

COLESTIN RURAL FIRE DISTRICT BOARD OF DIRECTORS
January 21, 2020

PRESENT: Tod Davies, Brian Dwyer, Pam Haunschild, Peggy Moore, Teri, Thomas, Steve Avgeris, Lisa Buttrey

ABSENT: None

The meeting was called to order at 6:05 pm and a quorum was established.

MINUTES

It was M/S/P (Thomas/Davies) to approve the minutes of the December minutes as distributed.

TREASURER'S REPORT

Teri provided the report on email and passed out a hard copy. We have \$ 5,610.43 in checking and \$ 81,199.14 in the State Treasury account.

Teri informed the Board that she received a letter from the state, informing us that due to the submitted budget, we needed to provide the state with a supplemental budget which can be submitted during the year.

Teri proposed a schedule for this task: At the January meeting we appoint a Budget Officer. Between Jan 27th and Feb 4th post a notice in the newspaper and website for a minimum of 10 days. On Feb. 14th the Budget office prepares a draft supplemental budget and the Board approves it. No later than Feb. 15th we post an approved supplemental budget in three places in the District.

On May 13th w hold an optional special meeting to adopt the supplemental budget. Since this is the date of our regular Board meeting, the special meeting will be held prior to the regular meeting.

Teri informed the Board that after re-reading the letter from Josephine County and further research, it appears that the additional \$ 5,000 offered as part of a match grant is really expected to be a fundraising effort on the part of the local volunteer district rather than taking donation or grant money to fund this.

We submitted an application and \$5,000 (not taken from our tax base revenue) in order to be eligible for a \$5,000 match from the grantor. After discussion, the Board agreed NOT to apply for the second \$5,000 since we do not want to engage in a fundraising event given that our residents already support the District with their taxes. It was M/S/P (Thomas/Davies) to rescind the motion in December to send another \$5,000 to the Jo county organization.

BUDGET OFFICER

Lisa Buttrey, who has been our bookkeeper and assisting Teri with budget duties, has agreed to serve as our Budget Officer. It was M/S/P (Thomas/Haunschild) to appoint Lisa to this position with our appreciation and thanks for her willingness to take this on.

BUDGET SCHEDULE

Lisa discussed the new budget process. We need an equal of electors as Board members during the budget process (5 each) . If, after a good faith effort, we cannot find 5 people willing to serve, we may proceed with fewer Electors. As Budget Officer, Lisa will NOT be one of those people. Peggy will invite Karen Dwyer and Sharron Halvorson to serve.

The board identified two community members who are interested in CRFD to see if they would join the process as electors. Tod will contact one person and Steve the other.

They would participate in discussion and approval of the proposed budget and attend Board meetings as this is done. They are **not** part of adopting the final budget but participate in the process up to and including the preliminary budget which is then posted for public comment.

The process and dates are:

Feb 14th meeting - getting the Chief's wish list

April 17th board meeting – Budget Officer presents the tentative annual budget to the Board and Electors for approval.

May 12th – Regular board meeting to adopt the approved budget

June – Submit to the State

BOARD RESIGNATION

Pam informed the Board that her work schedule and commitments are such that she will need to resign her Board position. April will be her last meeting which will take us through the Grant cycle. Pam stated she has very much enjoyed her time as a Board member and the Board expressed their appreciation for all Pam has done. Pam will be available to help in specific ways as time permits.

BOARD POLICY ON VACANCIES

Peggy presented a draft policy on filling vacancies on the Board. If adopted, this will be the process for inviting people on the Board to fill a vacancy until the next county election.

It was M/S/P (Davies/Thomas) to approve the proposed policy which will be added to the Policy Manual.

LAND UPDATE

Brian is heading up the land project. He reported that he filed the paper work with the Assessor's office and we should get some money back.

He contacted Recology in Ashland and they are about 1/2 the price of Yreka Transfer. They charge by the day for the dumpster. There is an initial charge of \$400 and he believes we will need 2 or 3 dumpsters. If we are ready, the daily charge will be minimal. This process will begin and end in the spring when the weather dries out.

Tod shared her work on the other aspect of this project – finding people to live on the property and serve as assistant(s) to Steve. She has been in contact with RCC who have been very helpful and provided her with their handbook for Fire District 3 who has such a program.

Tod will meet with Charles, Fire District 5's chief to discuss future plans and get a sense of some of our mutual needs.

The Board will need to come up with a plan for a structure of some kind to be placed on the property. We already have electricity but will need water. Brian is investigating possibilities.

CHIEF'S REPORT

Steve reported we received 3 calls since the last meeting. One medical and two possible structure fires. The structure fires did not materialize.

Cal Fire informed Steve that Davis (where their available trucks are housed) is on hold with putting surplus engines out to the field. So we are not sure what will be available and when.

Given the weather forecast for February (wet) Steve will begin training in March.

The wish list for equipment should be at least \$20,000 for the match grant with the state plus the \$10,000 from Josephine County.

PIO REPORT

Nothing to report. Tod has been involved with the land/housing project. She mentioned that with Pam's departure, we will need a person to back up the PIO during fire season.

In addition, Tod suggests we investigate and provide photo IDs to residents who are serving as CRFD volunteers so they can enter the district without a problem if there is a similar situation to the Klamathon Fire.

NEXT MEETING:

The next meeting will be Friday, February 14th at 6:00 at the Hilt Church.

It was M/S/P (Davies/Haunschild) to adjourn at 7:30 pm.