



**Hazeldell Rural Fire Protection District  
Board of Directors Regular Meeting  
Oakridge Fire Department  
Oakridge, OR 97463**

**5:00 PM THURSDAY October 28, 2021**

**BOARD OF DIRECTORS MEETING**

**CALL THE MEETING TO ORDER**

- 1) \* APPROVAL OF CONSENT AGENDA**
  - a) Approval of minutes
- 2) FINANCIAL REPORTS**
  - a) \*Accounts Payable
  - b) Financial Report for June
- 3) RECOGNITION / PUBLIC COMMENT**
- 4) CORRESPONDENCE**
- 5) OLD BUSINESS**
  - a) Review SDIS Grant Application
- 6) \* NEW BUSINESS**
  - a) Agenda posting locations
  - b) Lane Electric Capital Credit Refund
  - c) Suburban Propane payments
  - d) Holiday Season Meeting Schedule
- 7) FIRE CHIEF'S REPORT**
  - a) Activity Report
  - b) Equipment Readiness
- 8) DIRECTORS REPORT**
- 9) CHAIR REPORT**

**ADJOURNMENT**

\* Requires Board Action

**HAZELDELL RURAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
THURSDAY, SEPTEMBER 23, 2021**

**CALL TO ORDER:** Director Joan Peterkin called the meeting to order at 5:00 PM.

**ATTENDANCE:** Directors Joan Peterkin, Skip Baker and Vernon Beard; FD Capt. Scott Hollett represented Acting Fire Chief Bryan Cutchen

**ABSENT:** Directors Herb Wick (illness) and John Milandin (family emergency)

**Public Attendance:** Eric Ornberg (District resident) and Leo Robb

**Summary of Motions**

- Motion to approve the minutes presented – Passed
- Motion to pay the invoices – Passed
- Motion to adjourn – Passed

**Consent Agenda**

*Approval of Minutes*

**Motion to approve the minutes of 26 August.** Motion made by Baker, 2<sup>nd</sup> by Beard.  
(Motion passed unanimously with a 3-0 roll call.)

**Financial Reports**

*August Accounts Payable*

**Motion to pay the bills.** Motion made by Baker, 2<sup>nd</sup> by Beard.  
(Motion passed unanimously with a 3-0 roll call.)

*Financial Report*

Peterkin presented the August financial report.

**Recognition/Public Comment**

**Correspondence**

**Old Business**

*Westridge Fire Tank Project*

Eric Ornberg presented a written proposal for converting an old 19,000 gallon water tank previously used by Westridge Water District to fire use. The purpose is to provide extra water for fire fighting. The well pump was tested and is working. The project would need a standpipe at the street and 6-8 inch piping to it. Capt. Hollett will work with Ornberg on determining the exact needs and costs to complete the project, however Hollett will be taking vacation time before the next meeting. Director Beard wants to see the cost details. The BOD agreed to wait for more details and putting the proposal to the full Board.

*SDIS Grant Application*

Hollett presented the completed Safety and Security Grant to be made for \$8,230. The bid received was \$7,230 for installation of a smoke and heat detection system plus \$1,000 for an electrician. The BOD agreed to wait until the next meeting.

**New Business**

**Fire Chief's Report**

*Activity Report*

Hollett gave a verbal summary. There were multi 2<sup>nd</sup> and 3<sup>rd</sup> outs. Eugene-Springfield FD send an ambulance out twice to cover our EMS needs.

*Equipment Readiness*

No changes.

**Directors Report**

Director Beard asked how to get the Oakridge Budget and find out the history of the HRFD. The former is available on the City's website. Peterkin will look for historical information in the District's files.

