM on Zoom and the Oakridge Fire Station.

ATTENDANCE: Directors Herb Wick, John Milandin, and Pam Mahler (via Zoom) and Director Joan Peterkin.
Staff: Acting Fire Chief Bryan Cutchen; Lt. Scott Hollett (via Zoom)

UNEXCUSED ABSENCE: Director Skip Baker

Public Attendance:

Summary of Motions

- Motion to approve the Minutes of the August 27th Regular Board Meeting – Passed
- Motion to approve the August Accounts Payable – Passed
- Motion to inventory needed signs and provide them without fee to residents – Passed
- Motion to return the Board Secretary position to Director Peterkin - Passed
- Motion to continue the other Board offices as currently filled - Passed
- Motion to take back \$600 from the Bookkeeper's account - Passed
- Motion to adjourn the meeting made at 6:10 pm – Passed

Agenda

Two similar agendas were prepared. The Board will use the agenda prepared by Wick as it was posted publicly.

Minutes

Motion to approve the Minutes of the August 27th Regular Board Meeting. Motion made by Mahler, 2nd by Milandin.

(Motion passed Unanimously with a 4-0 roll call vote)

Accounts Payable

The Accounts Payable was previously sent by email to the meeting participants but was not available via Zoom. Peterkin recited the invoices to be paid.

Motion to approve the Accounts Payable plus a possible check for a shortfall paid for Workers' Comp.

Motion made by Mahler, 2nd by Milandin.

(Motion Passed Unanimously with a 4-0 roll call vote)

Financial Report

The Financial Report was not presented at the meeting. The issue was raised of the possibly of the District not receiving its anticipated tax revenue due to Covid-19's affect on income. The City has discussed loan possibilities with Banner Bank. The Board is prepared to adjust planned expenses if needed.

Recognition/Public Comment

None

Old Business

Action Items List and Accomplishments

Milandin reviewed the Action Item List with the Board.

- Yard Light at HP Station: The fire apparatus is lit well with the exception of the Tender.

- Milandin is drafting a District Policy for use of the Station by third party groups using the school district's policy as a basis.
- Sale of Ford 250: The department plans to sell it in an online auction along with City equipment. Cutchen will send the Board a link to the auction
- Develop Drivers' List of Qualification: The Department is looking into persons being able to get a certification to drive a tender or engine without becoming a volunteer. This could be available for someone who has an interest, is willing to attend a few weekend courses, and completes HRFD's in-house driving requirements. (Hollett)

Home Address Signs

Item has been added to the Action Items List. The purchase and install cost for 100 signs would be about \$1400. We may have enough signs to get started. (Hollett per Mock) The budget for address signs in account 5436-0 is \$100, however additional budget may be available. The Board agreed to defer purchase of signs until the tax revenues flow in.

Motion made to inventory the needed signs and provide them without fee to residents. Motion made by Milandin, 2nd by Mahler.

Discussion: The priority of placement of signs will be made by operations based on where they are needed most. We will use the available budget and inform the Board if it will be exceeded.

(Motion Passed on a 3-1 roll call vote)

New Business

Process for Installation of Officers

At the beginning of each fiscal year the Board selects its officers. Peterkin stated that she has been performing the work of the Secretary position and wants to have the position confirmed by the Board. Baker was appointed last year, however he hasn't shown an interest in the work. Also it is difficult to transfer duties due to Covid-19.

Motion to return the Board Secretary position to Peterkin. Motion made by Wick, 2nd by Mahler.

(Motion Passed Unanimously with a 4-0 roll call vote)

Motion to continue the other Board offices as currently filled.

(Motion Passed Unanimously with a 4-0 roll call vote)

Fire Chief's Report

Conflagration duty.

Normally the Oakridge Fire and EMS provides persons to fight wildfires. This year they have to withdraw from the program as the department would be understaffed.

Mistake in 2020-21 Budget

In adding \$600 more to the 2020-21 budget for Bookkeeping, the change was not made to Resources. Reducing the line item for Bookkeeping will not affect the summary documents.

Motion to take back \$600 from the Bookkeeper's account. Motion made by Milandin, 2nd by Peterkin.

(Motion Passed Unanimously with a 4-0 roll call vote)

Security Cameras at HP Station

Security Cameras with video feed could be available as Spectrum is installing cable internet in the HP Station area. With a Spectrum account, the District would be able to view our security cameras by cell phone.

Equipment

Hollett reported on the Lakeport engine. 1531 was sent for repair as it had not passed the pump test.

Director Reports

Status of County plans for Covid-19 testing and vaccination in East Lane County

Milandin queried Cutchen. Testing is available at any health clinic in Oakridge or Eugene for symptomatic persons, but it is harder to get a test asymptomatic persons. They are looking at contacts with infected persons.

Audit

2020-08-27 BOD Minutes

Cutchen sent the letter of authorizing the CPA to perform the District's audit. No response to date.

Adjournment

Motion to adjourn the meeting made at 6:10 PM. Motion made by Mahler, 2nd by Milandin.
(Motion Passed Unanimously with a 4-0 roll call vote)

The Zoom Meeting is posted and archived to the City of Oakridge's website

Respectfully Submitted,

Joan Peterkin
Treasurer