



**CENTRAL CASCADES FIRE & EMS**  
Regular Board Meeting Minutes  
September 21, 2023

Cell Phones and/or Pagers – Please turn to **SILENT** or **OFF**

- I. **Opening of Meeting** *Vice President, Steve Stewart*
- ✓ Meeting called to Order @ 17:00/Welcome – Recording started
  - ✓ Pledge of Allegiance
  - ✓ Roll Call – 5 Board Members present
    - John Gartland, President - Absent
    - Steve Stewart, Vice President
    - Sue Ward, Secretary
    - Brad Kahler, Treasurer
    - Paula Elissondobby, DirectorAlso in attendance:
    - Tim Cramblit, Deputy/Division Chief – by Zoom
    - Andy Fischer, Training Officer
    - Mark Russell, Community Member
  - ✓ Agenda Review
  - ✓ President's Items and Correspondence
- II. **Secretary's Report** *Secretary, Sue Ward*
- ✓ August 17, 2023 Regular Board Meeting Minutes – These were emailed out to the Board for review in advance. **Motion made by Brad to accept Secretary's Report as presented; Second by Paula; no further Discussion; Vote unanimous; Motion carried.**
- III. **Treasurer's Reports** *Treasurer, Brad Kahler*
- ✓ Reviewed Current Reports from last meeting to date: Reconciliation Summary and Detail through 09/03/2023; US Bank Transaction Journal, Balance Sheet, and Profit & Loss thru 09/19/2023. **Motion made by Steve to accept Treasurer's Report as presented; Second by Paula; no further Discussion; Vote unanimous; Motion carried. Sue signed Summary.**

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

*Andy Fischer, Tim Cramblit, Brad Kahler*

##### ✓ Various Items/Activities

- Andy - Personnel/Training – reviewed Andy’s report – attached.
- Tim – Grants – reviewed Tim’s report – attached. Tim is currently rewriting our Civil Rights Evaluation reports. BLM questionnaire on Skid Program interest. Discussed Sourcewell Purchasing Program. Signed page attached.
- Brad – It was discovered that a permit is needed for the concrete pour for the LED sign. Once cost is ascertained, it will be paid immediately, and an inspector will then come.

##### ✓ Community Region/Events

- Pancake Breakfast summary – attached. Net Total Profit \$2,273.76 after all expenses, with each department receiving \$1,136.88.

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

*All*

- ✓ Financial Review - CCF&EMS Audit will continue as we have been doing.
- ✓ Public Use of District Facilities Policy Review – this will be discussed during a Work Session prior to the October Board Meeting so that John Gartland, President, can participate.

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

*All*

- ✓ Grant Management - **Motion made by Brad to Confirm Deputy Chief Tim Cramblit's Authority to continue to: Apply for, Manage and Administer Grants, enter into related Grant and Purchasing Contracts, and related activities; Second by Paula; no further Discussion; Vote unanimous; Motion carried**

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

- ✓ Brad asks about CCF&EMS donating to a soccer team that our Firefighter, JJ Ascencio, coaches. It is suggested that a line item be added to our budget for Public Service Donations in the future. Personal donations were made instead.
- ✓ Sue will email Tim stating she has reviewed the Business Preparedness 3-step Plan, fulfilling the SDIS insurance discount requirement.

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

- ✓ The next Regular Board Meeting will be held Thursday, October 19 @ 5:00 pm in the Central Cascades Fire & EMS District Community Service Center preceded by the Public Use of District Facilities Policy Work Session at 4:00 pm.
- ✓ Meeting adjourned @ 17:55.

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***Steve Stewart, Vice-President***

File: Meeting Agenda

Secretary’s Report

Treasurer’s Reports

Andy Fischer Training Officer’s Board Report 09/21/23– Training/Personnel/Calls

Tim Cramblit’s Board Report 09/21/23 – Grants/Equipment/Facilities/Projects/Training, Email on Hi-Axle Vehicle, Sourcewell Purchase Agreement

Pancake Breakfast Summary