

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

Minutes of December 8, 2022

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 Dale Ten Broeck and seconded by Patricia Ott that the Agenda be approved. The motion passed unanimously.
4. A. Approval of the Minutes of the November 10, 2022 Regular Board Meeting: It was moved by Heather Friend and seconded by Dale Ten Broeck that the minutes of the November 10, 2022 Regular Board Meeting be approved. The motion passed unanimously.
5. Financial Reports by Jackie Smedegaard:
 - A. November 5, 2022 to December 2, 2022. It was moved by Patricia Ott and seconded by Dale Ten Broeck that the Financial Report for November 5, 2022 to December 2, 2022 be approved. The motion passed unanimously.
6. Communications:
 - A. ECSO Report: Kathryn Henning noted that she had nothing new to report.
7. OLD BUSINESS:
 - A. Policy Review: Chief Crume discussed the work that was done this past month to write an employee handbook. This handbook will reference back to the policies that have been updated in the past. There will be another set of revised policies presented next month. The following newly revised policies were discussed in the following order:
 - P-302 Whistleblower Policy
 - P-303 Anti-Harassment Policy
 - P-301 Oregon Ethics Law PolicyMinor changes were made to P-302 and P-303. At a future meeting, these revised policies will be adopted with a resolution.
8. NEW BUSINESS:
 - A. Brewster Review Report: Chief Crume discussed the Review Report for the year ended June 30, 2022 from Richard W. Brewster, CPA. This was a review, not a full audit. There is nothing additional that we need to do or change. As such, no vote is necessary.
 - B. ADP Agreement/Pay Schedule: Chief Crume discussed using outside firm ADP to do payroll so that direct deposit can be utilized. Discussion. A motion was made by Kathryn Henning and seconded by Patricia Ott that we use ADP for payroll services and to specify

an every two weeks/14 day pay cycle and to add Chief Crume and Operations Chief Davidson to ADP. The motion passed unanimously.

- C. Employee Handbook: Chief Crume has been working on creating an employee handbook. He has asked SDAO and HR Answers, Inc. to perform a review and to compare it to state law. Once received, he will send it to the Board electronically.
 - D. Surplus Engine: Chief Crume discussed selling surplus engine 6662. He found a comparable engine online. Discussion. A motion was made by Heather Friend and seconded by Patricia Ott that we would like Chief Crume to do a fixed priced sale for 6662 with Chief Crume to establish a sale price. 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 56 alarms in the month of November covered with 18 response volunteers (as of November 30). We are on track to break the all-time record for number of alarms.
10. Good of the Order:
- Auxiliary Meeting Date: First Thursday of Each Month at 6:30 PM.
 - Association Meeting Date: First Tuesday of Each Month at 6:30 PM
11. Adjournment: Kathryn Henning moved that the meeting be adjourned. The meeting was adjourned at 7:27 PM.

Kathryn Henning
Secretary

Next Regular Meeting: January 12, 2023 at 6:30 PM