

Row River Rural Fire Protection District  
Board Minutes

**October 15, 2024**

**6:00 p.m.**

After due and legal notice, the Regular Board Meeting was called to order by Sue Brown, President of the RRRFPD.

**PRESENT:** Sue Brown, Buck Rudicel, Marilyn Vann, John Kirk, Darin Rhodes via remote.

**ABSENT:**

**OTHERS PRESENT:** Chief John Wooten, Walt Bernard, Bill Lemons, Kathleen Istudor

**Agenda Approval/Adjustments:**

Buck Rudicel moved to approve the agenda as written. Sue Brown seconded the motion.

VOTE	Sue Brown	Buck Rudicel	Marilyn Vann	John Kirk	Darin Rhodes
AYES	X	X		X	X
NAYS					
ABSTAIN					
ABSENT			X		

**Motion Carried**

**Minutes from Previous Meeting (s):**

Buck Rudicel moved to approve the amended minutes from September 17, 2024 as written. Darin Rhodes seconded the motion.

VOTE	Sue Brown	Buck Rudicel	Marilyn Vann	John Kirk	Darin Rhodes
AYES	X	X		X	X
NAYS					
ABSTAIN					
ABSENT			X		

**Motion Carried as Amended**

**Citizen Input:**

**Correspondence:**

**OLD BUSINESS:**

**Bank Account:**

Sue Brown reported that she is working with Mr. Fowler from Summit Bank to finalize loan documents for a \$65,000 revolving line of credit. She confirmed that she, Buck Rudicel, and John Kirk have agreed to meet to sign the documents and stated that she would arrange the meeting.

Sue Brown then moved to authorize herself, Buck Rudicel, and John Kirk as signatories for the \$65,000 revolving line of credit. Buck Rudicel seconded the motion.

VOTE	Sue Brown	Buck Rudicel	Marilyn Vann	John Kirk	Darin Rhodes
AYES	X	X		X	X
NAYS					
ABSTAIN					
ABSENT			X		

**RRRFPD Email Accounts:**

Sue reported that she coordinated with Jason Tracey from AMB Computer Services to set up SharePoint and email as part of a communication ecosystem for the district. Buck Rudicel noted that his email account is already set up, while John mentioned his email has not yet been set up. Jason anticipates that each remaining board member will require about an hour to complete setup, plus some additional system adjustments.

**NEW BUSINESS**

**Water Tender Donation from Kris Woolhouse and Walt Bernard:**

Walt shared that the water tender has a 3,000-gallon capacity and an engine with fewer than 200 hours of use. Built by Walt and George Swain, the tender is well-suited for the District's needs. The title is currently held by Kris Woolhouse, and, if accepted, will be transferred to the District immediately.

**RRFR Fire Equipment Transfer:**

Walt confirmed readiness to proceed with the transfer of all remaining equipment from SLCFR to the District. Value estimates will be provided with the transfer.

John Kirk moved to accept both the water tender donation and the equipment transfer. Buck Rudicel seconded the motion.

VOTE	Sue Brown	Buck Rudicel	Marilyn Vann	John Kirk	Darin Rhodes
AYES	X	X		X	X
NAYS					
ABSTAIN					
ABSENT			X		

Sue Brown signed the resolution of the equipment transfer and the title of the tender.

**Volunteer Fire Roster transition to District:**

Walt indicated that the District is ready to transfer the firefighter roster from SLCFR to the District. Chiefs Becerra and Wooten are assisting with the coordination. A few regulatory items still need to be addressed to meet the requirements, with an estimated completion time of two weeks.

**Xero Bookkeeping platform and consulting:**

Walt reported that he and Marilyn Vann interviewed Shelly Robbins from Quicksourc Consulting for the District's bookkeeping consultant position. They concluded that Xero's online platform is both cost-effective and user-friendly. Consulting costs include a setup fee of \$1,500 and an estimated annual fee of \$1,500, while the Xero platform itself is estimated at \$140 per year.

Chief Wooten emphasized the benefit of granting view-only access to the accounting software for all board members to enhance accountability.

Buck Rudicel moved to adopt Xero as the District's accounting system and to engage Shelly Robbins as the District's consulting accountant. Sue Brown seconded the motion.