**Motion to adjourn the meeting made at 5:53 pm.** Motion made by Baker, 2<sup>nd</sup> by Beard.  
(Motion Passed Unanimously with a 3-0 roll call vote)

Respectfully Submitted,

Joan Peterkin  
Secretary

# Hazeldell Rural Fire Department

10/22/2021 7:09 PM

Register: 1002 · Banner Bank - 4095:1002-1 · General Fund

From 09/01/2021 through 10/21/2021

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
09/08/2021	eft	Harland Clarke	5400 · Materials & Ser...		166.55	X		16,706.02
09/14/2021			-split-	Deposit		X	357.16	17,063.18
09/15/2021	eft	Spectrum	5400 · Materials & Ser...	09.07.21	77.97	X		16,985.21
09/15/2021	3710	Lane Electric	5400 · Materials & Ser...	VOID:		X		16,985.21
09/15/2021	3711	LB Office Works	5400 · Materials & Ser...	VOID:		X		16,985.21
09/15/2021	3712	Lane Electric	5400 · Materials & Ser...	Acct. #3715400	79.49	X		16,905.72
09/15/2021	3713	LB Office Works	5400 · Materials & Ser...	Inv. #2021-25	125.00			16,780.72
09/30/2021			4000 · Revenue:4200-...	Deposit		X	0.28	16,781.00
10/21/2021	Eft	Spectrum	5400 · Materials & Ser...	10.07.21	77.97			16,703.03
10/21/2021	3714	Lane Electric	5400 · Materials & Ser...	Acct. #3715400	68.78			16,634.25
10/21/2021	3715	S.D.A.O	5400 · Materials & Ser...	2022 SDAO M...	153.07			16,481.18
10/21/2021	3716	City Of Oakridge	5400 · Materials & Ser...	Inv. #109	15,450.00			1,031.18
10/21/2021	3717	LB Office Works	5400 · Materials & Ser...	Inv. #2021-31	125.00			906.18



787 Bailey Hill Road  
Eugene, Oregon 97402-5451

541.484.1151  
www.laneelectric.com

414 1 AV 0.426  
HAZELDELL RURAL FIRE DIST  
ATTN HERB WICK  
PO BOX 717  
OAKRIDGE OR 97463-0717

5 414  
C-1



**Your Electric Bill Information**

Account Number	3715400
Statement Date	10/05/2021
Previous Balance	\$79.49
Payments Thank You!	\$-79.49
Current Charges - Due By 11/03/2021	\$68.78
<b>Total Amount Due</b>	<b>\$68.78</b>

**Co-op Bulletin Board**

Lane Electric members can now take advantage of 0% financing to help with the purchase of permanent, whole-house standby generator systems. We currently offer these loans for Weatherization & Heat Pump projects and are glad to now be able to give LEC members an interest free option that will ensure their safety and comfort during interruptions in power supply. Please feel free to call our Energy Services department a call at 541.484.1151 with any questions about specific program information.

**Your Energy Bill Description**

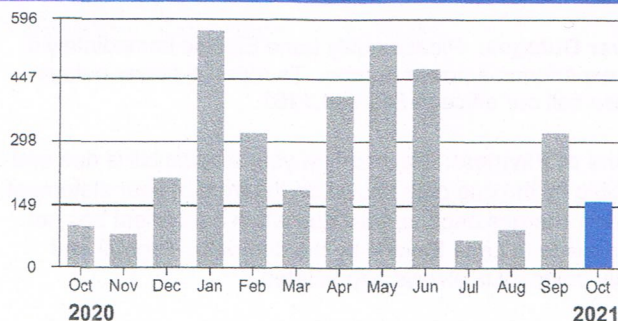
Service Address: 78175 DEAD MOUNTAIN ROAD  
Type: FIRE STATION  
Service From: 09/01/2021 TO 10/01/2021

Meter #	Desc.	Previous	Present	Usage	Mult.
78567	kWh	48002	48161	159	1.0
78567	kW	0	0.844	0.844	1.0

Description	Usage	Rate	Total
Basic Charge			\$ 52.00
Usage Charge	159	\$ .067800	\$ 10.78
70 Watt Light Street Lights (Qty: 1)			\$ 6.00
<b>Current Month's Charges</b>			<b>\$ 68.78</b>

*Acct 5460-0  
JP 10/20/21*

**Your Monthly Energy (kWh) Use**



**Your Monthly Comparisons**

Period	# Days	kWh Use	kWh/Day	\$/Day	Avg. Tmp
<b>This Month</b>	30	159	5	2.29	64
Last Month	31	317	10	2.56	71
Last Year	30	100	3	2.16	65

