

Dexter Rural Fire Protection District Board of Directors Meeting

Tuesday January 17, 2023

This meeting will be held in person and through Zoom at the following link.

Zoom Access Information: Meeting ID 899 2735 7992 Passcode 862685

Meeting of the Fire Board

Agenda

Call to order

Present:

Welcome to Visitors- attending Public

Approval of the December 20, 2022 Regular Board Meeting Minutes

Bill Approval and Financial Review

Correspondence

Chief's Report

Grant Updates

Apparatus Update: Engine 2111 & 2112

Credit Cards for staff in my absence

Update on my first few weeks

Staff Report

Unfinished Business

New Business

Adjournment



Dexter Rural Fire Protection District

P.O. Box 67
82781 Barbre Road
Dexter, OR 97431

Phone (541) 937-3045

Fax (541) 581-3131

<https://dexterfd@specialdistrict.org>

Meeting of the Board of Directors In person and on Zoom December 20, 2022

Call to order: Board President Bob Holland called the meeting to order at 9:07 a.m.

Present: Directors Don Richardson, Larry Severance, Rich Stronach, Bob Holland, Interim Fire Chief Levi Eckhardt, Larry Wooldridge, and Recording Secretary Bonnie Graham.

Comments from the Attending Public: No attending public. Online Vic Rose via Zoom

Approval of the November 15, 2022, Regular Board Meeting Minutes: The Board reviewed the minutes of the November 15, 2022, Regular Board Meeting. Director Larry Severance made a motion to approve the minutes of the November 15, 2022, Regular Board Meeting as presented. Director Rich Stronach seconded the motion. Motion passed unanimously.

Bill Approval and Financial Review: The Board reviewed the financial statements and district bills. Director made a motion to pay the district bills and approve the financial statements. Discussion on the dollar amount for the Fire Chief's Credit Card with Banner Bank. Director Don Richardson made a motion to raise the Fire Chief's credit card limit to \$5,000 from \$3,000. Director Rich Stronach seconded the motion. Motion passed unanimously. Director Don Richardson made a motion to pay the district bills and approve the financial statements. Director Rich Stronach seconded the motion. Motion passed unanimously.

Correspondence: No Correspondence.

Chief's Report: Chief Eckhardt explained to the Board that the Recruiting Expense line item will be over what was budget for the year due to background checks and Respiratory Testing.

Chief Eckhardt told the Board the District received a letter from SDAO Insurance stating they are looking at partnering with SAIF to keep workers compensation from going up.

Chief Eckhardt explained to the Board that the district insurance coverage is incorrect and went over it with the insurance agent. Chief Eckhardt told the Board to expect an 8% increase.

Engine 2112: Chief Eckhardt told the Board that Coyle Volunteer Fire Department in Oklahoma is interested in Engine 2112 and is sending a \$5,000 check to hold it for them and will be flying out soon to look at it. They want it to pass a pump test prior to purchasing it. The Board suggested to Chief Eckhardt to write up a contract about passing the pump testing.

VFA Grant: Chief Eckhardt told the Board the district has made all the purchase.

Chief Eckhardt told the Board that the district sent a crew to Mohawk Fire to use their burn box so firefighters could check that off in their task books.



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Cabinets & Lockers: Chief Eckhardt explained to the Board that the cabinets in the Medical Room are almost done being set up and the lockers for paid staff to keep bedding in when not on shift.

Bank Loan: The District was denied for a loan with Banner Bank, will be able to get a grant from USDA.

Engine 2111: The crew went to start Engine 2111 and it wouldn't start. Bought new batteries and it still didn't start. A mechanic will be coming out to look at it. Director Larry Severance suggested looking at the reset on the fuel system and checking fuses.

Unfinished Business

K & A Engineering: Chief Eckhardt explained to the Board that the district has signed a contract with K & A Engineering to know how thick the concrete should be and what should be done. The cost for this will be \$7000

New Business: Review of 2021-2022 Audit. The Board will table this until the next Board meeting.

Did not go into Executive Session.

Approval of Employment Contract: The District offered Larry Wooldridge a part-time position as the Fire Chief. Larry Wooldridge asked the Board to consider the vacation time at Tier 3 to reflect his years as Fire Chief with other districts. Director Larry Severance made a motion to elevate the Fire Chief's vacation status to Tier 3. Director Rich Stronach seconded the motion. Motion passed unanimously.