VOTE	Sue Brown	Buck Rudicel	Marilyn Vann	John Kirk	Darin Rhodes
AYES	X	X		X	X
NAYS					
ABSTAIN					
ABSENT			X		

**Fire Chief Transition:**

Chief Wooten reminded the board that he would serve as District Chief for as long as needed. At this point, however, he no longer believes his position is required. He recommended that Walt Bernard is ready to assume the role of District Chief in November 2024. Wooten assured the board he would remain available for advice, mentorship, and mutual aid and expressed full confidence in Bernard's abilities.

**Local Government Law Group (LGLG):**

In line with the requirements of the transition, Truman Stone, the attorney of record, will provide the board with an engagement contract and information on public contracting rules and requirements. LGLG will continue its work with the RRRFPD after drafting and executing a *Waiver of Conflict letter* between both the RRRFPD and SLCFR.

John Kirk and Buck Rudicel wanted to meet with Truman at the board meeting. Sue Brown asked to have a brief of their services. Deadline November 10, 2024.

**Architect Bill Lemons:**

John introduced Bill Lemons as a long-time friend and recommended him to assist in managing the permitting process for the Weaver property.

Bill Lemons addressed the board, presenting his credentials and professional background, which includes experience with the City of Eugene and Lane County Land Management.

The board discussed which entity—the District or the nonprofit—would oversee property development activities. John Kirk noted potential cost savings if the nonprofit led the project, as it might allow flexibility with prevailing wage requirements in certain situations.

John emphasized the importance of obtaining permits promptly to meet state and federal grant timelines. Chief Wooten referenced Chief Borland, who oversees 14 stations, and highlighted the significant differences in requirements and costs between occupied and unoccupied buildings. Chief Wooten offered to consult with Dale for additional information and will follow up with Sue.

Chief Wooten proposed establishing an Intergovernmental Agreement (IGA) between the District and RRFr, with a target to complete the IGA by November.

Sue asked Bill Lemons if he could handle preliminary work for the pro forma on the Weaver property. Bill mentioned key considerations such as seismic requirements, comparisons between pole-built and steel construction, floodplain regulations, and access points.

Buck recommended consulting with a general contractor superintendent for cost estimates, permitting, land use, and other essential details.

Darin Rhodes moved to authorize Bill Lemons as designated agent to work with the RRFr on the District's behalf. Buck Rudicel seconded the motion.

VOTE	Sue Brown	Buck Rudicel	Marilyn Vann	John Kirk	Darin Rhodes
AYES	X	X		X	X
NAYS					
ABSTAIN					
ABSENT			X		

**ITEMS FOR FUTURE AGENDA(S):**

**Fire Chief Transition:**

Scheduled for November 2024.

**Adopt Purchasing Policy**

Walt said that he is working with Truman Stone on the Purchasing Policy.

**Logo Adoption**

Logo adoption is set for next meeting.

**CITIZEN INPUT:**

## **MANAGEMENT TEAM COMMENTS AND REPORTS:**

Chief Wooten spoke about the community contracts with SLCFR, and that these contracts will end through their natural course by November. No further bill or announcement or contact is required.

Walt Bernard appreciates the advice through Chief Wooten, and provided thanks. He thanked the other SLCFR Chiefs and mentioned Chief Smith, Chief Becerra, and Chief Baird.

Walt mentioned the upcoming meeting with the Woodard Family Foundation that includes Chief Wooten, Sue Brown and Walt Bernard. He also spoke on the upcoming officer training program that included himself, Buck Rudicel, Karen Bentson, and Aleece Fredrick-Castro, and Jessica Landstra.

The Oregon Fire District Directors Conference was mentioned Chief Wooten sent in the membership. Nov. 7/8/9

Sue Brown thanked John, Darin, Kathleen and April for their assistance. Marilyn and Sue attended the SDAO and learned a lot. John echoed the value of the SDAO. Darin thanked Chief Wooten who has helped the District take big steps in the right direction. He was also looking forward to working with Bill Lemon.

**Meeting Adjourned at 7:12 pm**

**Next Meeting November 19, 2024 6:00pm @ Dorena School**