

Eugene Rural Fire Protection District #1
Budget Hearing and Board Meeting, June 13, 2023, 3:00 PM
Location Nancy's

Minutes

Items in *italics* are quoted from the Agenda prepared by Ron Apling.

- I. *Present:* Board members: Ron Apling - President, Tom Moffett- Vice President; Nancy Halter -Treasurer; Steve Newcomb- Secretary

Ron Apling called the Budget Hearing to order at 3:00 PM. ERFPD #1 Resolution to Adopt the Budget was reviewed.

Motion (by Ron, seconded by Tom) : Approve the Budget Resolution as Proposed. The vote to approve was unanimous. The Resolution was signed by the President and Secretary for ERFPD #1 for submittal to Mark Wolf of Local government Law who will submit it to Lane county for filing. Budget Hearing ended at 3:20 and the Board meeting was called to order.

- II. *Revisions / Approval of Minutes.* Minutes for May 09, 2023 approved pending revision to location of last meeting.
Additions to Agenda - Elections Results and document retention schedule were added as discussion items.

III. *Treasurer's report*

- a) *Account Balances - reported by Nancy Halter*

<i>Local Government Investment Pool (LGIP)</i>	\$ 602,093.88 as of 5/31/23
<i>Bank checking account</i>	\$ 5,623.69 as of 5/31/23
<i>Total</i>	\$ 607,717.59 as of 5/30/23

Nancy presented the checkbook and statements to confirm amounts are correct

- b) *Outstanding bills/expenses:*

1. <i>Streamline website payments –</i>	pd	\$	75.00
2. <i>Local government Law</i>	pd.	\$	912.86

IV. *Correspondence*

- a) *OR State Treasury –* Public Depositor Verification, verified Banking Institution
b) *SDAO Membership update* form – edited contact information
c) *SDIS Public Safety Assistance Program Enrollment* - Reviewed our liability coverage. Employee insurance coverage only applies if the District has employees. ERFPD #1 has no employees.

V. *New Business:*

- a) *Elections Result* reviewed abstract of election results and notified Lane County Elections by June 30, 2023.

VI. *Unfinished Business:*

- a) *Board Duties Policy* – The Board worked on the document for an hour, still not complete
- b) *Document Retention Schedule* - Discussed what ERFPD #1 Board policy should be for document retention. The website provides a public archive and could become too large if documents are not periodically removed. Board policy is to follow SDAO suggested retention schedule for all documents.

Motion (by Steve seconded by Nancy): Limit website retention of minutes, agendas, budget audit and Annual Budget to 1-year on website with an annual purge of older documents. Passed unanimously.

VII. *Annual Calendar review / additions* Make contact with new Board member prior to next meeting and schedule the swearing in process for next meeting.

VII. *Next Meeting is:*

Date/Time /Location

Date: **July 11** Time: **3:00 PM** Location: **32250 fox Hollow Rd**

Adjourn; At 4:35 pm, Ron Apling adjourned the meeting.