

ADAIR RURAL FIRE DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA

DICK GREEN
ERIN SCOTT
FRAN HARRIS

BECKY MERJA
BARBARA LOWER

MEETING AGENDA: September 8th, 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

- Review Mutual Aid/Response Agreements (Chief's Report)

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, OR

August 11, 2026

The meeting was called to order at 6:30 p.m. by President Erin Scott.

Board Members present: Erin Scott - President, Dick Green - Vice President, Fran Harris - Treasurer, Becky Merja - Secretary, Barbara Lower.

Staff present: Aaron Harris - Chief, Mike Larkin - Staff Officer

Minutes – The minutes of the July 14, 2026, regular meeting were provided by Fran Harris and read by those present. There were no corrections or additions.

Financial Statement – The financial statement was presented by Fran Harris and reviewed by those present.

Bills – Fran Harris provided the June 2026 bills. Dick Green made a motion to pay, and Barb Lower seconded. After discussion, the vote to pay the bills was passed unanimously by those present.

Fran Harris presented the July 2026 bills. Barb Lower made a motion to pay, and Dick Green seconded. Discussion - TKF check #11831 was not received by the company. Fran will stop payment and re-issue. The vote to pay the bills was passed unanimously by those present.

Calendar Item – OFSC Conference (OFDDA) November 5-7, 2026, rooms have been reserved, registration is not yet open.

Correspondence – AT&T bill, ongoing, follow-up has been assigned to Becky Merja.

Committee Reports – None

Unfinished Business – Tax & Wealth can process paychecks if we move to direct deposit US Bank secure option. Fran Harris and Barb Lower are now listed as administrators of this account; Erin Scott will also be added as administrator.

DAO/Vector Solutions training module – In progress, Erin Scott is trying to determine if the department is "active" or starting new.

Policies to be updated/created – Erin will be attending a SDAO class in October that will cover: Agenda Policy, Legal Consult Policy for President, Legislative representation for Chief, Board Member training.

New Business – Fran Harris has requested permission to cancel the gray US Bank Visa credit card ending in 1519; it is linked to an older system that isn't compatible with our current system.

Erin Scott moved to cancel the card, Barb Lower seconded the motion. The board voted unanimously to cancel the card.

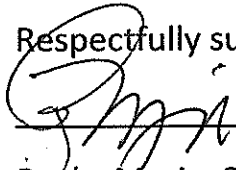
Public Input – None

Staff Officer's Report – The report was provided by Lieutenant Mike Larkin. It was read by those present. A copy of the report is attached for reference and made a part of the record.

Chief's Report – Chief Harris presented his report. It was read by those present. There was some discussion about the bond measure, the Chief will provide board members with the narrative that was submitted for the voter's pamphlet. A copy of the report is attached for reference and made a part of the record.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,



Becky Merja, Secretary

September 8, 2026

FINANCIAL STATEMENT

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

			Transfer	Balance
200	Personal Services	548055	-58,234.42	489820.58
300	Services & Supplies	402005	-89,039.78	312965.22
	Bank Charges	500	-0.10	499.9
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	-11828.19	23171.81
	TOTAL	1381560		1222457.51

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	\$2,054.10	
Interest	12,000.00	\$1,329.27	
Miscellaneous	20,000.00		
Address Markers	20.00		
Loan	20,000.00		
Current Taxes	464,540.00		
Grants	35,000.00	35,000.00	
Conflagration	200,000.00		
Sale of Capitol Items	10,000.00		
HERT	1,000.00	17.32	
TOTAL GEN. FUND	\$968,560.00	238,383.37	\$7,415.09

Equipment Reserve	132,933.00	132,933.00	15,926.96
Interest Income	5,000.00	1,013.23	
Bank Charges		\$ (0.10)	
Transfer			
Total	137,933.00	133,946.13	15,926.96

Building Reserve	270,680.00	269,216.80	
Interest Income	10,000.00	1,822.11	
Bank Charges			
Transfer			
Total	280,680.00	271,038.91	0.00

BALANCES

Government Pool- General Fund	183,480.46
US Bank Checking	21,083.30
Government Pool - Equip Reserve	146,022.58
Governemtn Pool - Building	271,048.91

Total Cash on Hand 183,480.46 vailable to spend in general fund
 21,083.30 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
\$282,563.76 Total available to spend

