**GILLIAM COUNTY FIRE SERVICES**

**BOARD MEETING MINUTES**

**DATE: Monday March 11th, 2024**

**TIME: 5:00 PM**

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

**Board Members**: Gary Bettencourt, Roger Lyda, Mark Davidson, Dustan Hall- Present

Kolton Boethin- Absent

Staff- Casey Zellars, Fire Services Operations Chief

**Meeting Called to order**: 5:00PM

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

**Minutes: ­** Review last minutes and approved as presented- Roger Motioned, Mark 2nd, Passed by all

**Financial Report:** Financials approved as presented, Roger motioned, Dustan 2nd, Passed by all

**Unfinished/Old Business:**

1. Contract for Book Keeping- Shannon Coppock

 **Shannon Coppock submitted contract renewal for bookkeeping, contract reviewed and discussed with Mark making a motion to accept contract, Roger 2nd, Motion Passed by all**

1. Fire Prevention Trailer- Update Casey Zellars

 **Trailer has been delivered and UCFD#1 in Hermiston has taking ownership. Trailer will still be available to other agencies to use including Gilliam Fire Agencies.**

1. North Gilliam Co. RFPD Letter of additional funding

 **North Gilliam Fire Board submitted a letter of additional funding for the FY24-25 in the amount of $20,000.00 additional funds to GCFS budget**.

1. Annual Audit Completed. **No issues**

**New Business:**

1. Approval of Budget Calendar- **Motion by Mark to approve budget calendar as presented, Roger 2nd, Pass by all**
2. Appoint 24/25fy Budget Officer- **Roger motioned to appoint Shannon Coppock as Budget Officer, Mark 2nd, Passed by all**
3. Social Security Resolution 24-001- **Motion to approve GCFS to pay in to SSI by Roger, 2nd by Dustan, Passed by all.**
4. Discussion of relief book keeper for Shannon. - **Discussion is Shannon shall need a relief bookkeeper, that the relief will be paid by Shannon and not GCFS, As Shannon is a contracted bookkeeper for GCFS not the relief person.**
5. Discussion on Credit Card for Shannon – **Mark motioned for Shannon to be issued a Visa Card through the Bank of Eastern Oregon with a limit of $1000.00 to be used for office supplies. Roger 2nd, Passed by all**
6. Discuss signers of Checks, add signers, Donald no longer on board, New Condon Rep is Dustan Hall- **Tabled until next meeting, needing to discuss who is available for when checks need signed such as payroll.**
7. Approval of Replacement of Tonneau cover $2500.00 – **Motion to replace old tonneau cover on the fire services pick up by Roger, 2nd by Mark, Passed by all**

**Next Regular/Budget Committee Meeting:** May 6th 2024- 6pm South Gilliam Co.RFPD

**Adjournment** 6:30PM