



## CENTRAL CASCADES FIRE & EMS

### Regular Board Meeting Minutes

September 19, 2024

Cell Phones and/or Pagers were turned to **SILENT** or **OFF**

**Recording was started**

#### ***I. Opening of Meeting***

***President, John Gartland***

- ✓ Meeting called to Order @ 5:13 pm/Welcome
- ✓ Pledge of Allegiance
- ✓ Roll Call – 5 Board Members present
  - John Gartland, President
  - Steve Stewart, Vice President – by Zoom
  - Sue Ward, Secretary
  - Brad Kahler, Treasurer
  - Paula Elissondoherry, Director

Also in attendance:

- Tim Cramblit, Deputy/Division Chief – by Zoom
- Andy Fisher, Training Officer
- Mark Russell, Community Member
- ✓ Agenda Review/ Additions – none.
- ✓ President's Items and Correspondence – none.
- ✓ Request for Public Comments – none.

#### ***II. Secretary's Reports***

***Secretary, Sue Ward***

- ✓ August 15, 2024 Regular Board Meeting Minutes – These were emailed out to the Board for review in advance. **Motion made by Paula to accept Secretary's Report as presented; Second by Brad; no further Discussion; Vote unanimous; Motion carried.**

#### ***III. Treasurer's Reports***

***Treasurer, Brad Kahler***

- ✓ Reviewed Current Reports from last meeting to date: Reconciliation Report, which includes the Summary and Detail through 08/31/2024; Account List thru 09/13/2024; US Bank Journal for check #4547; Profit & Loss thru 09/13/2024; Profit & Loss July 2024 thru June 2025. We received a \$1,000 donation from Odell Lake HOA. The idea of sending one of our CCF&EMS patches to donors was discussed and agreed upon. Sue will send one to all who donated in 2024. Brad notes that there were a couple of lost checks - \$39,752 for the pump project & \$144 to Central Oregon Tax Connection. The elevator "drop test" was done with the phone issue was likely resolved; discussed how Worker's Comp is paid, & a few other expenses. We were audited by the Dept. of Revenue & an Amendment to Resolution 0620-24-1 will be presented at the October meeting due to how the totals should have been calculated. Brad signed the contract with USFS for \$52,000 for the building rental. Discussion on how the sign is programmed. **Motion made by Paula to accept Treasurer's Report as presented; Second by Steve; no further Discussion; Vote unanimous; Motion carried.** Sue signed the Reconciliation Report.

#### IV. **Operations Reports**

*Andy Fischer, Tim Cramblit, Brad Kahler*

- ✓ Various Items/Activities
  - Andy's report reviewed.
    - Austin needs to complete 5 tasks for DPSST (Dept. of Public Safety Standards & Training).
    - Medical Director Follow-up – Dr. Eschelbach will be teaching a course at the Oregon EMS Conference that Lindsay will attend.
    - Mountain Burger owners, Dan & Sara Hobin, to get a thank-you letter and a patch for their donation of funds.
  - Tim – grants (contingency funds) and policies reviewed.
    - Will be doing reports for VFA.
    - Successful in getting FEMA grant amount raised.
    - Tim will be teaching a grant writing course at the OFDDA (Oregon Fire District Directors Association) Fire Service Conference in November.
    - Public Meetings training, who has taken it, and how to.
    - Thrivent project ideas discussion.
    - Public Use of Facilities Policy application can be generated once the policy is finalized.
  - Brad – The pump project is complete, sign is mounted, & electrician is to be here this weekend.
    - A thank you will also be sent to Dowell Towing.
- ✓ Community Region/Events
  - Discussion on how we might use the Thrivent program/donation from the Pancake Breakfast, perhaps Bingo?

#### V. **Unfinished Business**

*All*

- ✓ Public Use of District Facilities Policy - Sue to email latest version to all and Brad will forward to our attorney for an estimate on cost to review, with Board discussion to follow. Sue will also generate and send to all the Facilities Public Use Policy Application draft.
- ✓ SDAO Self-Assessment – We will look at the Public Meetings Law and Civil Rights Policies.
- ✓ Best Practices/Insurance credit – OR Public Meetings Law training now available, most of the Board have taken it, and OGE (Oregon Government Ethics Commission) is holding this training online and in person.

#### VI. **New Business**

*All*

- ✓ An amendment will be available at the October meeting.

#### VII. **Good of the Order**

#### VIII. **Confirm Next Meeting and Adjournment**

- ✓ The next Regular Board Meeting will be held Thursday, October 17, 2024 @ 5:00 pm in the Central Cascades Fire & EMS District Community Service Center.
- ✓ Meeting adjourned @ 6:11 pm.

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**John Gartland, President**

File: Meeting Agenda  
Secretary's Report  
Treasurer's Reports  
Training Officer's Report – Training/Personnel, Calls