

## MEMO

Date: July 8, 2020  
To: Board of Directors  
From: Lon P. Dragt, Fire Chief  
Subject: Resolution 2020 - 2, Allow General Fund to Borrow from Reserve

To allow the district to pay its bills prior to the receipt of tax revenues in November of this year, the district has historically allowed for the General Fund to borrow from the Reserve Fund at no cost if the need arise. The GF repays the RF following receipt of tax revenue in November.

Borrowing will be done only if our cash carry over is exhausted. Historically a cap of \$150,000 has been placed on the borrowing.

Suggested Motion:

I move to adopt resolution 2020-2, Authorizing the borrowing from the Reserve Fund by the General Fund up to \$150,000 if needed.

**LOWELL RURAL FIRE PROTECTION DISTRICT  
RESOLUTION 2020-2**

**RESOLUTION AUTHORIZING GENERAL FUND BORROWING FROM THE RESERVE FUND  
FOR GENERAL OPERATIONS**

**WHEREAS,** the Board of Directors of the Lowell Rural Fire Protection District has an Equipment Reserve Fund; and

**WHEREAS,** The Board of Directors desires to borrow from the Equipment Reserve Fund for General Operations until fiscal year 2020/2021 tax revenues are received; and

**WHEREAS,** there are sufficient funds available in the Equipment Reserve Fund to loan to the General Fund for Operational expenses until tax revenues are received;

**THEREFORE, BE IT RESOVED** that the Board of Directors of the Lowell Rural Fire Protection District hereby authorize the funds to be borrowed from the Equipment Reserve Fund in the amount not to exceed \$150,000, for the expenditure from the General Fund; and

**BE IT FURTHER RESOLVED** that as soon as sufficient tax revenues are deposited to the General Fund, that monies borrowed from the Equipment Reserve Fund, shall be repaid from the General Fund at no additional cost.

**ADOPTED** by the Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, 2020

X

\_\_\_\_\_  
President

**ATTEST**

X

\_\_\_\_\_  
Secretary/Treasurer

## MEMO

Date: July 8, 2020  
To: Board of Directors  
From: Lon P. Dragt, Fire Chief  
Subject: Resolution 2020-3, Workers Comp Coverage

Pursuant to ORS 656.031, the district is bound to provide Worker's Compensation for its members in case of on the job injury. Resolution 2020-3 authorizes coverage and sets the monthly wage for volunteer members.

Suggested Motion:

I move to adopt resolution 2020-3, authorizing worker's comp coverage for district volunteer members.

**LOWELL RURAL FIRE PROTECTION DISTRICT  
RESOLUTION 2020-3**

**RESOLUTION TO EXTEND WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS**

**WHEREAS**, the Lowell Rural Fire Protection District Board of Directors elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below:

**BOARD MEMBERS**

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

**PUBLIC SAFETY VOLUNTEERS**

Public Safety Volunteers are covered at the assumed monthly wage of \$800.00.

**OTHER VOLUNTEERS**

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will utilize the appropriate reporting method as required by the insurance carrier to account for hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon Minimum Wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to the insurance carrier quarterly or more frequently as required.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Lowell Rural Fire Protection District to provide workers' compensation coverage as indicated above.

**ADOPTED** by the Board of Directors of the Lowell Rural Fire Protection District

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020

**X**

\_\_\_\_\_  
President

**ATTEST**

**X**

\_\_\_\_\_  
Secretary/Treasurer

## MEMO

Date: July 8, 2020  
To: Board of Directors  
From: Lon P. Dragt, Fire Chief  
Subject: Resolution 2020-4, Establishing district's "Agent of Record"

As required by law, the district at its first meeting in July of each year, must establish its Agent of Record for Financial Institutions, Insurances and Legal Counsel. It is my understanding that the board wishes to continue as listed in the resolution.

### Suggested Motion:

I move to adopt resolution 2020-4, establishing the Agents of Record for the district's financial institutions, insurance agents, and legal counsel.

**LOWELL RURAL FIRE PROTECTION DISTRICT  
RESOLUTION 2020-4**

ESTABLISH AGENTS OF RECORD FOR FISCAL YEAR 2020/21

**WHEREAS**, the Board of Directors of the Lowell Rural Fire Protection District wish to, and are required to establish specific Agents of Record to assist with district business; and

**WHEREAS**, the Board of Directors of the Lowell Rural Fire Protection District wish to declare these Agents of Records;

**THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lowell Rural Fire Protection District hereby establishes the following as Agents of Record for the District for the specified district business concern:

Financial Institutions:

General Banking -	Banner Bank 35867 Hwy. 58 P.O. Box 639 Pleasant Hill, Or. 97455
Investment Banking -	Local Government Investment Pool Oregon State Treasury 350 Winter St., N.E. Suite 100 Salem, Or. 97301

Insurance Agent:

Wilson-Heirgood Assoc. Insurance  
2930 Chad Drive  
Eugene, Or. 97408

Legal Counsel:

Local Government Law Group  
975 Oak St.  
Eugene, Or. 97401

**ADOPTED** by the Board of Directors this \_\_\_\_\_ day of \_\_\_\_\_, 2020

X

\_\_\_\_\_  
Board President

X

\_\_\_\_\_  
Secretary/Treasurer

## MEMO

Date: July 8, 2020  
To: Board of Directors  
From: Lon P. Dragt, Fire Chief  
Subject: Resolution 2020-5, District Meeting Date, Time, and Location

At the first meeting in July the Board must establish the meeting date, time, and location for its board meetings. If the board wishes to change the meeting date now is the time to do that. I have provided a resolution that makes no changes from the previous year.

### Suggested Motion:

I move to adopt resolution 2020-5, setting the date, time and location of the district board meetings.

**LOWELL RURAL FIRE PROTECTION DISTRICT  
RESOLUTION 2020-5**

**RESOLUTION ADOPTING MEETING DATE, TIME & LOCATION**

**WHEREAS**, the Board of Directors of the Lowell Rural Fire Protection District desires and is required to hold public meetings;

**WHEREAS**, the Board of Directors of the Lowell Rural Fire Protection District desires to meet at times and on day's that allow for a high level of participation from the Directors;

**THEREFORE, BE IT RESOLVED** that the Board of Directors shall hereby hold it's regular Board of Directors meeting on the second Tuesday of each month to begin at 7:00 p.m., at the Lowell Fire District Main Station located at 389 N. Pioneer St., Lowell, Oregon 97452.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020

X

\_\_\_\_\_  
President

**ATTEST**

X

\_\_\_\_\_  
Secretary/Treasurer



**LOWELL RURAL FIRE PROTECTION DISTRICT  
RESOLUTION 2020-5**

**RESOLUTION ADOPTING MEETING DATE, TIME & LOCATION**

**WHEREAS**, the Board of Directors of the Lowell Rural Fire Protection District desires and is required to hold public meetings;

**WHEREAS**, the Board of Directors of the Lowell Rural Fire Protection District desires to meet at times and on day's that allow for a high level of participation from the Directors;

**THEREFORE, BE IT RESOLVED** that the Board of Directors shall hereby hold it's regular Board of Directors meeting on the second Wednesday of each month to begin at 7:00 p.m., at the Lowell Fire District Main Station located at 389 N. Pioneer St., Lowell, Oregon 97452.

**DATED this** \_\_\_\_\_ day of \_\_\_\_\_, 2020

**X**

\_\_\_\_\_  
President

**ATTEST**

**X**

\_\_\_\_\_  
Secretary/Treasurer