**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Regular Board of Directors Meeting - Minutes**

**April 11, 2023**

**\*\*Corrected\*\***

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Paul Erskine – President  Richard Krolak – Vice President  Janel Gifford – Secretary/Treas.  Robert Batty – Director  Kathy Lebeuf - Director | **Staff:**  Bryan Daniels - Chief  Tom Jackson – Division Chief  Lynn Johnson – Admin. Asst.  **Guests in Person:** | **Guests via GoToMeeting:** |
|  |  |  |

Board President Paul Erskine called the Regular Board meeting to order at 3:15 pm and all

present recited the pledge of allegiance. Roll call was taken to establish that a quorum was

present. At 3:16 pm President Erskine advised those present the Board was adjourning to

executive session and read the following statement:

The Board of Depoe Bay RFPD will now meet in executive session pursuant to:

* ***ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.***

***Designated staff shall be allowed to attend the executive session\*. No decision may be made in the executive session. At the end of the executive session, the Board will return to open session and welcome the audience back into the room. Members of the public audience are asked to leave the room.*** *The Board of Depoe Bay RFPD may prohibit news organizations from disclosing certain specified information. Representatives of the news media will be allowed to attend all but two types of executive sessions:*

* 1. ***The news media may be excluded from an executive session held to conduct deliberations with a person designated by the governing body to carry on labor negotiations.***
  2. The Board of Depoe Bay RFPD must exclude any member of the press if the news organization the reporter represents is a party to the litigation being discussed during the executive session.

\*The governing body may choose to allow other specified persons to attend the executive session. See *Barker v. City of Portland*, 67 Or App 23, 676 P2d 1391

Executive Session ended at 4:36 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session. A short break was taken

after which the Regular Board Meeting resumed at 4:46 pm.

**Approval of Minutes**

**Item 1 – March 14, 2023, Regular Board Meeting Minutes**

Minutes of the March 14, 2023, Regular Board Meeting, and the March 28, 2023, Special Board

Meeting was presented for approval. Janel Gifford made a motion to approve the March 14,

2023, Regular Board Meeting minutes and the March 28, 2023, Special Board Meeting minutes

as corrected: with Bob Batty seconding the motion. No further discussion. The motion

passed. **(See Motion #1)**

**Fire Chiefs Report**

1. **Grant Updates: OSFM –** The District was awarded a Type 6 Engine, white Ford F550 built by Skeeter Brush Trucks, it should come fully operational for the wildfire season; we will need to add a radio and a few other items, most likely will not be delivered until winter or spring.
2. **AFG:** As far as AFG this was the grant we wrote for tools & equipment, we still have not heard anything about this grant, the grant period is now over as of April 1st, but believes they have parlayed this as they were given additional funding, and we have not been given a Dear John letter.
3. **Q1 Response Statistics:** Chief Daniels went over the quarter one statistics with those present.

**Items Not on the Agenda**

**Letter from OSFM:** Paul read a letter of appreciation from Deputy State Fire Marshal Shannon

Miller for DBFD and Fire Chief Bryan Daniels; see attached letter.

**Secretary-Treasurer Report & Statement of Bills**

Janel Gifford made a motion to approve accounts payable for March 2023; and to approve payroll

activities for March 2023 as shown in the following reports:

* + 1. Disbursements as of the end of March 2023
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of March 2023
    3. Treasurer's Report of Cash Balances as of the end of March 2023
    4. General Fund Budget vs Actual Report YTD as of the end of March 2023
    5. Reserve Fund Budget vs Actual Report YTD as of the end of March 2023
    6. Seismic Fund Budget vs Actual Report YTD as of the end of March 2023
    7. Payroll Summary for March 2023 and Fiscal Year to Date

This motion will also include any potential conflict or conflicts of interest which there are none, relating

to the above-mentioned reports, and no voided checks, of which there were none. Bob Batty seconded

the motion. The motion passed. **(See Motion #2)**

**Correspondence**

**Item 1 – Updates as Presented in the Currents Record**

The Currents Record was available for review.

**Item 2 – Media Articles as Presented in DBFD Media Record**

DBFD articles and postings were available in the Media Binder.

**Old Business**

**Item 1 – Seismic Update –** Chief Jackson noted the project is moving forward at a quick pace,

we were issued the building permits and were given permission for destruction, and the

State BOLI license fee was submitted. Fences are up and O’Brien has put signs out, there is a lot

going on and they are doing their best to try and keep it secure.