PLEASE DETACH THIS PORTION AND RETURN IT WITH YOUR PAYMENT



787 Bailey Hill Road  
Eugene, Oregon 97402-5451  
541.484.1151  
Pay-by-Phone at 1-877-562-5503  
www.laneelectric.com

HAZELDELL RURAL FIRE DIST  
ATTN HERB WICK  
PO BOX 717  
OAKRIDGE OR 97463-0717

Account Number	3715400
Statement Date	10/05/2021
<b>Total Amount Due</b>	<b>68.78</b>

Your payment and any returned checks may be processed electronically

LANE ELECTRIC COOPERATIVE  
787 BAILEY HILL ROAD  
EUGENE OR 97402-5451

1



PO Box 12613  
Salem, OR 97309-0613  
503-371-8667 or 800-285-5461

Statement Date: 9/29/2021

Payment Due: 12/31/2021

Hazeldell Rural Fire District  
Joan E. Peterkin  
PO Box 717  
Oakridge, OR 97463

*Acct 5425-0 - DUES  
JP 10/20/21*

Description	Amount Due
SDAO Membership Dues	\$153.07
<b>Total</b>	<b>\$153.07</b>

**Important Note:** Membership in SDAO, with dues paid in full, is a requirement for participating in any of the Special Districts Insurance Services (SDIS) insurance programs.

Please make checks payable to SDAO and enclose the bottom portion of your statement with your check to help us apply your payment correctly. Your payment can be mailed to the address above.

If you have any questions, please contact SDAO Member Services at 503-371-8667 or toll-free at 800-285-5461.

*Please keep the top portion for your records and return bottom portion with your payment.*

52047

14061

**2022 SDAO Membership Dues**

Please remit payment to:

**SDAO**  
**PO Box 12613**  
**Salem, OR 97309**

**District:** Hazeldell Rural Fire District

**Total Due:** \$153.07

**Total Enclosed:** \_\_\_\_\_

*Do you have a change of address or contact person? Please indicate new information on the back.*

**City of Oakridge**

PO Box 1410  
Oakridge, OR 97463  
(541) 782-2258

**Invoice**

**Customer ID** 109  
**Date** 10/18/2021  
**Invoice No.** Oct 2021

**Bill To:** Hazeldell Volunteers  
PO Box 717  
Oakridge, OR 97463  
Lane

**Ship To:** Hazeldell Volunteers  
PO Box 717  
Oakridge, OR 97463  
Lane

Invoice Total: \$15,450.00

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PLEASE REMIT TOP PORTION OF INVOICE WITH PAYMENT

<u>Quantity</u>	<u>Item ID</u>	<u>Description</u>	<u>Price Each</u>	<u>Amount</u>
1.00		Volunteers	\$15,450.00	\$15,450.00

