

ADAIR RURAL FIRE DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA

DICK GREEN
ERIN SCOTT
FRAN HARRIS

BECKY MERJA
BARBARA LOWER

MEETING AGENDA: August 11th, 2026
REGULAR SESSION: Regular Meeting time 6:30 PM

****For accessibility accommodations, please contact Chief Harris at 541-286-0186****

CALL TO ORDER

READING OF THE MINUTES (All Board Members)

FINANCIAL STATEMENT (Fran H)

BILLS (Fran H)

CALENDAR ITEMS

- OFSC Conference (OFDDA)
 - November 5-7, 2026, Hood River
 - Rooms have been reserved, registration is not open yet

CORRESPONDENCE

COMMITTEE REPORTS

UNFINISHED BUSINESS

- Tax & Wealth can process paychecks if we move to direct deposit, US Bank Secure option - Fran
- SDAO/Vector Solutions Login (Erin) - in progress, still determining if we are active or starting new
- Policies to be updated/created (Erin) - Agenda Policy, Legal Consult Policy for President, Legislative Representation for Chief, Board Member training; pending Erin's attendance at SDAO class in October 2026

NEW BUSINESS

PUBLIC INPUT

STAFF OFFICER'S REPORT/CHIEF'S REPORT

ADJOURN

Adair Rural Fire Protection
Board of Director's Meeting

Adair Rural Fire Station

Adair Village, Oregon

July 14, 2026

The meeting was called to order at 6:35 p.m. President Dick Green.

Those present were President, Erin Scott, Fran Harris, Secretary/Treasurer Becky Merja and Barbara Lower. Others present: Chief Aaron Harris, Fire Chief. Mike Larkin was absent.

MINUTES - The minutes of June 9, 2026, regular meeting were and read by those present. There were no corrections or additions

The minutes from June 9, 2026 Budget Hearing were read by those present. There were no corrections or additions,

The minutes from the June 9, 2026 Budget Appropriation Meeting were reviewed by those present. There were no corrections or additions.

FINANCIAL STATEMENT — The statement for July 14, 2026, was reviewed by those board members present.

BILLS — Fran Harris presented the June 2026 bills. Becky Merja moved to pay the bills and Erin Scott seconded. The bills were discussed; the vote was taken and the motion passed unanimously by those present.

Fran Harris presented the July 2026 bills. Erin Scott moved to pay the bills, Becky Merja seconded, the vote was taken and the motion passed unanimously by those present,

CALENDAR ITEM - ELECTION OF OFFICERS: All board members were present so the President, Dick Green, called for nominations for those positions. There were discussion of changing up the people who are presently in office and splitting the secretary and treasurer positions.

Beck moved to elect Erin Scott for president and Dick Green for Vice-president. Barbara Lower seconded and the vote passed unanimously by those present,

Board meeting
July 14, 2026
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Erin Scott move to elect Fran Harris as treasurer and Becky Merja as Secretary, Becky Merja seconded and the vote passed unanimously by those present.

Resolution to Borrow Money – Not needed at this time.

Oregon Fire Service Conference. Barbara Lower, Aaron Harris, Erin Scott, Becky Merja and Fran Harris have committed to go at this time.

CORRESPONDENCE – Fran Harris discussed the letter she sent to A T & T about the service we do not think they provide at this time and have been paying for. We have not received an answer to our letter yet. If we do not receive one by the next meeting, Becky Merja is slated to deal with A T & T.

COMMITTEE REPORTS – None

UNFINISHED BUSINESS – Still working the secure status with US Bank and getting the direct deposit to the employee's bank accounts.

Erin Scott is still working on getting us access to the SDAO/Vector Solutions so we can do the required tasks there.

Erin Scott was given asked go to a SDAO Board Member training regarding policies and procedures on October 13, 2026, in Newport. Fran Harris moved to have her attend, Becky Merja seconded and the vote passed unanimously by those pre

NEW BUSINESS – Resolution 2026-07-01 regarding the bond measure to buy new trucks was posted by Chief Aaron Harris on June 23, 2026. He was preapproved to go forward with this matter ahead of time. Erin Scott moved to adopt Resolution 2026-07-01 immediately, Erin Scott Seconded and the vote passed unanimously by those present.

