

Drakes Crossing Rural Fire Protection District

19364 Powers Creek Loop Rd. NE Silverton, OR 9781

February 19, 2026

7:00 p.m. – Thursday

Meeting Minutes

Board members Present: Angela Frye, Chuck Goode, Elizabeth Muller, Mike Rich

Board members Absent: Mary Anne Heuchert

Staff Present: Chief Hamilton, Sarah DeBrito

Staff Absent: None

Clerk's Report:

Payroll, BIN & Address Errors

Payroll tax notices received for 2022, 2024, and 2025. 2022 notice paid; QuickBooks failed to apply transit tax correctly that year. Duplicate/incorrect BIN values caused payments to the wrong account; incorrect BINs removed from payment system. Unemployment portal (Francis Online) showed Stephanie's home address; ORBCC form completed and emailed to update Oregon business records. State processing expected within 30 days; confirmation pending whether BIN/Department of Consumer Business update propagates address changes to all agencies.

Mike Rich made a motion to pay the bills as presented. Elizabeth Muller seconded. The motion carried.

Old Business:

Seismic Grant & Procurement:

Statement of fact published locally as a 4-page document; objection window closed.

CM/GC procurement method selected as most beneficial.

CM/GC reduces financial risk by enabling review of contractor solvency before award.

CM/GC provides a Guaranteed Maximum Price (GMP), which limits change orders, allows project closure at the GMP, and ensures owner retains savings if final cost is below GMP.

Contractor fee is lower due to early contractor involvement in the design-build phase; early involvement aids coordination for this specialized public-safety project in an occupied facility.

CM/GC allows evaluation of ability and past history.

Conclusion: It's in the best interest of the Drakes Crossing Rural Fire Protection District to utilize the CMGC project delivery method. CMGC method will result in substantial cost savings and reduced risk to the district. CMGC method will allow the district to select the contractor with the specialized expertise required. CMGC method will benefit the public by improving safety and

coordination during construction. CMGC method will not encourage favoritism or diminish competition.

Website/email:

Chief Hamilton contacted Matt Malto, a battalion chief at Estacada Fire who builds websites. Malto has built numerous websites that meet the American with Disabilities Act requirements. Malto is willing to build a website and get individual email addresses. Malto quoted \$3,000 to rebuild the website from scratch and point it to the .gov domain. Chief Hamilton requested permission to move forward with Malto's offer. Angie Frye made a motion for Chief Hamilton to hire Matt Malto to build the districts website. Mike Rich seconded. The motion carried.

County wide Radio Project:

Chief Hamilton updated the board on the county wide radio project. They have been able to work on all repeater sites due to the light winter. They are projecting the project to go live in September 2026.

New Building progress:

Chief Hamilton has been in contact with M&W. He hopes to have more information at the next meeting.

Grant Report:

None

New Business:

Budget for fiscal year 2026/2027

Mike Rich made a motion to approve the budget calendar as presented. Elizabeth Muller seconded. The motion carried. Angie Frye made a motion to appoint Chief Hamilton as the budget officer for the fiscal year 2026/2027. Elizabeth Muller seconded. The motion carried.

SDAO Conference

The conference was well attended. Below are key points

All board members are required to take the ethics course once during your elected term if your budget is over \$1 million

Additions to current agenda. These are the items that need to added- Public comment, approval of written minutes.

According to ADA requirements there must also have written meeting minutes as well as the audio taping.

Board policies must be updated. Chief Hamilton will call SDAO to start the process to update the board policies.

Emails to board members will now be bcc.

Corey Sabin was the keynote speaker at the conference. He spoke about how to react when the press approaches board members or district employees.

501(C)(3)

Angie Frye brought up the option to set up a 501(C)(3) for the district. The fire association will look into getting this set up.

MVA Billing

Angie Frye has been billing for the motor vehicle accidents since 2018 for Drakes Crossing Fire District. She started a business to do file for other agencies. She is proposing that she charges a \$125 flat fee for each one she does for the district. This item will be moved to the March meeting.

Chief Report

Attached

Correspondence & Announcements

Next meeting will be March 19, 2026 at 7:00pm

Adjournment

Meeting Adjourned at 8:27pm