*Acct 5470-0  
JP 10/20/21*

**P.O. Number**  
**Payment Terms**  
**Billed By** FIRE M  
**Ship Date**

**Sub Total** \$15,450.00

**Shipping Method**  
**Description** Volunteers

**TOTAL** \$15,450.00

## Hazeldell Rural Fire Department Revenue And Expenditures Budget vs. Actual General July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3900 · Beginning Fund Balances Budget				
4100-1 · Beginning Fund Balances-G.F.	0.00	36,855.00	-36,855.00	0.0%
<b>Total 3900 · Beginning Fund Balances Budget</b>	0.00	36,855.00	-36,855.00	0.0%
<b>4000 · Revenue</b>				
4000-0 · Prior Year Taxes	942.45	1,000.00	-57.55	94.2%
4110-0 · Current Year Tax Receipts	160.07	166,344.00	-166,183.93	0.1%
4120-0 · Interest On Prior Year Taxes	80.04	300.00	-219.96	26.7%
4200-0 · Invest Interest (LGIP)	124.35	1,000.00	-875.65	12.4%
4850-0 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
<b>Total 4000 · Revenue</b>	1,306.91	168,644.00	-167,337.09	0.8%
<b>Total Income</b>	1,306.91	205,499.00	-204,192.09	0.6%
<b>Gross Profit</b>	1,306.91	205,499.00	-204,192.09	0.6%
<b>Expense</b>				
<b>5000 · Capital Outlay</b>				
5830-0 · Vehicles	0.00	20,000.00	-20,000.00	0.0%
<b>Total 5000 · Capital Outlay</b>	0.00	20,000.00	-20,000.00	0.0%
<b>5400 · Materials &amp; Services</b>				
5410-0 · Insurance	601.42	4,240.00	-3,638.58	14.2%
5415-0 · Office Expense	166.55	500.00	-333.45	33.3%
5415-1 · Board Expense	0.00	2,000.00	-2,000.00	0.0%
5420-1 · Audit	0.00	4,000.00	-4,000.00	0.0%
5420-2 · Bookkeeping	375.00	1,500.00	-1,125.00	25.0%
5420-3 · Legal Fees	0.00	500.00	-500.00	0.0%
5420-4 · Public Info.,Web Design & Maint	525.02	500.00	25.02	105.0%
5420-5 · Bank Fees & Service Charges	0.05	150.00	-149.95	0.0%
5425-0 · Licenses,Permits,Subscrip.,Dues	0.00	1,000.00	-1,000.00	0.0%
5426-0 · Elections & Notices	266.77	1,900.00	-1,633.23	14.0%
5430-0 · Training	0.00	2,000.00	-2,000.00	0.0%
5431-0 · Travel	0.00	2,000.00	-2,000.00	0.0%
5435-0 · Vehicle Repair & Maintenance	0.00	10,000.00	-10,000.00	0.0%
5435-1 · Gas & Oil	0.00	250.00	-250.00	0.0%
5435-2 · Tires & Batteries	0.00	3,000.00	-3,000.00	0.0%
5435-3 · Vehicle & Equipment Testing	0.00	4,000.00	-4,000.00	0.0%
5435-4 · Protective Clothing	0.00	14,000.00	-14,000.00	0.0%
5435-5 · Equipment	0.00	1,500.00	-1,500.00	0.0%
5435-6 · Radio Repair/Small Tools/Equip	0.00	1,500.00	-1,500.00	0.0%
5436-0 · Address Sign Program	0.00	2,000.00	-2,000.00	0.0%
5450-0 · Contract Ser - City of Oakridge	0.00	63,330.00	-63,330.00	0.0%
5450-1 · Contract Services-Adm Asst	0.00	1,000.00	-1,000.00	0.0%
5460-0 · Utilities	1,356.13	3,000.00	-1,643.87	45.2%
5460-1 · Building/Grounds Maintenance	350.00	7,000.00	-6,650.00	5.0%
5470-0 · Volunteer Prog-City of Oakridge	0.00	15,450.00	-15,450.00	0.0%
<b>Total 5400 · Materials &amp; Services</b>	3,640.94	146,320.00	-142,679.06	2.5%
<b>5700 · Interfund Transfer</b>				
5700-1 · Land & Facilities Fund	0.00	10,000.00	-10,000.00	0.0%
5900-1 · Vehicle Fund	0.00	10,000.00	-10,000.00	0.0%
<b>Total 5700 · Interfund Transfer</b>	0.00	20,000.00	-20,000.00	0.0%
<b>6100 · Operating Contingency-Budgeted</b>				
6100-0 · Operating Contingency	0.00	10,000.00	-10,000.00	0.0%
<b>Total 6100 · Operating Contingency-Budgeted</b>	0.00	10,000.00	-10,000.00	0.0%
7100 · Unappropriated Ending Fund Bal.	0.00	9,179.00	-9,179.00	0.0%
<b>Total Expense</b>	3,640.94	205,499.00	-201,858.06	1.8%
<b>Net Ordinary Income</b>	-2,334.03	0.00	-2,334.03	100.0%
<b>Net Income</b>	-2,334.03	0.00	-2,334.03	100.0%



2021-22

# Safety & Security Grant



Please complete each field below, either on this form or on a separate sheet. Be sure to print clearly.

