

Adair Rural Fire Protection
Board of Director's Meeting

Adair Rural Fire Station

Adair Village, OR

May 13, 2025

The meeting was called to order at 1830 by Dick Green.

Present: Dick Green, President, Erin Scott VP; Mary Hardenbrook, and Becky Merja. Others present: Aaron Harris, Chief

Minutes – The minutes of the April 8, 2025 regular meeting were provided by Erin Scott and read by those present.

Financial Statement - The statement for April 2025 was provided by Fran Harris prior to the meeting in writing and reviewed by the board present.

Bills – Mary Hardenbrook presented the May 2025 bills. Erin Scott moved to pay, and Becky Merja seconded after discussion. The vote to pay the bills was passed unanimously by those present.

Calendar Item – Chief Harris requested to add reviewing personnel contracts including wage changes in March in preparation for the budget that must be done April/May. Aaron's contract says 3 years, Mike's is one year at this time. Erin Scott moved to add to the yearly calendar, Becky Merja seconded, and the motion passed unanimously by those present.

Correspondence – None

Committee Reports – Becky Merja has been notified by Cliff Adams this will be his last year on the budget committee. We are still working on compiling the term years for our budget committee members so we can forecast recruiting replacement.

Unfinished Business –

Social security coverage and follow up was discussed. Erin Scott has the paperwork from Chief Harris and is requesting permission to take this on and work with the state contact for completion. Chief Harris and Lieutenant Larkin have elected to continue with the voluntary contribution that we have been doing all along. Dick Green made a motion to authorize Erin Scott to take this project on for completion and Becky seconded. The motion passed unanimously by those present.

After review of the budget and consulting meetings, the resolutions to transfer funds to building and equipment reserves will not be needed this year. Chief Harris is looking to build cash carryover for a few years.

Fran Harris provided a proposed resolution regarding paying a contracted rate so she can vote on bills and not have to a conflict declared. Becky Merja made a motion to approve, Erin Scott seconded, and the motion passed unanimously by those present.

Chief Harris is in talks with other departments and their IGAs as well as options for professional bookkeeping. Discussions have been about aligning bill structure, monthly reports provided to the board, and he is still researching. This process may align well with a transition of banks.

Chief Harris' letter was completed for VNEQs. He referenced several concerns, including asking why the landfill hadn't done more investigation into traffic impacts, property income around affecting budget of district, and the impact of population. He will provide a copy of the letter to the board next month.

New Business –

Mike Larkin is due for a renewal of his employment agreement. The initial plan for 2025 was to do 2 years to align with Aaron's contract. His contract states cost of living agreement annually plus merit increased if approved. The current COLA adjustment for Oregon is 6.55%, Aaron would like to bump the salary for Mike, including this adjustment and merit to the equivalent of \$54,600 salary and Aaron's adjustment with COLA and slight merit increase to \$70,200. Becky Merja moved to approve, Erin Scott seconded, and the motion passed unanimously by those present.

Dick Green is worried about the substation and mowing. He has some debris piles he wants moved. Chief Harris has plans to burn, creating a shaded area to see through. A new recruit is a landscape company and has interest in helping – Chief Harris to work on it and the landscape company would like donate their time to help.

Public Input – None

Staff Officer's Report – The report was provided in writing by Lieutenant Mike Larkin, Chief Harris presented as Mike Larkin was teaching academy. It was read by those present. A copy of the report is attached hereto and by reference made a part herein.

Chief's Report – Chief Harris presented his report. It was read by those present. A copy of the report is attached hereto and by reference made a part herein. Chief Harris also provided the first draft of the budget in anticipation of budget committee meetings in May.

Chief Harris was contacted by a group that is looking at review for training for emergency responders. Compensation would be paid directly to Chief Harris, with no taxes or PERS resources needed through the fire department accounts. As a fire chief, he would be on the board and make recommendations. The money for this review is from a lawsuit involving pharmaceutical companies that were sued for opiate impacts. Erin Scott made a motion to approve his participation, Becky Merja seconded, and the motion passed unanimously by those present.

The meeting was adjourned at 1917 pm.

Respectfully submitted,

Dick Green, President

Erin Scott, VP & substitute Secretary