

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING
October 26, 2016**

BOARD MEETING CALLED TO ORDER

TIME: 6:00PM

LOCATION: Training Building

ROLL CALL

Craig Amann	<i>President</i>
Sandy Shaffer	<i>Vice-President</i>
Rich Halsted	<i>Secretary/Treasurer</i>
Mike Parker	<i>Board Member</i>

OTHERS PRESENT

<i>Chris Wolfard</i>	<i>OPs Chief</i>
<i>Brad Barnes</i>	<i>Division Chief</i>
<i>Carey Chaput</i>	<i>Office Manager</i>
<i>Tallie Jackson</i>	<i>New Office Manager</i>
<i>Ted Shaffer</i>	<i>Budget Committee</i>
<i>Matt Epstein</i>	<i>Budget Committee</i>
<i>Steve Weaver</i>	<i>Budget Committee</i>
<i>Daniel Boyajian</i>	<i>Volunteer Assoc. Pres</i>

ABSENT

None

SPEAKERS AND GUESTS

Rick Brewster, CPA – Audit Presentation

Lori Cooper – Board Member Candidate

Audit Presentation; Rick Brewster presented the annual audit; his overview of the District is that it is in good hands and in good shape for the upcoming year. He explained to the Board the layout of the report both being in Modified Accrual and Accrual format.

Rick’s review started in the Modified Accrual portion on page 33 which compares the Budgetary Schedule. This review compares the original budget to the actual amounts and discusses any variances. Overall revenues finished favorably, leaving the District in a stable position to carry over until tax revenues start coming in November 2016.

Capital Projects Funds had little activity to report this year, however he supports the strategy of building this fund for the purpose of equipment replacement. He supports the stable approach of building the resources over a ten year period. This he also feels could cushion the District from increasing personnel costs from benefit liabilities.

Personnel Services consist of 2/3 of the budget, and finished the year within budget. Rick cautioned about the rising costs of Medical Coverage and his concerns over future increases to PERS. As these liabilities increase, long term planning could be potentially put on hold.

Other expenditures in Materials and Services also came within budget, as anticipated. Capital Outlay reflected the completion of the station projects and overall came in under budget. This conservative approach should serve the District well for the upcoming years, allowing for planning for the long term Equipment Replacement in the Capital Fund.

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Now from an accrual aspect Rick generally discussed the estimates effecting the District's financial statements, including the depreciation of assets and actuarial reports of future retirement costs.

Rick commented on forecasting Property Taxes and using the same conservative approach when planning the next budget. As required, he commented on the District's effectiveness to develop and maintain internal control procedures. In conclusion, Rick finds the District in compliance with the generally accepted auditing principals. Rick commended the District for the management of the financial statements including the Districts internal control's which have made the audit process more efficient.

Appointment of Board Member

Lori Cooper and Gary DeSimone submitted letters of intent. A board discussion included the letters of intent from Lori Cooper and Gary DeSimone.

Michael Parker nominated Lori Cooper to be appointed to the Board of Directors.

Sandy seconded the motion:

Approved unanimously

Lori accepted the position and took the Oath of Office.

Recognition

Craig presented a plaque to Carey on behalf of the Board for her years of service.

REVIEW MINUTES FROM PREVIOUS MEETING

Review minutes of September 21st meeting. The minutes were reviewed and corrections were made to the spelling of Lori, and changed the wording to clarify and update to Chapter 2 and 5.

Rich moved to approve the September 21, 2016 minutes as corrected and amended.

Michael Parker seconded the motion.

Approved unanimously.

FISCAL REPORT

The Disbursement Voucher for October 2016 was presented: The following expenditures were discussed; QuickBooks, Travel Made Easy, Chief's Overtime and Suzy's Flowers all were discussed and clarified. The reimbursement from SDAO was an overpayment to workers' comp.

Michael Parker moved to approve the October 2016 expenditures, in the amount of \$188,164.11

Rich seconded the motion.

Monthly expenditures approved unanimously.

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The Financial Report review: Board Members reviewed the financial report as 25% through the Fiscal Year, discussing that overtime costs are creeping up and Chief is monitoring. There is a predicted increase in overtime costs to come in December. Trauma Response needs to be reworded to Response Billing to clarify the type of income being received. In line 100445.1, the word equipment needs to be deleted

STAFF REPORT

Training, Maintenance and Alarms:

Chris presented the Staff Report for September, highlighting the Training activity and Operations. Training has been moved to Tuesday nights and will be evaluated after 3 months. Brad repaired the crack in the water tank and replaced the damaged front tire on 8513. A new volunteer, Nate Carrol will be on the station 7 roster.

General:

Operations – Chief traveled to Arizona to conduct a thorough background check on Tallie. Chief also has begun working on next year’s budget and preparing for negotiations with union members.

New Permits - 6

Alarms – Wildland fire on Sterling Creek and a structure fire on Missouri Flats.

Special Information – Bob Ziegler turned in his letter of resignation effective November 1st. Mercy Flights is addressing frequent 911 callers with outreach through 2 paramedics. Tim Van Leeuwen had surgery earlier today, Chief and some of the volunteers went to the hospital to support the family.

OLD BUSINESS

Policy Updates; 2nd Readings:

Chapter 4

Board discussed making an exception to the policy instead of changing the policy.

Rich moved to make an exception to Chapter 4, 4.1.1 (L) to allow Chief to move 15 minutes outside of District.

Michael Parker seconded the motion.

Exception to the policy Approved unanimously.

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Chapter 2

The Board agreed to the changes to clarify and update the anniversary date of an employee.

Sandy moved to amend Chapter 2, 2.7.5 to clarify and update an employee's anniversary date.
Rich seconded the motion.
Approved unanimously.

Chapter 5

The Board was in favor of changing the policy to the to follow the current payroll schedule.

Sandy moved to amend Chapter 5, 5.5 (B), (C) to clarify and update the payroll schedule
Rich seconded the motion.
Approved unanimously.

Surplus Donation

Chris presented that 8501 was placed for sale on EBay and Craigslist for \$5000 and did not receive any interest. RITA (Rogue Interagency Training Association) has started a new fire academy and is need of equipment. Chris suggested that we donate this apparatus, as the donation will provide a great benefit to the District in future trainings.

Rich moved to donate 8501 to RITA with the contingency that they may not sell the apparatus for 2 years.
Sandy seconded the motion.
Approved unanimously.

NEW BUSINESS

Best Practices Checklist

Rich will complete and submit the survey for SDAO on behalf the Board, with completion of the survey will help save the District 10% on our liability insurance.

Exception to Financial Policy

Carey presented that there are items over \$1500 in grant expenditures listed under Material and Services. Per our accountant's recommendation the items will need a resolution created toward the end of the fiscal year to move items to capital outlay per policy.

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Resolution 2016/2017-03, MVC Cost Recovery

A resolution was presented to initiate cost recovery associated with the delivery of services. Board members expressed they did not agree with the resolution as presented and would like to revisit this issue next meeting. Some concerns discussed were determining negligence, billing of local residents and the cost for the service with the third party company appears to be low.

ANNOUNCEMENTS / Good of the Order

Insurance review – Jeff Griffin asked for any subject requests

RSVP to Christmas Party by Nov 15th (Note Change of Time)

Letter of appreciation from a resident thanking our fire department for responding quickly and efficiently to accident they were involved in.

Add review of Chapter 9 to the agenda for next meeting.

Rich would like to see a future policy for large donations given to the District.

ADJOURNMENT

The Board meeting was adjourned at 8:42 pm.

The next Board meeting will be held Wednesday – Nov 16th, 6 pm @ **Training Bldg**