District Budget (check one):  <\$150K  >\$150K and <\$350K  >\$350K

Name of SDAO Member District: Hazeldell Rural Fire Protection District

Complete Mailing Address: PO Box 717 Phone Number: 541-782-2414

Oakridge, OR 97463 Fax: \_\_\_\_\_

Contact Person: Captain Scott Hollett E-Mail: scotthollett@ci.oakridge.or.us

Brief description of proposed project': \_\_\_\_\_

Installation of a smoke and heat detection system with internal and external hornstrobes, autodialer, and backup batteries in the single firehouse for the district. No detection currently exists. The system would enhance the video surveillance system already in place.

Total cost: \$8,230.00

Breakdown of cost(s): \_\_\_\_\_

Contractor materials and labor to install the detection system - \$7,230.00  
Electrician costs to install 120VAC to the control panel - \$1,000.00

Impact on staff, volunteers, and/or community safety: \_\_\_\_\_

Will provide much needed smoke and heat detection where none currently exists. This is the only firehouse in the district and critical to the safety and well being of the community.

\* NOTES:  
• Routine maintenance to existing facilities and/or equipment and normal business expenses will not be considered.  
• Labor costs for district employees are not eligible for in-kind matching.

Fill out and return the application for your district by mail to SDAO, PO Box 12613, Salem, Oregon 97309 or email to **memberservices@sdao.com** by **noon on Wednesday, November 17, 2021**. You can download a copy of the application on our website at **www.sdao.com/safety-security-grant-program**. Questions? Contact Christian Boyd at 800-285-5461, extension 102.

# Safety & Security Grant Program

**\*\*Deadline: November 17, 2021 at Noon\*\***

Applications are now being accepted for the 2021-2022 SDIS Safety and Security Grant Program! SDIS members are eligible to apply for a matching grant to help fund expenses related to projects that mitigate exposures to security threats.

The SDIS Safety & Security Grant program assists member with funding of safety and security project that lead to reduced exposure in high-level claims categories. It is our goal to eliminate or lower risk to the SDIS insurance program by supporting members' proactive approaches to preventing loss.

## **What is the focus of this year's program?**

Over the last ten years, SDIS has experienced an increased number of vandalism, burglary, and cyber-related claims happening due to "crimes of opportunity". These claims have contributed to significant loss to the insurance pool. As a result, mitigation of exposure to security threats is the focus of this year's grant program. Examples of eligible projects include, but are not limited to:

- Alarms
- Window Film
- Securing Valuables
- Cybersecurity Equipment
- Fencing
- Lighting
- Cameras

## **What does "matching grant" mean?**

This year's program is a 25/75 or 50/50 matching grant program, which means the total of your security-related project expenses or project cost will be split between your district and SDIS. The amount that your district will be responsible for, as well as the maximum matching grant offered, will be dependent upon your district's annual budget.

## **What do you mean by "a maximum matching grant"?**

Grant funding is based upon your district's annual budget and is demonstrated in the table below. For example, if your project expenses are \$20,000 and your district's annual budget is over \$350,000, your matching grant would be in the amount of \$10,000. If your district has an annual budget of less than \$150,000, you will not be eligible to receive more than \$3,000. For those with budgets between

\$150,000 and \$350,000, the maximum benefit is \$5,000.

**Districts with an annual budget of:**

Less than \$150,000			Greater than \$150,000 but less than \$350,000			Greater than \$350,000		
Projects that mitigate exposures to security threats are eligible to receive <b>up to 75%</b> funding of the total cost of a qualifying project with a maximum benefit of <b>\$3,000</b> .			Projects that mitigate exposures to security threats are eligible to receive <b>up to 50%</b> funding of the total cost of a qualifying project with a maximum benefit of <b>\$5,000</b> .			Projects that mitigate exposures to security threats are eligible to receive <b>up to 50%</b> funding of the total cost of a qualifying project with a maximum benefit of <b>\$10,000</b> .		
<i>Example:</i>			<i>Example:</i>			<i>Example:</i>		
Total Project	SDIS Grant	District	Total Project	SDIS Grant	District	Total Project	SDIS Grant	District
\$4,000	\$3,000	\$1,000	\$10,000	\$5,000	\$5,000	\$20,000	\$10,000	\$10,000
\$2,000	\$1,500	\$500	\$6,000	\$3,000	\$3,000	\$15,000	\$7,500	\$7,500
\$1,000	\$750	\$250	\$4,000	\$2,000	\$2,000	\$10,000	\$5,000	\$5,000

