



Meeting Minutes (Date)

Call to order

A meeting of Prospect Rural Fire Protection District was held at Prospect Community Center on February 21, 2022 @ 7:07pm

Attendees and Visitors

Board members in attendance: Lon Stockabrand, Melody Goodboe, Ryan Karjala, and Wayne Scriven

Board members not present: Cheryl Cockman

Visitors: Lyle Neville-volunteer, Jessie Brownlee-volunteer

Approval of minutes

Wayne motions to accept the minutes as read except for needing better documentation of motions. Melody seconded the motion. Board approves unanimously.

Reports

Lon adds additions to agenda; resignation of board member Cheryl Cockman, website renewal, and RITA academy

Bob Jones goes over the financial report. Ryan mentions needing to document the interest in the LGIP fund. Bob transferred five thousand into the equipment reserve fund. Bob stresses the importance of returning receipts promptly. Ryan makes the motion to accept the financial report for January 2022, Wayne seconded it and the board was unanimous in its approval.

Mike Trout reads the Fire Chiefs report. There have been 13 medical calls, 6 fire calls and 2 motor vehicle accidents. 6260 requires some maintenance on the steering box. Mike would like to apply for the Josephine County grant for turn out gear. Board votes unanimously to do so.

Unfinished business

Lon introduces Cathy Kinser and Pam as participants in the newly created budget committee.

Lon suggests moving "grant committee" to board workshop to discuss whether there's a need for one.

Selling of surplus vehicles: Vehicle pricing and where to list them for sale is discussed. It is decided to list them on Craigslist and keep them at station 3 for public viewing.

New board secretary: Melody has researched that it is acceptable for Randi to be the administrator of the office and be the board secretary as well. Lon suggests she continue to receive her 300\$ stipend for administrative duties and a 200\$ stipend for secretary duties. Wayne makes the motion to approve and Ryan seconds it. The board moves to update the combined position to the title of "Firehouse Administrator, striking the need to be a notary from the job description and adding on board secretary duties. The board approves unanimously.

Food for less donations for fundraisers is moved to next meeting due to Randi's absence because of weather.

New business

Mercy flights response time and reimbursement: Ryan contacted Sheila Cloud and will be meeting early next week. Ryan will address how we got to the point that we are spending large amounts from the departments small budget to support services contracted to Mercy Flights. Possibilities after that meeting are referring the issue to the county commissioners, contacting the media, asking the public for more support and invoicing Mercy at the end of the month for supplies reimbursement.

Board resignation: On Thursday the 16th of February Cheryl Cockman texted her resignation to Lon. Rebecca Johnson is interested. There is discussion on weather that would be against policy or not as her family are volunteers. The board will research and vote next month.

The board discusses the DPSST training in February that Lon and Ryan, as well as the volunteers attended. Lon wishes to specify there was a quorum, but no decisions were made or voted on. It was strictly informational provided by Julie Olsen of DPSST.

Garbage Service: Wayne motions that the department change pick up service to weekly pick up instead of on call. Ryan seconds the motion, and the board approves unanimously.

Budget committee: Nancy Green and Jan Scott are currently serving and will continue to do so. Pam Lee and Kathy Kessler and Karen Wickman would like to fill the vacancies.

Motion is made by Ryan to approve Resolution 22-01 appointing Bob as budget committee officer and Nancy, Jan, Pam, Kathy, and Karen as supporting members. Wayne seconds the motion and the board approves unanimously.

Bob goes over the proposed budget calendar. Melody motions to approve, Wayne seconds the motion and the board approves unanimously.

Engagement of an auditor: Bob reached out to other local departments, and they all use Richard Bruster. The department would only be required to do a financial review at a cost of seven thousand dollars. Bob will continue researching bids.

Fundraising events discussion moved to next meeting.

Mike addresses the need to have the school maintenance their trees that hang over station 1. This arises from a large broken limb that was hanging precariously over the walkway. Board would like Randi to draft a letter to the school about the trees.

Meeting adjourned at 9:06pm

Announcements

Next meeting March 28st, 2022 @ 7pm

Secretary

Date of approval