Director Larry Severance made a motion to adjourn the meeting at 9:29 p.m. Director Rich Stronach seconded. The motion passed unanimously.

Respectfully submitted,

Bonnie Graham
Recording Secretary

01/12/23

Dexter Rural Fire Department
Cash Assets Page
As of January 12, 2023

	<u>Jan 12, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Banner Bank General Fund Chkng	24,606.62
1100 · LGIP Resources General Fund	606,871.80
Total Checking/Savings	<u>631,478.42</u>
Total Current Assets	<u>631,478.42</u>
TOTAL ASSETS	<u><u>631,478.42</u></u>
LIABILITIES & EQUITY	0.00

Dexter Rural Fire Department
 Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Ju...	Budget	\$ Over Bu...	% of Budget
Income				
4050 · Cash Carryover	209,610.18	176,860.00	32,750.18	118.5%
4051 · Carryover- Levy	73,646.82	62,140.00	11,506.82	118.5%
4100 · Current Taxes - General	287,241.66	277,534.43	9,707.23	103.5%
4101 · Current Levy Taxes	199,483.03	196,123.57	3,359.46	101.7%
4120 · Heavy Equipment Rental Tax	96.77			
4150 · Prior Year's Taxes - General	4,500.51	5,772.00	-1,271.49	78.0%
4151 · Previous Year's Taxes - Levy	1,581.27	2,028.00	-446.73	78.0%
4500 · Grants				
4505 · 2022 ARPA Grant -COVID Grant	158,333.06	160,000.00	-1,666.94	99.0%
4515 · DPSST Aard-S131,S23/231, S290	9,852.00	9,852.00	0.00	100.0%
4500 · Grants - Other	35,000.00	35,000.00	0.00	100.0%
Total 4500 · Grants	203,185.06	204,852.00	-1,666.94	99.2%
4600 · Contributions	750.00	1,000.00	-250.00	75.0%
4700 · Interest from Investments - Gen	2,686.03	885.00	1,801.03	303.5%
4701 · Levy Interest	1,274.15	615.00	659.15	207.2%
4860 · Miscellaneous Income				
4861 · Out of District Billings	0.00	1,000.00	-1,000.00	0.0%
4860 · Miscellaneous Income - Other	3,768.92	1,000.00	2,768.92	376.9%
Total 4860 · Miscellaneous Income	3,768.92	2,000.00	1,768.92	188.4%
Total Income	987,824.40	929,810.00	58,014.40	106.2%
Gross Profit	987,824.40	929,810.00	58,014.40	106.2%
Expense				
5000 · P/S				
5010 · Fire Chief's Salary	40,733.34	67,530.00	-26,796.66	60.3%
5011 · PERs Retirement	14,308.23	40,000.00	-25,691.77	35.8%
5012 · Medical Insurance	5,610.90	32,500.00	-26,889.10	17.3%
5016 · Fire Chief's Vacation Time	0.00	14,700.00	-14,700.00	0.0%
5060 · Full Time FF Lieutenant	0.00	42,000.00	-42,000.00	0.0%
5061 · Full Time FF/ Engineer	18,973.24	37,000.00	-18,026.76	51.3%
5061.01 · Full Time FF/Engineer #2	7,304.75			
5061.02 · Full Time FF/Engineer #3	4,348.17			
5062 · EMS Coordinator	808.63	2,500.00	-1,691.37	32.3%
5071 · Grant -22 Wildfire Staffing	32,915.81	35,000.00	-2,084.19	94.0%
5072 · Administrative Assistant	12,484.64	20,500.00	-8,015.36	60.9%
5074 · Part-Time Firefighters	0.00	10,000.00	-10,000.00	0.0%
5076 · Weekend Duty Fire Fighter	0.00	20,000.00	-20,000.00	0.0%
5077 · Payroll Expenses	174.00	1,200.00	-1,026.00	14.5%
5080 · FICA - Soc Sec & Medicare	11,002.87	14,000.00	-2,997.13	78.6%
5081 · Oregon Workers' Benefit Fund	57.46			
Total 5000 · P/S	148,722.04	336,930.00	-188,207.96	44.1%

Dexter Rural Fire Department
Profit & Loss Budget vs. Actual
July 2022 through June 2023

