South Arkansas Fire Protection District
BOARD MEETING MINUTES

Date: January 8, 2024
Time: 0900 hours
Location: Not stated in the source minutes

Board Members Present

- Harold Starbuck
- Jeff Graf
- Rich Edgington
- Fred Jackson
- Rick Spradling

Board Members Absent and Excused

- Not stated in the source minutes.

Meeting Proceedings

1. Call to Order

President Harold Starbuck called the meeting to order at 9:00 a.m.

2. Approval of the Agenda

- Motion to approve the agenda.
  - Vote: Passed unanimously

3. Approval of December 11, 2023 Meeting Minutes

- Motion to approve the December 11, 2023 meeting minutes.
  - Vote: Passed unanimously

4. Open Session

Christy Doon, Salida City Administrator, provided an update on the Fire Chief hiring process. Columbia LTD received 50 applications and narrowed them to 12. Local leadership selected three finalists. The source minutes state that the finalists would attend a meet-and-greet at the Scout Hut on Thursday, January 11, 2023, from 3:00 to 5:30 p.m., and interview with three panels on Friday, January 12. Doon asked a board member to participate on a panel to discuss the South Arkansas District. President Harold Starbuck agreed. The City hoped to offer the position after the process.

5. Attorney Report

No report.

6. New Business

Audit Engagements

The audit engagement letters for the District's audit firm and Walke and Associates were presented. The audit firm's fee increased from $7,700 in the prior year to $8,100.

- Motion to approve the audit engagement letter.
  - Vote: Passed unanimously

Walke and Associates' fee will increase by $50 per month.

- Motion to accept Walke and Associates' new engagement letter.
  - Vote: Passed unanimously

Resolutions

Resolution No. 2024-1 establishes posting locations for Board meetings and other District business.

- Motion to approve Resolution No. 2024-1.
  - Vote: Passed unanimously

Resolution No. 2024-2 adopts and approves the 2024 fee schedule.

- Motion to approve Resolution No. 2024-2.
  - Vote: Passed unanimously

Resolution No. 2024-5 amends the 2024 budget.

- Motion to approve Resolution No. 2024-5.
  - Vote: Passed unanimously

7. Financial Report

The December monthly budget and expenses were reviewed.

- Motion to accept the December monthly budget and expenses.
  - Vote: Passed unanimously

A copy of the 2024 payroll schedule was presented.

8. Staff Report

Interim Chief Kathy Rohrich

- Warranty work on the Type 3 truck was complete. The manufacturer suggested conducting the final inspection remotely. Rohrich requested an in-person inspection and was waiting for a response.
- North Cleora Subdivision is a township established in the 1890s. A payment in lieu of a cistern may not be possible. Rohrich said a nearby hydrant appeared adequate and that she would continue working with the developer.
- Divided Sky Subdivision began the process of exclusion from Chaffee County Fire Protection District and inclusion in South Arkansas Fire Protection District.
- Rohrich asked whether the District should establish a firefighter boot stipend. The Board approved a $350 stipend with the same two-year repayment approach used for training if a firefighter leaves after purchase.
- Rohrich found an appraiser who would appraise the District building for $3,400 on February 2. The Board approved scheduling and paying for the appraisal.

9. Old Business

No old business was recorded in the source minutes.

10. Good of the Order

No items were recorded in the source minutes.

11. Adjournment

- Motion to adjourn the meeting.
  - Motion by: Not stated in the source minutes
  - Second by: Not stated in the source minutes
  - Vote: Passed unanimously

The source minutes state that the meeting adjourned at “10:200 AM”; this appears to be a typographical error. The next regular meeting was scheduled for February 12, 2024.

In Attendance (as listed in source)

Harold Starbuck; Jeff Graf; Rich Edgington; Kathy Rohrich; Sara Marquez; and Christy Doon.

Secretary for the Meeting