**Item 2 - Vacancies and Hiring –** Bryan advised there is not too much to report in this realm,

Chief Jackson and I continue to have ongoing discussions, but we cannot plan on who

we need to hire until the budget process is done. Janel suggested a meeting (Workshop) before

the budget meeting to get a preview of where we are at and discuss in greater detail. Chief

Daniels said Chief Jackson and I need to spend the next week deciding what capital items and

priorities we need to make, and believes what comes out of the workshop will give them a

better idea when it comes to hiring. A brief discussion ensued regarding the vacancies and

hiring.

Dates for the workshop were suggested and a date will be confirmed after individual calendars

are checked.

**New Business**

**Item 1 – LGIP View Access Approval for Chief Jackson –** Chief Daniels advised that Chief

Jackson has requested access just to view the LGIP Seismic Account and Kathie Gordon-Brooks

needs approval. It is a view only access, so he asked the board to make a motion to grant Chief

Jackson view only access to LGIP. Janel made a motion to approve and provide Chief Jackson

with view access of the LGIP Seismic Account. Kathy Lebeuf seconded the motion. The motion

passed. **(See Motion #3)**

**Item 2 – Umpqua Bank Administrator Change Form –** Janel took care of this prior to Board

Meeting.

**Item 3 – Division Chief and Admin. Assistant Compensation Review –** Bryan said you received

information from us regarding the Firefighters, Engineers and Captains salaries that are already

established, and that being said we are facing compression in the Administrative Assistant and

Division Chief so we did a quick salary study based on job descriptions. The step ranges for both

positions are there to avoid that issue of compression and to also establish step increases for

our two other classified personnel. Neither of the positions have been input into the working

budget we have they are just carrying over so for the three-year budget there are no increases

for myself, Chief Jackson, or Lynn unless we adopt some type of salary range, and increases are

approved by the Board. A question, answer, and discussion session ensued around the topic.

**Public Comments and/or Questions**

None

**Agenda Suggestions - Open**

* Budget Workshop – May 18th or 20th pending information.
* May Budget and Board of Directors Meeting 5/9/2023 @10:00 am

The meeting adjourned at 5:59 pm.

**Roll Call**

Date: April 11, 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Present | Absent |  |  |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |

**Motion # 1** **and Voting Record:**

Date: April 11, 2023

|  |  |  |  |
| --- | --- | --- | --- |
| Motion Made By: |  | Motion Seconded By: |  |
|  | Robert Batty | X | Robert Batty |
|  | Paul Erskine |  | Paul Erskine |
|  | Richard Krolak |  | Richard Krolak |
| X | Janel Gifford |  | Janel Gifford |
|  | Kathy Lebeuf |  | Kathy Lebeuf |

**MOTION #1**: To approve the March 14, 2023, Regular Board Meeting Minutes and the

March 28, Special Board Meeting Minutes as corrected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |

RESULTS

|  |  |
| --- | --- |
| PASSED | FAILED |
| X |  |

**Motion # 2** **and Voting Record:**

Date: April 11, 2023

|  |  |  |  |
| --- | --- | --- | --- |
| Motion Made By: |  | Motion Seconded By: |  |
|  | Robert Batty | X | Robert Batty |
|  | Paul Erskine |  | Paul Erskine |
|  | Richard Krolak |  | Richard Krolak |
| X | Janel Gifford |  | Janel Gifford |
|  | Kathy Lebeuf |  | Kathy Lebeuf |

**MOTION #2:** To approve accounts payable for March 2023 and to approve payroll activities

for March 2023 as shown in the following reports: Disbursements as of the end of March

2023; Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of March 2023.

Treasurer's Report of Cash Balances as of the end of March 2023; General Fund Budget vs Actual

Report YTD as of the end of March 2023; Reserve Fund Budget vs Actual Report YTD as of the end of

March 2023; Seismic Fund Budget vs Actual Report YTD as of the end of March 2023; Payroll

Summary for March 2023 and Fiscal Year to Date. This motion will also include any potential conflict

or conflicts of interest relating to the above-mentioned reports, including noting the check numbers of

which there are none, and voided checks of which there are none.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |

RESULTS

|  |  |
| --- | --- |
| PASSED X | FAILED |

**Motion # 3** **and Voting Record:**

Date: April 11, 2023

|  |  |  |  |
| --- | --- | --- | --- |
| Motion Made By: |  | Motion Seconded By: |  |
|  | Robert Batty |  | Robert Batty |
|  | Paul Erskine |  | Paul Erskine |
|  | Richard Krolak |  | Richard Krolak |
| X | Janel Gifford |  | Janel Gifford |
|  | Kathy Lebeuf | X | Kathy Lebeuf |

**MOTION #3**: To approve and provide Chief Jackson with view access of the LGIP Seismic

Account.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |

RESULTS

|  |  |
| --- | --- |
| PASSED | FAILED |
| X |  |