	Jul '22 - Ju...	Budget	\$ Over Bu...	% of Budget
5400 · M/S				
5410 · Audit Services	150.00	7,500.00	-7,350.00	2.0%
5413 · Contract Labor	0.00	500.00	-500.00	0.0%
5414 · Legal Services	0.00	2,000.00	-2,000.00	0.0%
5420 · Board's Administrative Expenses	988.52	1,000.00	-11.48	98.9%
5423 · Chief's Administrative Expenses	619.92	2,000.00	-1,380.08	31.0%
5430 · Dispatching Fees	0.00	27,000.00	-27,000.00	0.0%
5431 · Election Expense	0.00	2,000.00	-2,000.00	0.0%
5432 · Newsletter Expense	0.00	3,000.00	-3,000.00	0.0%
5434 · Dues and Memberships	918.29	3,000.00	-2,081.71	30.6%
5435 · Filing & Publication Expense	1,220.00	1,000.00	220.00	122.0%
5441 · Telephone Services	3,104.18	4,000.00	-895.82	77.6%
5442 · Wireless Services	1,852.92	3,300.00	-1,447.08	56.1%
5443 · Utilities	962.81	1,500.00	-537.19	64.2%
5443A · Electric	2,432.61	7,000.00	-4,567.39	34.8%
5443B · Propane	0.00	1,200.00	-1,200.00	0.0%
5443C · Sanitation	515.00	900.00	-385.00	57.2%
5443D · Garbage	784.36	1,500.00	-715.64	52.3%
Total 5443 · Utilities	3,731.97	10,600.00	-6,868.03	35.2%
5445 · Insurance				
5446 · Building, Equipment & Liability	4,381.33	15,000.00	-10,618.67	29.2%
5447 · Workers Comp	7,447.96	9,000.00	-1,552.04	82.8%
5448 · Volunteer's Life	3,544.87	5,000.00	-1,455.13	70.9%
Total 5445 · Insurance	15,374.16	29,000.00	-13,625.84	53.0%
5450 · Truck Maintenance	28,801.93	10,000.00	18,801.93	288.0%
5451 · Equipment Maintenance	2,932.82	4,000.00	-1,067.18	73.3%
5452 · Building Maintenance	2,190.69	3,000.00	-809.31	73.0%
5453 · Firefighter Supplies	4,732.51	3,000.00	1,732.51	157.8%
5453.1 · EMS Supplies	154.18	3,500.00	-3,345.82	4.4%
5454 · Gas/Diesel/Oil	5,349.39	13,000.00	-7,650.61	41.1%
5455 · Household Supplies	2,646.07	3,500.00	-853.93	75.6%
5456 · Volunteer Appreciation	5,494.45	12,000.00	-6,505.55	45.8%
5457 · Small tools & Equipment	518.72	800.00	-281.28	64.8%
5458 · Recruiting Expenses	1,450.00	250.00	1,200.00	580.0%
5459 · Conflagration Supplies	0.00	500.00	-500.00	0.0%
5461 · Training				
5461.1 · Training Supplies	496.80	800.00	-303.20	62.1%
5461.2 · Annual Testing	3,536.12	8,600.00	-5,063.88	41.1%
5461.3 · Drug Screening	1,843.00	800.00	1,043.00	230.4%
5461.4 · Background Checks/Finger Pri...	0.00	750.00	-750.00	0.0%
5461.5 · Training Classes/Conferences	335.00	10,352.00	-10,017.00	3.2%
5461.6 · Certifications	0.00	500.00	-500.00	0.0%
5461 · Training - Other	77.25			
Total 5461 · Training	6,288.17	21,802.00	-15,513.83	28.8%