PUBLIC INPUT – None

STAFF OFFICER'S REPORT Mike Larkin is on conflagration and will present his report next month.

Board meeting

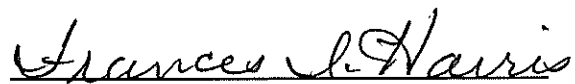
July 14, 2026

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CHIEF'S REPORT – Was present by Chief Aaron Harris, a copy of the report is attached and by reference incorporated herein.

The meeting was adjourned at 8:00 p.m.

Respectfully Submitted

A handwritten signature in cursive script that reads "Frances I. Harris". The signature is written in dark ink and is positioned above the printed name.

Frances I. Harris, Secretary/Treasurer

August 11, 2026

FINANCIAL STATEMENT

Adair Rural Protection District
Budget Amt. Th,gh6-30-26

Transfer

Balance

200	Personal Services	548055	-31,852.00		516203
300	Services & Supplies	402005	-2,532.00		399473
	Bank Charges	500	-0.05		499.95
400	Cap Outlay -Equip	18000			18000
500	Cap Outlay-Bldg	40000			40000
	Short Term Loan	20000			20000
800	Equipment Reserve	40000		0.00	40000
	Building Reserve	38000		0.00	38000
	Contingency	10000			10000
	Cash carryover	10000			10000
336	Miscellaneous	20000			20000
	Conflagration	200000			200000
1200	Grants	35000	-4612		30388
	TOTAL	1381560			1342563.95

Resources through July 31, 2026

BUDGET AMT AVAILABLE UNAVAILABLE

Beginning Cash	200,000.00	\$200,000.00	\$7,415.09
Back Taxes	6,000.00		
Interest	12,000.00	\$695.24	
Miscellaneous	20,000.00		
Address Markers	20.00		
Loan	20,000.00		
Current Taxes	464,540.00		
Grants	35,000.00		
Conflagration	200,000.00		
Sale of Capitol Items	10,000.00		
HERT	1,000.00		
TOTAL GEN. FUND	\$968,560.00	200,695.24	\$7,415.09

Equipment Reserve	132,933.00	132,933.00	15,926.96
Interest Income	5,000.00	513.34	
Bank Charges		\$ (0.05)	
Transfer			
Total	137,933.00	133,446.29	15,926.96

Building Reserve	270,680.00	269,216.80	
Interest Income	10,000.00	914.60	
Bank Charges			
Transfer			
Total	280,680.00	270,131.40	0.00

BALANCES

Government Pool- General Fund	181,766.63
US Bank Checking	61,602.21
Government Pool - Equip Reserve	149,877.64
Governemtn Pool - Building	270,131.40

Total Cash on Hand 181,766.63 vailable to spend in general fund
61,603.21 Available to spend in US Bank
38,000.00 Available to spend in EquipmentReserve Fund
40,000.00 Avialable to spend in Building Reserve Fund
\$321,369.84 Total available to spend

