

**APPLEGATE VALLEY RFPD #9
BOARD OF DIRECTORS MEETING
Sept. 21, 2011**

BOARD MEETING CALLED TO ORDER

TIME: 7:05 PM

LOCATION: Station 1

ROLL CALL

Ed Temple *President*
Craig Amann *Vice-President*
Bob Ettner *Board Member*

OTHERS PRESENT

Brett Fillis *Fire Chief*
Carey Chaput *Office Manager*

ABSENT

Lyn Hennion *Secretary / Treasurer*
Dave Laananen *Board Member*

SPEAKERS AND GUESTS

Richard Brewster, CPA

Rick delivered the annual audit report to the board members present. He stressed that it is his responsibility to express an opinion on the financial statements that have been prepared by management with the board's oversight. For the design of his auditing procedures, he considered the district's internal control over financial reporting as a basis to the auditing standards generally accepted in the U.S.

While performing the audit, he found the disclosures of the financial statements to be clear and consistent. He continues to recommend reducing the risk of fraud by improving the internal controls. Every effort should be made to better utilize the current staff through the segregation of duties. He stressed the Board's oversight as essential in this process.

Initially he reviewed the Statement of Net Asset and explained the adjustments made for depreciating the Capital Assets. He explained the favorable position of the fund balances allowing for the monthly operations of the district until tax revenues are expected. He agreed with the conservative approach being used in budgeting tax revenues.

As he reviewed the Budgetary Comparison Schedule for both the General Fund and the Capital Projects Fund, he explained the occurrences that resulted in a favorable variance to the final budget. Overall Personal Services came in 76,980 under budget mostly due to the PERS employer fees not being as high as anticipated and that the district was not subjected to much in Unemployment. The decision made to not spend the funds in Misc Fire Equipment was done mostly due to county recommendations which allowed Material and Services to be 80,586 under budget.

Other information shared was the District's three-year trend for PERS investments. He explained how the actual pension cost for PERS was equal to the District's required and actual contributions. A summary of the grants received and equipment purchased was also reviewed from the report.

Overall, he feels that the audit went off just as planned and that there were no other issues found. He feels the District is as safe as it can be with a staff this size and would rate the district, "Better than most".

ADDITIONS TO THE AGENDA

New; Applegate Valley Days

APPROVAL OF MINUTES

Review minutes of Aug. 24, 2011 meeting. The minutes were reviewed and approved as written.

Bob Ettner moved to approve the Aug. 24, 2011 minutes.

Ed Temple seconded the motion.

Approved unanimously.

AVRFD #9 Board Meeting Minutes for September 21, 2011

FISCAL REPORT

The Disbursement Voucher for August 2011 was presented: Members discussed the expenditures to GSA for new wildland and structure hose and the expense to Cascade Fire Equipment for 8 new SCBA face pieces. In capital expenditures, they discussed the purchase of the new staff vehicle and the remaining expenses for the vehicle lift cover at HQ.

Craig Amann moved to approve the expenditures, as presented, in the amount of \$ 101,354.89

Bob Ettner seconded the motion.

Monthly expenditures approved unanimously.

The Financial Report review: Board Members reviewed the financial report at 17% through the Fiscal Year. Reflecting back on the audit, Craig wanted to clarify that the Union Contract did have an affect in Personal Services. Similarly, the higher than anticipated fees for Dispatch Services was due to the changes made to the communications facility.

STAFF REPORT

Training, Maintenance and Alarms :

Brett reviewed the training for August, highlighting the combined and battalion style drills. These were a Water Site Poker Run, the Wildland Pumping Operations & Drafting drill and the Traffic Safety & Pump Operations at Applegate Wayside for training. Task performances, station maintenance and familiarization with the new 8501 were also performed. Two recruits have completed the Firefighter 1 Academy. Alarms are still down from last year. August showing a -37 alarm difference.

General:

Brett explained the damage claim received from a fire along a levee on North Applegate Rd.. He is working with PP&L claims department for responsibility.

The Applegate Hydro Project has asked for use of Sta. 2 for storage purposes for a period of one month, mid-Oct through mid-Nov.

Brett advised the board of the upcoming newsletter. Layout will begin next week. The board members present recommended Lyn to write the letter from the board. A suggestion was made to cover the highpoints of the audit and some of the Capital projects acquired.

Craig Amann moved to have Lyn write the letter from the board.

Ed Temple seconded the motion.

Approved by the following vote.

3
Ayes

0
Nayes

2
Absent – Lyn & Dave

Brett reminded the board that it is time to update the 5 year plan as it is time to begin incorporating things brought forward during the February Workshop.

OLD BUSINESS

It was suggested to meet with the Rat Race Association for a contact list of potential Tree Climbers in the event of a rescue incident requiring these skills.

AVRFD #9 Board Meeting Minutes for September 21, 2011

NEW BUSINESS

Surplus Hose: The District has 3,000' of various size hose available to donate or sell. Brett would like authority to dispose of it with a priority given to local agencies.

Ed Temple moved to authorize Brett to dispose of the hose with priority to local agencies.

Craig Amann seconded the motion.

Approved unanimously by those present.

Power line Damage & Claim; This issue was covered in the Staff Report.

Applegate Valley Days; Ed presented a handout describing the plan for the upcoming Applegate Valley Days, as approved by the GACDC. This event is designed to bring community groups together for a three day event to showcase the History, the Present and the Future of the Applegate Valley. The intention would be to include as many community partners as possible, having satellite events at different locations, connected and coordinated to a main event at Cantrall Buckley Park. Ed asked the board to consider having the Friends of Applegate Fire District set up a community yard sale

ANNOUNCEMENTS / Good of the Order

Board members discussed the best dates available for the next board meeting, as Craig, Bob and Brett would not be available for the 19th. The next meeting date will be determined by email.

ADJOURNMENT

The Board meeting was adjourned at 8:22 pm.

The next Board meeting will be held on Tuesday Oct 25th – Sta 1 – 7 pm Ed and Bob will not be present.