Dexter Rural Fire Department
 Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	Jul '22 - Ju...	Budget	\$ Over Bu...	% of Budget
5463 · EMS Classes	1,500.00	5,000.00	-3,500.00	30.0%
5467 · Address Markers	0.00	100.00	-100.00	0.0%
5468 · District Facilities Maintenance	757.43	1,000.00	-242.57	75.7%
5470 · 2022 ARPA Grant -COVID Grant	89,825.83	160,000.00	-70,174.17	56.1%
Total 5400 · M/S	181,564.96	338,852.00	-157,287.04	53.6%
5800 · C/O				
5810 · Safety Clothing - District Fund	0.00	6,000.00	-6,000.00	0.0%
5820 · Equipment - District Funded				
5820.3 · Grants	10,265.32			
5820 · Equipment - District Funded - Ot...	275.12	150,000.00	-149,724.88	0.2%
Total 5820 · Equipment - District Funded	10,540.44	150,000.00	-139,459.56	7.0%
5831 · Building /District Funded	3,801.75	15,000.00	-11,198.25	25.3%
5833 · Training Ground	0.00	2,000.00	-2,000.00	0.0%
5834 · Future Apparatus Purchase	0.00	56,028.00	-56,028.00	0.0%
Total 5800 · C/O	14,342.19	229,028.00	-214,685.81	6.3%
5902 · General Operating Contingencies	0.00	25,000.00	-25,000.00	0.0%
6560 · Payroll Expenses	402.00			
66900 · Reconciliation Discrepancies	0.02			
Total Expense	345,031.21	929,810.00	-584,778.79	37.1%
Net Income	642,793.19	0.00	642,793.19	100.0%

12/21 to 01/12

Beginning Cash on Hand (Checking Acct Balance)			<u>\$ 47,547.10</u>
Online	Gusto Payroll for Nov 2022	\$	22,232.54
5747	Gusto - Wolf payroll	\$	209.62
Online	Banner Bank - Eckhardt	\$	2,874.26
Online	Banner Bank - Graham	\$	840.65
Online	Sanipac	\$	123.06
Online	Charter Communications	\$	308.82
Online	EPUD	\$	583.64
Online	Gusto - Simons - Wooldridge	\$	1,924.07
Online	Gusto - OT & FSLA	\$	375.21
5733	Freightliner Northwest	\$	8,571.33
Online	Verizon Wireless	\$	120.03
5734	Cascade Health	\$	313.00
5735	Dexter Sanitary	\$	75.00
5736	Eugene Silkscreen	\$	1,610.50
5737	Hendricks Truck	\$	357.13
5738	Huges Fire Equipment	\$	629.28
5739	J & K Electrical LLC	\$	247.50
5740	L.N.Curtis and sons	\$	2,114.55
5741	Lowell School District	\$	415.81
5742	Satin Stitch	\$	81.50
5743	Secretary of State	\$	150.00
5744	Sierra Springs	\$	119.16
5745	Zoll Medical Corp	\$	1,704.76
5746	Special Districts - health ins.	\$	3,494.37
online	Gusto	\$	1,924.07
Online	Gusto	\$	375.21
online	Banner Bank - Wolf	\$	53.75
	Deposits -	\$	5,549.44
	Public Funds Transfer	\$	20,000.00
	Interest for December	\$	0.72
	Credit for Payroll	\$	3,321.12
TOTAL		<u>\$</u>	<u>51,828.82</u>
	Ending Balance as of 01/12/23	\$	<u>24,606.62</u>