Grants \$ Received \$35,000.00 Conflag

ADAIR RURAL FIRE PROTECTION DISTRICT									
August Bills to Approve for Payment September 08, 20 2025									
Check #	Acct #	Payee	Description	Amount	Personal Services	Services/Supplies	Equipment	Buildings	Transfe
				\$	\$	\$	\$	\$	\$
EFT	325	U S Bank	Analysis service charge	\$ 6.00	\$ -	\$ 6.00			
11915	302	Dottie Smith	Pant repairs	\$ 10.00	\$ -	\$ 10.00			
	314	Republic Services	Garbage	\$ 43.77		\$ 43.77			
11925	205	SDIS	Employee Insurance - September	\$ 5,364.00	\$ 5,364.00				
	308	AT & T	Telephones	\$ 41.92		\$ 41.92			
11921	307	City of Adair Village	Water and sewer	\$ 149.07		\$ 149.07			
11917	308	Comcast	Analog service	\$ 14.78		\$ 14.78			
11927	309	Consumers Power	1401 \$260.79 1402 \$86.52	\$ 347.31		\$ 347.31			
11926	319	Xerox Business Solutions	Copier contract	\$ 109.00		\$ 109.00			
	314	Cornerstone Associates	Janitorial services	\$ 276.20		\$ 276.20			
11929	206	Aaron C. Harris	Salary - September	\$ 4,822.65	\$ 4,822.65				
11853	206	Michael S Larkin	Salary - September	\$ 3,861.62	\$ 3,861.62				
11920	302	Northwest Safety Clean	Turnout maintenance	\$ 609.65		\$ 609.65			
11920	302	Northwest Safety Clean	Turnout maintenance	\$ 508.55		\$ 508.55			
11919	310	NW Natural	Natural gas	\$ 59.75		\$ 59.75			
EFT	206	PERS	Employee contribution - September	\$ 1,372.42	\$ 1,372.42				
EFT	206	PERS	Employer contribution - September	\$ 1,067.44	\$ 1,067.44				
EFT	206	Oregon Department of Revenue	Withholding - September	\$ 719.37	\$ 719.37				
EFT	206	United States Treasury	Withholding - September	\$ 1,899.83	\$ 1,899.83				
EFT	208	Oregon Department of Revenue	Withholding - September	\$ 1,739.64	\$ 1,739.64				
EFT	208	United States Treasury	Withholding - September	\$ 5,537.44	\$ 5,537.44				
EFT	209	Oregon Department of Revenue	Withholding - September	\$ 1,031.86	\$ 1,031.86				
EFT	209	United States Treasury	Withholding - September	\$ 2,843.30	\$ 2,843.30				
11918	304	A A Towing	Training cars	\$ 200.00		\$ 200.00			
11928	308	Merlin's Fabrication & Innovation	Web Hosting & Domain Registration	\$ 131.97		\$ 131.97			
11853	301	Mike Larkin	Connor's Lunch	\$ 11.45		\$ 11.45			
11853	314	Mike Larkin	Corvallis Disp. - Removed from 1401	\$ 209.51		\$ 209.51			
	317	U S Bank Card	Laundry Soap	\$ 24.94		\$ 24.94			
	314	U S Bank Card	Home Depot	\$ 86.39		\$ 86.39			
	302	U S Bank Card	UPS - Turnout Maintenance	\$ 252.22		\$ 252.22			
	308	U S Bank Card	Starlink - Internet	\$ 50.00		\$ 50.00			
11916	308	National Business Solutions	Contract 8/25 to 90/20	\$ 71.00		\$ 71.00			

Check #	Acct #	Payee	Description	Amount	Personal Services	Services/Supplies	Capital Outlay Equipment	Capital Outlay Buildings	Transfers
August Bills to Approve for Payment September 09, 2025 - Page 2									
	320	US Bank Card	USP - Stamps	\$ 82.00		\$ 82.00			
	308	US Bank Card	Alyrica - Internet	\$ 79.98		\$ 79.98			
	302	US Bank Card	Corvallis Custom - Shirts	\$ 912.98		\$ 912.98			
	308	US Bank Card	A T & T - Telephone	\$ 316.26		\$ 316.26			
	338	US Bank Card	Market of Choice - Birthdays	\$ 44.57		\$ 44.57			
	316	US Bank Card	Home Depot	\$ 49.97		\$ 49.97			
	312	US Bank Card	Napa - Cabin Air Filter	\$ 23.99		\$ 23.99			
	312	US Bank Card	Amazon - Rodent Repellent	\$ 25.99		\$ 25.99			
	338	US Bank Card	Burgerville - Officer's meeting	\$ 55.34		\$ 55.34			
	312	US Bank Card	Napa - Brake Lights	\$ 22.99		\$ 22.99			
NC	209	Tax & Wealth Management	\$147.00 Upstaffing (154.00 credit)	\$ -		\$ -			
NC	206	Tax & Wealth Management	\$157.00 Regular Payroll (164.00 Cr.)	\$ -		\$ -			
11914	209	Colton Bird	OSFM upstaffing - August	\$ 3,177.01	\$ 3,177.01				
11853	209	Mike Larkin	OSFM upstaffing - August	\$ 974.87	\$ 974.87				
11854	209	Helen J Schindler	OSFM upstaffing - August	\$ 1,678.91	\$ 1,678.91				
11855	209	Connor B. Goodwin	OSFM upstaffing - August	\$ 1,099.01	\$ 1,099.01				
11913	208	Robert F. Aman	Shingle Fire	\$ 3,093.79	\$ 3,093.79				
11913	208	Robert F. Aman	East Evans Creek Fire	\$ 5,342.23	\$ 5,342.23				
11913	208	Robert F. Aman	Rowe Creek Fire	\$ 6,115.21	\$ 6,115.21				
11916	308	National Business Solutions	Cotrac 8-25 to 9-24	\$ 71.00		\$ 71.00			
August Totals				\$ 56,771.12	\$ 51,740.60	\$ 5,030.52	\$ -	\$ -	\$ -

