

Eugene Rural Fire Protection District #1  
Board Meeting, January 26, 2023, 3:00 PM  
Location Ron Apling 's

Approved 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

Ron Apling called the meeting to order at 3:10 pm.

- II. *Additions to Agenda*

*Added:* 2022 Longevity Credit to Unfinished Business.

- III. *Revisions / Approval of Minutes*

Minutes from November 15<sup>th</sup> meeting were approved a presented.

- IV. *Treasurer's report*

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

<i>Local Government Investment Pool (LGIP)</i>	\$ 933,922.53 as of 12/31/22
<i>US Bank checking account</i>	\$ 4,696.69 as of 12/31/22
<i>Total</i>	\$ 938,619.22 as of 12/31/22

Nancy Halter presented the checkbook and statements to confirm amounts are correct

- b) *Outstanding bills/expenses:*

1. *Local Government Law Office - \$78.00* pd. 01/09/23 ch# 2021
2. *SDIS – Liability Insurance - \$1,439.00* pd. 01/09/23 ch# 2022
3. *Secretary of State – Audit filling fee - \$150.00* pd. 01/09/23 ch# 2023
4. *Jones & Roth – Audit - \$6,900.00* pd. \_\_\_\_\_ ch# \_\_\_\_\_  
*Insufficient cash in checking will pay after funds transfer.*
5. *OFDDA Membership Dues - \$500.00* pd. \_\_\_\_\_ ch# \_\_\_\_\_  
*Defer payment until Ron investigates requirements and benefits.*
6. *Local Government Law Office- 52.00* pd. 01/26/23 ch# 2024
7. *Eugene Weekly – Meeting Notice - \$9.00* pd. 01/26/23 ch# 2025

- V. *Correspondence:*

- a) *WHA – “Insights” mailed to Nancy & Ron -Rate change notice for insurance*

- b) *Census Survey- Record-able Log for Employees – Ron filed online on 12/22/22*  
*This is another due notice received after filing.*

VI. *New Business:*

- a) *Lane County Elections – District Election Info Form* -To confirm board positions that are up for reelection – Ron will email it in.
- b) *District Response Report* – Review entries for our district.
- c) Online meeting with Taylor Gordon of STREAMLINE website hosting  
Presentation by Taylor of the services they provide to develop, support and the hosting of a website for our fire district.

Zoom meeting did not work so we continued with a voice only presentation.  
Sample “SandBox” website did not display tools and sample data properly so we logged into a current Fire District client’s web site and viewed features as he explained features and options.

Features and forms that we felt we would want:

- Contact Us
- Emergency Alerts – banner and messages we could display in an emergency
- Update utilities tools
- News Letter
- Meeting Notice – this would fulfill or meeting notice requirements
- Mailer List

Discussed with Taylor that they did not provide Email hosting or data storage, but would assist us in working with Google to create new official district account for our Email and backup.

After the presentation we discussed the pros and cons of having a web site. Ron reported that he had investigated STREAMLINE and found that it was a reputable firm and was used by other fire districts and SDAO.

**MOTION:** Nancy Halter moved that we contract with STREAMLINE to develop, host and maintain a website for our district at a cost of \$75.00/month.

Ron Apling seconded the motion. Nancy Halter, Ron Apling and Tom Moffett approved the motion.

VII. *Unfinished business:*

- a) *Audit – Completed* – Nancy will contact Jones & Roth to get our original supplied data returned and two spiral bound copies of the audit.
- b) *Board Duties Policy Manual* - Differed due to lack of time.  
Postponed editing until the next meeting with more board members present.
- c) *Meeting Notifications* – We discussed requirements and confirmed that the new website should meet requirements. Will continue using Eugene Weekly until website is up.
- d) *Tour of 2<sup>nd</sup> & Chambers Fire Training Facilities*- Current options did not fit what we wanted to see and our schedules. Ron will continue to get this scheduled.
- e) *Longevity Credit* – We mailed the requested form on November 17<sup>th</sup> and should have received the payment before the New Year. No payment yet. Nancy has investigated and the check will arrive mid March.

VIII. *Annual Calendar review / additions*

IX. *Next Meeting.* - We discussed that setting a fixed meeting date and time would work best for display on the upcoming web site. We decided that the 2<sup>nd</sup> Tuesday of every month at 3:00 PM would be a good option for everyone. We will discuss this at the next meeting with the other members.

Date/Time /Location

Date:: **February 14** Time: **3:00 PM** Location: **Tom Moffett's**

**Adjourn;** At 5:30 pm, Ron Apling adjourned the meeting.

Minutes Submitted 01/30/2022 by Tom Moffett, Temporary Acting Secretary