signed 1/9/2023

X

Dexter Rural Fire Department

1/12/2023 2:47 PM

Register: 1000 · Banner Bank General Fund Chkng

From 12/21/2022 through 01/12/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/21/2022	12685	Sanipac, Inc.	5400 · M/S:5443 · Util...	November billing	123.06	X		45,141.82
12/22/2022	12686	Banner Bank	-split-	Chief Eckhardt ...	2,874.26	X		42,267.56
12/27/2022	12687	Charter Communicati...	5400 · M/S:5441 · Tel...	Telephone, inte...	308.82	X		41,958.74
12/27/2022	12688	Banner Bank	-split-	Graham - 1167	840.65	X		41,118.09
12/28/2022			4860 · Miscellaneous I...	Deposit		X	268.95	41,387.04
12/29/2022	12689	EPUD	5400 · M/S:5443 · Util...		583.64	X		40,803.40
12/29/2022	12690	Gusto	-split-	December payr...	22,232.54	X		18,570.86
12/30/2022	5747	Joshua H. Wolf	-split-		209.62			18,361.24
12/30/2022	12691	Gusto	-split-	Missed deadlin...	1,924.07	X		16,437.17
01/02/2023	12692	Gusto	-split-	Pay for FSLA ...	375.21			16,061.96
01/03/2023			4860 · Miscellaneous I...	Interest		X	0.72	16,062.68
01/03/2023			-split-	Deposit			5,280.49	21,343.17
01/09/2023	5733	Freightliner Northwest	2000 · Accounts Payable	2111	8,571.33			12,771.84
01/09/2023	12694	Gusto	-split-	Credit for Ben ...			3,321.12	16,092.96
01/10/2023	5734	Cascade Health	2000 · Accounts Payable	28004	313.00			15,779.96
01/10/2023	5735	Dexter Sanitary Distr...	2000 · Accounts Payable	January 2023 ...	75.00			15,704.96
01/10/2023	5736	Eugene Silkscreen, Inc	2000 · Accounts Payable	New tees	1,610.50			14,094.46
01/10/2023	5737	Hendricks Truck & ...	2000 · Accounts Payable	E2111	357.13			13,737.33
01/10/2023	5738	Hughes Fie Equipme...	2000 · Accounts Payable	586660	629.28			13,108.05
01/10/2023	5739	J & K Electrical LLC	2000 · Accounts Payable	Invoice 8325	247.50			12,860.55
01/10/2023	5740	L.N. Curtis and sons	2000 · Accounts Payable		2,114.55			10,746.00
01/10/2023	5741	Lowell School Distri...	2000 · Accounts Payable	December 202...	415.81			10,330.19
01/10/2023	5742	Satin Stitch	2000 · Accounts Payable	Inv 60628	81.50			10,248.69
01/10/2023	5743	Secretary of State	2000 · Accounts Payable	2021-2022 Au...	150.00			10,098.69
01/10/2023	5744	Sierra Springs	2000 · Accounts Payable	928596621799...	119.16			9,979.53
01/10/2023	5745	Zoll Medical Corpor...	2000 · Accounts Payable	3582021	1,704.76			8,274.77
01/10/2023	12695	Verizon Wireless	5400 · M/S:5442 · Wir...		120.03			8,154.74
01/10/2023	12697	Banner Bank	5400 · M/S:5456 · Vol...	Food for crew ...	53.75			8,100.99
01/11/2023			1100 · LGIP Resources...	Funds Transfer			20,000.00	28,100.99
01/12/2023	5746	Special Districts Insu...	2000 · Accounts Payable	Dec -Justin, Ja...	3,494.37			24,606.62

Dexter Rural Fire Department
Transaction Journal
All Transactions

Trans #	Type	Date	Num	Name	Memo	Account	Class	Debit	Credit
12705	General Journal	12/29/2022	12690	Gusto	December p...	1000 - Banner Ban...	General ...		
				Gusto	Cockrum	5061 - Full Time F...	General ...	3,083.33	22,232.54
				Gusto	Eckhardt	5010 - Fire Chiefs ...	General ...	6,500.00	
				Gusto	Fox	5061.02 - Full Tim...	General ...	3,083.33	
				Gusto	Graham	5072 - Administrati...	General ...	1,809.63	
				Gusto	Simon - THL...	5061.01 - Full Tim...	General ...	3,083.33	
				Gusto	Stevens	5061.01 - Full Tim...	General ...	3,083.33	
				Gusto	December p...	5080 - FICA - Soc ...	General ...	1,579.19	
				Gusto	December p...	5081 - Oregon Wor...	General ...	10.40	
TOTAL								22,232.54	22,232.54
								22,232.54	22,232.54

Dexter Rural Fire Department
General Journal Transaction
December 30, 2022

Num	Name	Memo	Account	Class	Debit	Credit
12691	Gusto	Missed deadl...	1000 · Banner Ban ...	General ...		1,924.07
	Gusto	Simons	5061.01 · Full Tim...	General ...	54.00	
	Gusto	Woodridge	5010 · Fire Chief's ...	General ...	1,733.34	
	Gusto	Missed deadl...	5080 · FICA - Soc ...	General ...	136.73	
	TOTAL				1,924.07	1,924.07
					1,924.07	1,924.07

Dexter Rural Fire Department
 General Journal Transaction
 January 9, 2023

Num	Name	Memo	Account	Class	Debit	Credit
12694	Gusto	Credit for Be...	1000 · Banner Ban...	General ...	3,321.12	
	Gusto	Credit for Be...	5061.01 · Full Tim...	General ...		3,083.33
	Gusto	Credit for Be...	5080 · FICA - Soc ...	General ...		235.88
	Gusto	Credit for Be...	5081 · Oregon Wor...	General ...		1.91
					3,321.12	3,321.12
					3,321.12	3,321.12