

YACHATS RURAL FIRE PROTECTION DISTRICT
P.O. BOX 1
YACHATS, OREGON 97498
Phone 541-547-3266 Fax 541-547-4257
E-mail yrfpd@peak.org

MINUTES OF THE BOARD OF DIRECTORS' REGULAR MEETING
OF APRIL 8, 2019

Call to Order: President Katherine Guenther at 10:30 AM called the meeting to order.

Quorum: It was determined that a quorum was present.

Attendance: Those present: Directors – Katherine Guenther, Betty Johnston, Cy Kauffman and Ed Hallahan; Shelby Knife, Assistant to District Administrator; District Administrator and Fire Chief, Frankie Petrick.

Agenda changes or additions: None.

Guests: None.

Public Input: None.

Minutes: The minutes of the Regular Meeting of March 28, 2019 were read and approved as read.

Liaison Report: None given.

Correspondence: A “thank you for your service” letter was received for assisting a lady the other day. It is always nice to be appreciated. The note will be posted in the office for the crew’s benefit.

Equipment Maintenance: The water system parts for the East Station pump are in and the plumber is planning on coming down this week to get the system working again.

Training Team Report: The crew had an extrication class last Friday at the old wrecking yard for some hands on practice. A structure burn is being planned for April 26th up Ten Mile Road. A small old house that the current owner wants removed. The contractor will be on site for the event. We will have a tender up there and an engine as well.

Activity Report: Activity report will be given at the next meeting.

District Administrator/Fire Chief Report: The bound audit was distributed to the board. It is also available on the Secretary of State website. Frankie and Shelby are working on including any new procedures the auditor wishes us to consider and fine tuning procedures already in place.

Old Business: Last meeting Frankie stated that the debit service fund would be at the Bank of the West. The interest is better at the LGIP and the debit service fund will be established at LGIP instead of Bank of the West.

Ongoing Business: New building update – schedule is included with these minutes. We

received the paperwork for value engineering that saved us approximately \$178,978.00. Also included is the amount for the auxiliary building that we took out earlier of \$314,207.00. Frankie, Shelby and Director Hallahan will do a final review before Frankie signs them. **New Business:** To clarify debt service and payroll review procedures as recommended by the auditor we need to add verbiage to our District Policy Manual. Director Hallahan moved to adopt changes to Chapter II as presented. Director Johnston seconded. Motion carried unanimously. A copy of the suggested insertions to the District Manual is attached to these minutes.

Budget Officer, Frankie Petrick, is starting to work on the new budget. We are in need of a couple of public members this year. Frankie asked that any ideas for prospective community members be forwarded to her as soon as possible. Frankie also passed out the Budget Timeline for the 2019-2020 budget year.

Disbursements: The bills were reviewed. Director Hallahan moved to pay the bills. Director Johnston seconded. Motion carried unanimously.

Adjournment: As there was no further business the meeting was adjourned at 11:58 AM. The next meeting will be at 10:30 AM on April 25, 2019.

Minutes written and prepared by Sh. Petrick
Frankie Petrick

E. Hallahan
Director

Cy Kauffman
Director