**GILLIAM COUNTY FIRE SERVICES**

**BOARD MEETING MINUTES**

**DATE: Monday October 21, 2024**

**TIME: 5:30 PM**

**PLACE: North Gilliam County Rural Fire Protection District**

**Board Members**: Gary Bettencourt, Joe Patnode, Roger Lyda-**Absent,**

Mark Davidson, Dustan Hall-**Absent**

**Other attendees:**

Staff- Casey Zellars, Fire Services Operations Chief

Books- Shannon Coppock

**Meeting Called to order**: **Meeting Called to order at 5:30pm by Chairman Gary Bettencourt**

**Public Comment:** Open for public comment- **NONE**

**Minutes: ­** Review last minutes and approve- **June 3rd 2024 minutes reviewed**

**Motion to accept minutes by Mark Davidson, Second by Gary Bettencourt. Motion Passed by all.**

**Financial Report:** **Reviewed financials as Presented, No discussion**

**Unfinished/Old Business:**

1. Public Contracting Policy update- Gary Bettencourt
   1. Adopt Oregon State Policy for Contracting

**Motion to adopt State of Oregon Contracting Policy by Mark Davidson, Second by Joe Patnode, Motion passed by all**

1. Bank of EO Check Signers- need updated signature cards at the Bank, signature cards.
   1. **Discussion on Bank of EO check signers, Gary Bettencourt, Shannon Coppock, Joe Patnode, and Jeff Schott to be the new signers.**
   2. **Motion that Gary Bettencourt, Shannon Coppock, Joe Patnode and Jeff Schott be the check signers for all Gilliam County Fire Services accounts held at BEO by Gary Bettencourt, Second by Mark Davidson, Motion Passed by all**

**New Business:**

1. Joe Patnode- New North Giliam Fire Representative to the GCFS Board- **Board Welcomed Joe**

**North Gilliam County RFPD Board appointed Joe Patnode as the new GCFS Board Rep replacing Koltin Boethin at their September board meeting.**

1. Barnett & Moro Annual Audit fee increase- Shannon Coppock- **Letter of engagement signed by Gary Bettencourt, new agreed upon procedures – new state requirement for entities with expenditures over $250,000 need to follow which is why the increase from $4800 to $8500.**

**Board understood the increase and by consensus agreed to stay with current firm of Barnett & Moro.**

1. GCFS pick up maintenance needs
   1. Full Transmission Service
   2. Suspension- Shocks
   3. Fuel System Service- Injectors, pump ect.
   4. Over all inspection of drivetrain
   5. Estimate for basic inspection and full services at Auto Clinic in Pendleton is $1000.00

This does not include any parts that needs replaced.

**Board agreed to have the vehicle checked out and maintained as needed and to use the Auto Clinic in Pendleton, GCSO is currently using them and have had no issues and they do good work. Casey will set up an appointment in early November to have them service and inspect vehicle as needed.**

1. Summer update of Fires in the area. – **Updated on the local fires Gilliam County has seen this year, 6 large fires of significance, Lone Rock and Dry Creek fire being the largest.**
2. Community Wildfire Risk Reduction- update – **Numerous events such as Community clean up days, assisting with the FMAG of the fires in the area. Community and school outreach.**

1. Payroll Direct Deposit Discussion- **Board will stay with current procedure of paper checks for payroll and not go to direct deposit.**
2. Discussion on Bank Statements- **Joe Patnode motioned to have monthly Bank Statements from the Bank of Eastern Oregon mailed to Chairman Gary Bettencourt, Second by Mark Davidson, Motion Passed by all. Shannon will also set up the LGIP statement to be sent to Gary**.

**Next Regular:** January 6th 2025 @ 5:30 PM in Condon at the Fire Hall & Zoom option

**Adjournment:**  6:20 by Chairman Gary Bettencourt