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-147764-1

Date:

7/28/2026 10:27 AM

Customer:ADAIR RURAL FIRE &
RESCUE, OREGON

QTY	DESCRIPTION
1.00	Streamline - Compliance Essentials Renewal
	Annual Recurring Services - Initial Term USD 3,000.00
	Annual Recurring Services - (Subject to Uplift) USD 3,000.00

1. This renewal Statement of Work ("SOW") is between ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 8/1/2026 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

5. Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-147764-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Authorized Client Signature

CivicPlus



By (please sign):

By (please sign):

Printed Name:

Amy Vikander

Printed Name:

Title:

Senior Vice President of Customer Success

Title:

8/12/2026

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

**Staff Officer's Report
Adair Rural Fire & Rescue
Board Meeting
September 2026**

Housekeeping/Building

- Annual turnout maintenance complete. All passed and only a few minor repairs were required.

Apparatus

- 110Watt King mobile radios were installed in the 1461 and 1463 brush trucks. This new radio has more than 2 times the power of the Kenwood it replaces. A 110W King radio was already in the 1472 command truck and has proven to provide complete and superior functionality throughout our district. The King will be a significant safety and functionality upgrade on mutual aide calls around the county and conflagration. The same 110W radio is planned for the 1421 Rescue and 1431 Engine.
- 1441 back in service. PTO fixed and NFPA complete.
- Held a dedicated small motor and truck inventory drill emphasizing the importance of routine maintenance and checks to all department members.
- The Association upgraded the Stokes basket in 1421 to a lightweight model that mounts to a 26" mountain bike wheel with brakes and stabilization handles for safely removing patents in difficult terrain. Macdonald and Dunn forests
- Continued to expand efforts to save money doing allowable in house maintenance and repair. Recent examples range from repairing vehicle lighting to climate control motor/blower fan assemblies.

Inspections

- Completed three building permit access and water supply worksheets. Two for remodels and one garage/shop.

Acceptance of the Staff Officer's Report

Date: 09/08/2026



Erin Scott, Board President



Lt. Mike Larkin, Staff Officer

**Chief's Report
Adair Rural Fire & Rescue
Board Meeting
09/08/2026**

**MONTH ALARMS: Fires 6, Hazmat 0, Medicals 4, MVC 1, Public Assist 0,
Meeting to Meeting Total 11. YTD 116 Calls.**

Projects/Grants

- **Assistance to Fire Fighter Grant 2025** - the department is waiting until September 30 for a decision.
- **1.75m Bond** - a Political Action Committee (PAC) has been formed by local residents to help support the passing of the bond. The PAC is going to help create support for the passing of the bond.
- **OSFM Grant** - has been working as intended. This grant has been helpful this summer during responses. It has allowed for rapid responses to calls for first out apparatus. Currently the grant has about \$12,000 left.
- **VFA Grant** - The department is waiting for an answer about this grant.
- **STCCF Grant** - all requirements have been met, and the grant has been completed.

Personnel

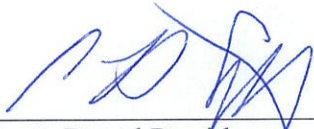
- AO Bob Aman is now certified as a Wildland Firefighter Type 1.
- Chief Aaron Harris is now certified as Strike Team and Task Force Leader.
- Daniel Giles has joined the department. Dan has over 25 years in firefighting, retired from Eugene-Springfield Fire as a Captain, and currently works for the Oregon State Fire Marshal's office. I anticipate a 3-month training period before he starts responding on calls.

Community Participation

- The Northwest region of Oregon State Fire Marshals used our training room for one of their quarterly meetings.

Acceptance of the Chiefs Report by the Board

Date: 09/08/2026


Erin Scott, Board President


Aaron C. Harris, Fire Chief