Grants \$ Received \$35,000.00 Conflag

ADAIR RURAL FIRE PROTECTION DISTRICT									
June 2026 Bills to Approve for Payment July 14, 2026 & August 11, 2026									
Check #	Acct #	Payee	Description	Amount	Personal Services 200	Services/Supplies 300	Equipment Reserve 800		
EFT	308	AT & T	Wireless Phone	242.38		242.38			
11856	312	Benton County Public Works	May Repairs/Maintenance 1430/1461	786.42		786.42			
11857	308	Century Link (no bill yet)	Telephones	144.80		144.80			
11858	307	City of Adair Village	Water and sewer	148.66		148.66			
11859	308	Comcast	Analog service	14.78		14.78			
11860	309	Consumers Power	1401 \$184.68 - 1402 \$91.47	276.15		276.15			
11861	314	Cornerstone Associates	Janitorial services	306.00		306.00			
11862	801	Darley	Upgrade on 1463	2245.29			2,245.29		
11863	801	L N Curtis	Upgrade on 1463 (joystick)	1603.75			1,603.75		
11863	316	L N Curtis	Black Spyder Gear Back	382.15		382.15			
11864	203	LOSAP	Firefighter reimbursement - 2nd quarter	2065.00	2,065.00				
11865	320	Mike Larkin	Postage for newsletter & bulk mail permit	657.05		657.05			
11866	308	National Business Solutions	Contract	71.00		71.00			
11867	312	National Hose Testing	Hose Testing	3258.00		3,258.00			
11869	310	NW Natural	Natural gas	59.75		59.75			
EFT	208	Oregon Department of Revenue	State Tax Deposit	511.48	511.48				
EFT	208	PERS	IAP 624.00/Pension 1815.86	2439.86		2,439.86			
11870	314	Republic Services	Garbage	44.77		44.77			
11871	322	Tax & Wealth Management	Regular Payroll	132.00		132			
11872	325	U S Bank	Analysis service charge	6.00		6.00			
11872	316	U S Bank Card	Small Equipment / Home Depot	103.48		103.48			
11872	312	U S Bank Card	Napa Window Wipers	50.98		50.98			
11872	338	U S Bank Card	La Rokita - Officer's Meeting	83.95		83.95			
11872	801	U S Bank Card	Home Depot - 1463 Upgrad	1.57			1.57		
11872	312	U S Bank Card	Napa - lights	19.49		19.49			
11872	302	U S Bank Card	Clothing	101.92		101.92			

11872	316	U S Bank Card	Ms. Small Equipment	12.34		12.34	
11872	318	U S Bank Card	Pulse Oximeter (2)	63.98		63.98	
11872	308	U S Bank Card	Starlink	71.13		71.13	
EFT	208	United States Treasury	Federal Tax Deposit	2351.18	2,351.18		
11868	319	Xerox	Account Balance	409.00		409.00	
11873	308	US Bank Card	Adobe Inc.	239.88		239.88	
11873	308	US Bank Card	Apple Com/bill	0.99		0.99	
			June Totals	18905.18	4,927.66	10,126.91	3,850.61
11888	304	Halsey-Shed Fire Department	Training (4 people)	100.00		100.00	
11889	312	Benton County Public Works	1463 & 1472	4355.00		4,355.00	
11889	801	Benton County Public Works	1472 - Repairs	1045.79		1045.79	
***	305	Santiam Christian	Fuel for 2025-2026	2,541.93		2,541.93	

ADAIR RURAL FIRE PROTECTION DISTRICT									
July Bills to Approve for Payment August 1, 2026									

ADAIR RURAL FIRE PROTECTION DISTRICT									
July Bills to Approve for Payment August 1, 2026									
Check	Acct							Personal Services/	
#	#	Payee	Description		Amount	200	300.00	Grants	1200
EFT	325	U S Bank	Analysis service charge		6.00		6.00		
EFT	1200	Oregon Department of Revenue	Upstaffing		538.49			538.49	
EFT	1200	United States Treasurere	Upstaffing		1432.58			1,432.58	
11891	1200	Colton B. Bird	Upstaffing		2962.04			2,962.04	
11893	1200	Conor B. Goodwin	Upstaffing		2152.08			2,152.08	
11892	319	Xerox Business Solutions	Copier contract - 7/28 to 8/27		109.00		109.00		
11894	308	National Business Solutions	Backup contract		31.00		31.00		
11902	308	Century Link	Telephones		144.02		144.02		
11898	307	City of Adair Village	Water and sewer		148.66		148.66		
11904	308	Comcast	Analog service		14.78		14.78		
11899	309	Consumers Power	1401 \$256.22 1402 \$87.07		343.29		343.29		
11907	314	Cornerstone Associates	Janitorial services		331.26		331.26		
11908	206	Aaron C. Harris	Salary - August		4822.65		4,822.65		
11909	206	Michael S Larkin	Salary - August		3861.61		3,861.61		
11900	1200	Tax and Wealth Management	Grant Payroll		131.00				131.00
11900	206	Tax and Wealth Management	Payroll Preparation		337.00		337.00		
11905	310	NW Natural	Natural gas		59.75		59.75		
EFT	208	PERS -ACH	Employer contribution - August		1372.42		1,372.42		
EFT	208	PERS -ML	Employee contribution - August		1067.44		1,067.44		
11906	314	Republic Services	Garbage		44.77		44.77		
11895	205	SAIF	Worker's Compensation		6553.81		6,553.81		
11901	206	SDIS	Staff Insurance package - September		5364.00		5,364.00		
EFT	206	Oregon Department of Revenue	Withholding - August		537.67		537.67		
EFT	206	United States Treasury	Withholding - August		2465.82		2,465.82		
11903	314	Summit Fire & Security	Backflow tests		370.57		370.57		
11897	333	Michael S Larkin	Fuel		93.00		93.00		

