

**EVANS VALLEY FIRE DISTRICT # 6
BOARD OF DIRECTORS
REGULAR MEETING**

Minutes of July 11, 2019

1. The meeting was called to Order by Board Chair Keith Lynn at 6:30 P. M.
2. Roll Call: Keith Lynn, Dennis Feeley, Larry Tuttle, Dale TenBroeck, Kathryn Henning and Chief Crume were present.
3. Consent of Agenda: It was moved by Dale TenBroeck and seconded by Dennis Feeley that the Agenda be approved. The motion passed unanimously.
4. Oath of Office – Director Henning: Keith Lynn administered the Oath of Office to new director Kathryn Henning.
5. Approval of the Minutes of the June 13, 2019 Regular Board Meeting. It was moved Dale TenBroeck by and seconded by Dennis Feeley that the minutes of the June 13, 2019 Regular Board Meeting be approved. The motion passed unanimously.
6. Financial Reports by Jackie Smedegaard:
 - A) June 8 to June 30, 2019.
 - B) July 1 to July 5, 2019. It was moved by Dale TenBroeck and seconded by Kathryn Henning that the Financial Reports for June 8 to June 30 and July 1 to July 5, 2019 be approved. The motion passed unanimously.
7. Communications: ECSO Report: Nothing new to report. Kathryn Henning will accompany Larry Tuttle to the next Intergovernmental Council meeting on July 23
8. OLD BUSINESS:
 - A. Community Event Parking: Tabled until August BOD meeting.
 - B. SDAO Internship Grant Program: Firefighter Jacob Hamilton has been hired to work ten hours per day on Monday, Tuesday, Thursday and Friday as an intern to update and format the District's policies and procedures. The District has received a grant of \$2300 from SDAO to cover most of the expenses for this project. Jacob will also be available during to respond to alarms.
 - C. Letter to BOD: Chief Crume reviewed a letter from Michael Schneyder concerning some errors in previous years' budgets. These errors concerned how the ending fund balance from one year does was not accounted for as the beginning fund balance of the following year. Note that these errors did not suggest any misappropriation of funds by the District and were not caught during our annual audits. After conferring with our auditor, it was learned that we cannot go back and "fix" these oversights, however, to address the issue a memo will be placed in the financial records noting the issue. Chief Crume reported that Mike is satisfied with this remedy at this point. Chief Crume will take attend a budget class in February. Some of the Board and management staff will also attend a workshop on District budgets on August 21 in Medford.
9. NEW BUSINESS:
 - A. ECSO Agreements: Chief Crume reviewed the new ECSO (Emergency Communications of Southern Oregon) agreements. Dale TenBroeck moved to accept these agreements. Larry Tuttle seconded the motion which passed unanimously.
 - B. SDIS Best Practices: SDIS (Special Districts Insurance Services) offers a discount on our insurance for up to date Public Records and Loss Control Guidelines. They also provide a model guideline which can be adapted for individual Special Districts. Chief Crume presented updated versions of these two SOG's (Standard Operating Guidelines). Kathryn Henning moved to approve SOG 8.91, Public Records Policy. Dennis Feeley seconded the motion which passed unanimously. Kathryn Henning moved to approve SOG 8.92, Loss Control Policy. Dennis Feeley seconded the motion which passed unanimously.

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- C. Injury Reports: Chief Crume was bitten by a dog two weeks ago during an inspection. Animal Control was contacted and is evaluating the dog for rabies. Chief Crume went to Occupational Health and received a tetanus shot. We will know next week if the dog has rabies.
9. Chief's Report and Training Officer's Report (see attached): Chief Crume presented the Chief's Report and the Training Officer's Report.
10. Good of the Order:
- Auxiliary Meeting Date: First Monday of Each Month.
 - Association Meeting Date: First Tuesday of Each Month.
11. Adjournment: Dale TenBroeck moved that the meeting be adjourned. The meeting was adjourned at 7:26 PM.

Larry Tuttle
Secretary

Next Regular Meeting: August 9, 2019 at 6:30 PM