

Adair Rural Fire Protection  
Board of Director's Meeting  
Adair Rural Fire Station  
Adair Village, Oregon

October 17, 2025

The meeting was called to order at 6:30 p.m. by President Dick Green.

Those present were President, Dick Green, Vice-president, Erin Scott, Becky Merja, Fran Harris, Secretary/Treasurer and Barbara Lower. Others present: Aaron Harris, Fire Chief, and Mike Larkin Staff Officer.

**MINUTES** - The minutes of September 9, 2025, regular meeting was and read by those present. It was read by all present and a minor spelling change was made to Barbara Lower's name on the second page was made.

**FINANCIAL STATEMENT** – The statement for October 14, 2025, was reviewed by those board members present.

**BILLS** – Fran Harris presented the October 2025 bills. Erin Scott moved to pay the bills and Becky Merja seconded. The motion passed unanimously by those present.

**CALENDAR ITEM** – Fire Service Conference is set for those attending. The 2024-2025 books are almost ready to be sent to the auditor.

**CORRESPONDENCE** – We received a \$332 rebate from SAIF

**COMMITTEE REPORTS** – The committee for Duties and Rules of Board members was suspended.

**UNFINISHED BUSINESS** – Quick Books updates. Fran Harris is keeping track of the expenses and putting them on Quick Books and Erin Scott is reconciling the expenses and adding the deposits and transfers.

LOSAP 92-01-01 has been posted for the required amount of time and was brought up for a vote. Erin Scott moved to adopt revised policy 92-01-01, Becky Merja seconded and the motion passed unanimously by those present.

**NEW BUSINESS** – If we adopt a Paid Leave Policy, we can get another 2% off the cost of our insurance with SDIS. Erin Scott researched this and drafted a policy. She was given permission to contact Lisa at Tax and Wealth Management to see what percentage we are required to pay. She will then finish the draft and provide it to each board

member for their approval as our insurance renews soon. It will be posted so it can be adopted at the next meeting.

It was decided that an education reimbursement policy is not needed.

The inception of the petty cash policy was explained. Erin Scott moved to terminate that policy and return the funds to Chuck Harris. Barbara Lower seconded the motion, and it passed with Dick Green, Erin Scott, Barbara Lower and Becky Merja voting in favor. Fran Harris abstained for a conflict of interest.

Policy 97-01-01 – Department Credit Card Use was brought up. It is way outdated. Erin Scott will take the policy and draft changes for the next meeting.

Barbara Lower researched the mileage reimbursement on our Expense Reimbursement sheet. It is outdated and the form will be changed to reflect the current amount. Erin Scott moved to void Barbara Lower's current (11590) mileage check and reimburse her for the correct amount. Fran Harris seconded the motion, and it passed unanimously.

**PUBLIC INPUT** – None.

**STAFF OFFICER'S REPORT** – Presented by Mike Larkin a copy of the report is attached hereto.

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

The meeting was adjourned at 7:29 p.m.

Respectfully Submitted

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Frances I. Harris, Secretary/Treasurer