| A picture containing calendar  Description automatically generated | Meeting Minutes  1-17-2022 |
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# Call to order

A meeting of **Prospect Rural Fire Protection District** was held at **Prospect Community Center** on **January 17th, 2022, ofand was called to order at 7:17pm closing at 9:35pm**

# Attendees

Attendees included:

**Melody Goodboe, Wayne Scriven, Lon Stockebrand, and Ryan Karjala**

# Members not in attendance

Members not in attendance included:

**Cheryl Cockman**

# Approval of minutes

Bob Jones mentions that the wording referring to the retrofitted vehicle should be changed from “wildland truck” to “rescue vehicle” Lon motions for the minutes to be otherwise approved and Wayne seconds this.

# Reports

Communications:

Randi reports the only communications of note this month was an annexation request for a property on Parsnip Loop.

Budget:

Bob goes over the general budget, stating that we have received roughly 104 thousand dollars in tax revenue thus far. He notes a generous gift of snow tires for the rescue vehicle. Bob continues to inform the board that we have generated roughly 106 thousand in income with about 10 thousand in expenses. Mike Traut Clarifies with him that a Signs Now invoice was for the vehicle door decals. Bobs wants Mike to check with Cascade to make sure our discount is being applied. Ryan mentions the potential to purchase supplies from the Fire Chiefs Association

to save money. Melody brings up the propane account, Bobs says he has discovered that we do own twos tanks outright and he was able to transfer our account to a different service for substantial savings. Bob mentions that although January expenses look large, 15 thousand, that 10 thousand of that was our insurance premium. Bob says that because of how they formatted the individual budgeting tiers, the fire chiefs’ budget has pretty much been spent, citing expenses like volunteer bonuses, t-shirts, and catering for the holiday dinner. He is going to look at restructuring the tiers to better suit these things. The department has spent roughly 20 thousand of the WUI grant and has 195 thousand left over. Bob recommends transferring about five thousand to an equipment reserve fund. He brings up that the audit will need to be budgeted for and that we need to establish a new budget committee in February. Melody makes a motion for Bob to head that and Ryan seconds it. Bob still needs McKennas registration bill for her book fees to be reimbursed. Mike needs hose, ladder and extinguisher testing added to future budgets. Ryan floats that we could skip ladder and hose testing if it’s outside our budget this year.

Chiefs Report:

Mike reports that when he got a new phone the monthly tally didn’t transfer, accordingly, since Saturday there have been two medical calls, one MVC and one structure fire. Mike informs the board that Lyle and McKenna are currently enrolled in fire academy and that he is working with some other chiefs about possible RITA academy for April/May/June. Mike says that we did not get the firehouse sub grant. He goes on to say that he will be applying for the Josephine County turn out grant and that it opens soon. A call is discussed as it brings up concerns with Mercy’s auto launch criteria. He reports that the volunteers are really pleased with how the retrofitted rescue vehicle has worked out.

# Unfinished business

Bob suggests having a priority list of needs in place so we can apply for grants that are applicable immediately as they become open. Randi informs the board that she is working on regaining access to the departments SAMs account to apply for federal grants and she believes that process will be completed within the next week. Ryan proposes forming a grant committee. Shantelle has made connections with Rogue Community College, and they have agreed to assist proofreading our grants. Melody suggests that we may need to draft a letter to the community to garner funds for a new Zoll. No one has heard back from 7 Feathers for a donation for this, but Melody has found some information about a company that refurbishes them.

At this point the conversation turns to Mercy Flights poor response time. Wayne wants to know what Mercys’ time constraint is per county mandate. Ryan is researching Mercy and the departments agreement history. It is mentioned that often we are using our supplies to stabilize a patient and yet Mercy is sending the final bill and recouping those costs and we aren’t. Ryan is trying to rectify these issues at the lowest level but if they need to be put in front of the commissioner, Wayne clarifies that would be a person by the last name of Roberts.

Mike says that we should be able to sell the Durango for one thousand OBO, but we have to be sure to pull the emergency lights before we do. The group discusses price range for selling 6201 and the guess is somewhere between 5-10 thousand. Wayne says he checked with Lithia, and while they will sell us vehicles at their cost, they won’t offer any donations. The group concurs that another quick response vehicle will be needed eventually.

The conversation turns to the annexation request for the property on Parsnip Loop. It is agreed that the department is not able to respond to that area in the time allotted by legal mandates and thus the department will have to decline the annexation. Wayne motions to deny the request and Ryan seconds it.

The board goes on to discuss the volunteer dinner in December and how it was overall a success. For next year, it’s suggested the department add awards to the budget in a category of their own and that we hand them out and recognize the volunteers in a public event so the community could further be aware of their value. Melody is thanked for arranging the catering.

# New business

Bob states we own two of our propane tanks. Stations 3’s tank is rented through Feral Gas. Suburban Gas was cheaper to go through and Feral wouldn’t come down on their prices to match. Suburban’s price was 3.05$ for a call in order and 3.10$ for auto-fill. Service through Feral was cancelled for the tanks the department owns and switched to Suburban.

Community around station 2 has expressed they no longer wish for us to host the brush pile burning there. People have continued to dump brush at the site so barricades have been placed and Randi will make a flyer/notice informing the public that dumping is no longer permitted and that the department is looking for an alternative for the community.

T-shirt re-ordering is discussed. Lon states that we just about broke even with shirt sales last time. Randi mentions there may be an available service through the website that would ship directly eliminating our handling of goods. She will research pricing info.

Melody went to Deep Woods Embroidery about hats. The volunteers had complained about the Richardson brand hats not being very durable and running small. Deep Woods pricing for the embroidery logo to be made is 45 dollars, after that the hats are seven to nine dollars each. Ryan mentions that the Fire Chiefs GOP may be able to get us better pricing and Randi says she will research that and get an account set up for other supplies as well. Melody has also researched Carhart work jackets for the volunteers when on duty. The pricing on those runs about 110 dollars each. The jackets are not able to be embroidered though, because they are waterproof, they will have to be silkscreened at an additional cost.

Bob is going to seek further info on supplemental budget rules to fund things like this.

Mike expresses interest in starting a Junior Fire Fighters program. The concern both he and Ryan express is the increase to insurance this would. Ryan states he has seen in school programs be successful in orienting youth to fire sciences and recruiting them.

The board moves on to discuss the need for a new board secretary, since Cynthia Gibson resigned last month. There is talk of combining this position with the administrator position. The questions are; whether that would comply with policy, if it would need to be advertised as an opening publicly and how that might affect current stipends. Lon feels confident that Randi would be capable of doing the combined job and motions that she be afforded the stipend for both in the meantime while policies are reviewed. Melody seconds the motion. Ryan motions Randi be given a half month stipend for the secretary job she filled in December and Wayne seconds it.

Bob requests the information needed to fill out 1099 forms. Lon posits that Cheryl’s absences need to be addressed as her duty as a board member is not being fulfilled.

Randi gives the board an update on getting the volunteers DPSST numbers and Mike mentions it may be hard to get Bill to do the paperwork required background check for that.

The last item mentioned is finding out what the rental fees for using the community center for these meetings are.

Meeting is called to close at 9:35pm

# Announcements

[Add your text here.]

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| Secretary |  | Date of approval |