**Staff Officer's Report
Adair Rural Fire & Rescue
Board Meeting
July/August 2026**

Housekeeping/Building

- Annual hose and ladder testing completed. Great care went into getting the highest quality, color coded hose on each truck, and appropriate reserve hose on the rack. Only one section of 4" supply failed. All ladders passed.
- Annual turnout maintenance in process and scheduled for completion next week. None taken out of service for UV related fatigue, age, or excessive wear. Overall, the department is in a very favorable turnout cycle position. Low age, good condition, and average sizes.

Apparatus

- 1463 Wildland upgrade and NFPA complete.
- 1431 NFPA and Lighting upgrade complete
- 1472 PM complete.
- 1461 at Shops for PM and consumables.
- 1441 at Shops for broken pump PTO drive shaft repair. Truck failed on a fire. OOS since 7/22.
- On going in-house small motor operation, fluid checks, routine apparatus use, and after call vehicle and equipment checks routinely performed.

Inspections

- One building permit access and water supply worksheet completed with multiple significant conditional changes required. The Adair Fire website has a building permits page providing an explanation of the process, forms, and user-friendly code guides.

Acceptance of the Staff Officer's Report

Date: 08/11/2026



Erin Scott, Board President



Lt. Mike Larkin, Staff Officer

**Chief's Report
Adair Rural Fire & Rescue
Board Meeting
08/11/2026**

**MONTH ALARMS: Fires 5, Hazmat 0, Medicals 5, MVC 1, Public Assist 1,
Meeting to Meeting Total 12. YTD 105 Calls.**

Projects/Grants

- **Assistance to Fire Fighter Grant 2025** - the department was contacted by FEMA requesting more information about our Tender. We have moved on to the final selection phase.
- **1.75m Bond** - The paperwork has been handed in to the County. Measure number 2-158 has been assigned to the November General Election ballot.
- **OSFM Grant** - Connor Goodwin is leaving this position. I was able to fill the position with an experienced Apparatus Operator/EMT H. Julia Schindler, she will start this Saturday.
- **VFA Grant** - The department is waiting for an answer about this grant.

Personnel

- AO/EMT H. Julia Schindler has joined the department as a Seasonal hire position. She has years of experience with MRFPD.
- Lt Tom Jones is now certified as NFPA Rope Rescue - Operations Level.
- Lt Mike Larkin and Chief Aaron Harris are now certified as NFPA Live Fire Instructor In Charge.
- FF Connor Goodwin, AO Bob Aman, and Lt Mike Larkin deployed as part of Task Force 13 to the East Evans Creek Fire.
- AO Bob Aman and Chief Aaron Harris deployed as part of Task Force 41 to the Shingle Fire and Rowe Creek Complex Fire West.
- Levi Janssen and Daniel Giles have both turned in applications to the department. Dan has over 25 years in firefighting, retired from Eugene-Springfield Fire as a Captain, and currently works for the Oregon State Fire Marshal's office. Levi has 3 months of firefighting experience in Sisters-Camp Sherman.
- FF Connor Goodwin is leaving the department as of August 14th. He is off to Idaho for Paramedic school.

Community Participation

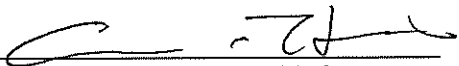
- National Night Out was canceled.
- Summer Kids in the Park Program canceled their station tour due to weather.

Acceptance of the Chiefs Report by the Board

Date: 08/11/2026



Erin Scott, Board President



Aaron C. Harris, Fire Chief