**What if our expenses or project total is over the maximum amount?**

If your district's total project expenses exceed the maximum amount, the maximum benefit does not change. If your district has an annual budget of less than \$150,000, you will not be eligible to receive more than \$3,000. For those with budgets between \$150,000 and \$350,000, the maximum benefit is \$5,000. And for districts with budgets over \$350,000, the maximum amount is \$10,000.

**Who decides if our grant request is accepted or denied?**

The SDIS Safety Grant Committee will review each application to determine which are eligible to receive funding. Matching grants will be awarded to applicants that meet the eligibility requirements by order of priority and on a first come, first served basis. After the first priority level has been funded, grants will be awarded to applicants in the second priority level.

**The committee will use the following priority levels in determining grant recipients:**

**First Priority for Funding**

Expenses incurred after July 1, 2021 related to safety and security projects designed to mitigate exposure to vandalism, burglary and/or cyber-related claims.

**Second Priority for Funding**

New Safety and Security Projects

- Your district may apply for any new safety or security project you choose.

Examples include, but are not limited to, video surveillance equipment, security systems, enhanced parking lot lighting, and safe shop equipment. Routine

maintenance to existing facilities and normal business expenses will not be considered.

### **Other Priority Information for Funding**

Grant applicants who have never received an SDIS Safety & Security Grant will be given priority over those who have received one in the past. We will then give priority to applicants who did not receive an SDIS Safety & Security Grant in the 2020/2021 fiscal year (July 1, 2020-June 30, 2021).

### **Other Important Information**

The purpose of this program is to reduce risk exposures by assisting our members to complete safety and security related projects. Your district must have insurance coverage for the risk exposure you are trying to mitigate. For example, if you do not have workers' compensation coverage through SDIS, a project that improves worker safety would not be eligible.

### **How can we apply?**

Fill out and return [the application](#) for your district by mail to SDAO, PO Box 12613, Salem, Oregon 97309 or email to [memberservices@sdao.com](mailto:memberservices@sdao.com) by noon on Wednesday, November 17, 2021.

[Applications](#) received after noon on Wednesday, November 17, 2021 **will not be considered.**



787 Bailey Hill Road  
Eugene, Oregon 97402-5451  
541.484.1151  
[www.laneelectric.com](http://www.laneelectric.com)



\*\*\*\*\*AUTO\*\*5-DIGIT 97463

T23 P1 8710  
Hazeldell Rural Fire Dist  
Attn Herb Wick  
PO Box 717  
Oakridge OR 97463-0717

## Patronage Capital Credit Refund

**2019 and/or 2020 Present Value is \$41.98 for Member 37154**

Dear Hazeldell Rural Fire Dist,

If you received electric service from Lane Electric Cooperative in 2019 and/or 2020, the present value for the Capital Credits earned in that year will show as a credit on your electric bill in November 2021. If you wish to wait to receive the full value of those Capital Credits, they will be available in about 30 years. Please choose one of the four options listed below:

1. Do nothing further, and the credit will be applied to your November 2021 electric bill.
2. Elect to wait 30 years to receive the full value of your Capital Credits.
3. Donate them to Lane Electric's Member Assistance Program (MAP).
4. Donate them to the research and development of Renewable Energy.

If you **do not want the credit applied to your November bill**, you must select one of the options listed below and return it to Lane Electric by **October 31, 2021**.

Retain this portion for your records.

Please detach and return this portion.

- Donate my Capital Credits to MAP (Member Assistance Program).
- Donate my Capital Credits to Renewable Resources.
- I elect to wait 30 years for the full value of my Capital Credits.

MEMBER #: 37154 / \$41.98 / Hazeldell Rural Fire Dist

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*In the cooperative spirit, Lane Electric provides safe, economical, and reliable energy services to its members.*