

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

Minutes of December 9, 2021

1. The meeting was called to Order by Board Chair Larry Tuttle at 6:30 PM.
2. Roll Call: Larry Tuttle, Patricia Ott, Kathryn Henning, Dale Ten Broeck, Heather Friend and Chief Crume were present.
3. Consent of Agenda: It was moved by Kathryn Henning and seconded by Patricia Ott that the Agenda be approved. The motion passed unanimously.
4. A. Approval of the Minutes of the November 11, 2021 Regular Board Meeting: It was moved by Patricia Ott and seconded by Dale Ten Broeck that the minutes of the November 11, 2021 Regular Board Meeting be approved. The motion passed unanimously.
5. Financial Reports by Jackie Smedegaard:
 - A. November 6, 2021 to December 3, 2021. It was moved by Dale Ten Broeck and seconded by Patricia Ott that the Financial Report for November 6, 2021 to December 3, 2021 be approved. The motion passed unanimously.
6. Communications:
 - A. ECSO Report: Kathryn Henning noted that there was nothing new to report.
7. OLD BUSINESS:
 - A. Cost Recovery: Chief Crume has created the first draft of a Cost Recovery Policy, P-112. We will take a further look at it next month.
 - B. Employee Recognition (Larry Tuttle): Board Chair Larry Tuttle met with Chief Crume to discuss ways to recognize his extra contributions. Chief Crume would like a day off when there is coverage. Discussion. A motion was made by Patricia Ott and seconded by Dale Ten Broeck that we provide two paid extra days. The motion passed unanimously.
 - C. Parking Use Agreement: Chief Crume provided an update. This will be a blanket agreement with the Enterprise Grange, not organizations or individuals who rent the Grange. Discussion. An adjustment was made to the contract on page 3, Section II to state an ending date of June 30, 2022. This will be resubmitted to the Grange for a signature. A motion was made by Dale Ten Broeck and seconded by Patricia Ott to accept the Parking Use Agreement with the date adjustment as discussed. The motion passed unanimously.
 - D. Audit Review – Brewster: Richard W. Brewster, CPA, PC, presented the Audit Report for the year ended June 30, 2021. No accounting irregularities were reported, and no modifications to the Fire District's financial statements were needed. A motion was made by Patricia Ott and seconded by Dale Ten Broeck to accept the audit as presented. The motion passed unanimously.
8. NEW BUSINESS:
 - A. Accounting Policy and Procedures: Chief Crume presented a new policy, Accounting Policy and Procedures, P-103. This policy documents the internal accounting procedures for the Fire District. Discussion. A motion was made by Patricia Ott and seconded by Dale Ten Broeck that we accept Accounting Policy and Procedures, P-103 as written. The motion passed unanimously. Board Chair Larry Tuttle then read Resolution 21-07, In the Matter of Adopting Accounting Policy and Procedures. A motion was made by Dale Ten Broeck and seconded by Patricia Ott to accept Resolution 21-07 as written. The motion passed unanimously.

- B. Strategic Plan Review: Chief Crume presented the 2022 Strategic Plan. Several new goals and objectives were added that provide a good target to hit for the year. Discussion. A few minor adjustments were made to the plan. A motion was made by Dale Ten Broeck and seconded by Patricia Ott to accept 2022 Strategic Plan as amended. The motion passed unanimously.
 - C. Executive Session ORS 192.660(2)(i) Performance Evaluation: Fire Chief: Into Executive Session at 7:53 PM. Back into Open Session at 7:56PM. There was no business proposed in Executive Session that required open discussion or a vote.
 - D. Promotion: Chief Crume discussed that Captain Davidson has now been employed by the Fire District for three years and has done an exceptional job. Another fire district in the area has expressed an interest in hiring Captain Davidson at a higher salary than he is currently receiving for a position that he is overqualified for. Chief Crume provided a job description from another fire department in the state that is of similar size to us. They are currently hiring for the position of Operations Chief, a job function that Captain Davidson is currently performing without that rank. Chief Crume would like to promote Captain Davidson to the rank of Operations Chief and increase his annual salary to \$60,000 which is at the very low end of the pay scale for this rank. Discussion. Chief Crume will write up a new job description with extra duties for this new rank. A motion was made by Dale Ten Broeck and seconded by Patricia Ott that the Board support Chief Crume in promoting Captain Davidson to the rank of Operations Chief. The motion passed unanimously.
 - E. Safe Deposit Box Access: The signature card for the safe deposit box currently includes the names of three former Directors. This leaves only two current board members who can access the box if necessary. A motion was made by Dale Ten Broeck and seconded by Patricia Ott to authorize Board Chair Larry Tuttle to write a letter of instruction to the bank asking them to remove the three former board members – Sherill Boots, Keith Lynn and Dennis Feeley, and add the three newer board members – Kathryn Henning, Patricia Ott and Heather Friend. The motion passed unanimously.
9. Chief's Report and Training Officer's Report (see attached): Chief Crume presented the Chief's Report and the Training Officer's Report. Highlights include noting 44 alarms in the month of November covered with 14 response volunteers (as of November 30).
10. Good of the Order:
- Auxiliary Meeting Date: First Thursday of Each Month as needed.
- Association Meeting Date: First Tuesday of Each Month.
11. Adjournment: Dale Ten Broeck moved that the meeting be adjourned. The meeting was adjourned at 8:19 PM.

Kathryn Henning
Secretary

Next Regular Meeting: January 13, 2022 at 6:30 PM