**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Board of Directors Regular Board Meeting – Minutes**

**September 12, 2023**

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

|  |
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| **Attendance:** |
| **Board Members:**Richard Krolak – PresidentRobert Batty – Vice PresidentJanel Gifford – Secretary/Treas.Kathy Lebeuf – DirectorPaul Erskine – Director  |  **Staff:**Lynn Johnson – Admin. Asst. **Guests in Person:** |  **Guests via GoTo Meeting:** Curt Wilson – Engineer/Paramedic Patrick Ganz – Captain Engine 21 Crew  |
|  |  |  |

Board President Rich Krolak called the Regular Board Meeting to order at 2:33 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 2:34 pm President Krolak 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.

(i) to review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting.

(b) to consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open meeting.

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:**

* 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.
* 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.

Executive Session ended at 4:12 pm, at which time President Krolak informed those present

the board was returning to Regular Session from Executive Session.

**Approval of Regular Board Meeting Minutes**

**Item 1 – August 8, 2023, Regular Board Meeting Minutes**

Minutes of the August 8, 2023, Regular Board Meeting were presented for approval. Janel Gifford made a motion to approve the Regular Board Meeting minutes as corrected; Kathy Lebeuf seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

None.

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

**Item 1 – Accounts Payable and Payroll Activity: August 2023**

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

activities for August 2023 as shown in the following reports:

* + 1. Disbursements as of the end of August 2023
		2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of August 2023
		3. Treasurer's Report of Cash Balances as of the end of August 2023
		4. General Fund Budget vs Actual Report YTD as of the end of August 2023
		5. Reserve Fund Budget vs Actual Report YTD as of the end of August 2023
		6. Seismic Fund Budget vs Actual Report YTD as of the end of August 2023
		7. Payroll Summary for August 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. Bob Batty seconded the motion. The motion passed. **(See Motion**

**#2)**

**Correspondence**

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

DBFD articles and postings were available in the Media Binder.

**Old Business**

**Item 1 - FS22 Seismic Update:** Chief Jackson informed those present we are getting very close to the end of the project. We had our punch list walk through on Friday and the majority of the project has taken place. We plan on meeting this week or next to see that the punch list is completed. He added that we are currently about $10,000 under budget, but still need to reconfirm those numbers, and whatever we don’t spend on the project will be returned to the state; we are working with ZCS to make sure our numbers coincide. Chief Jackson also noted that ZCS would like to come and take some pictures to do a promotion of the project. Lastly he added, we anticipate being able to move-in in late September or early October. Chief Jackson referenced the new asphalt and seal coating that was done and said you will notice that fence posts have gone up around the back parking lot and the rest of the fencing will be done on Thursday. We will also be having some landscaping done on the large trees that consistently interfere with the power lines on Wesler St. as well as cleaning up bushes and other foliage.

**Item 2 – Vacancy and Hiring Update & Relief Captains Position:** Chief Jackson informed those

present that right now we are sending out letters to the five applicants that submitted

applications for the engineer position and we plan on fully testing in late September or early

October.

Chief Daniels advised that he sent out the Relief Captain-Training Officer job description via

email and Janel provided some feedback, he has updated the job description with some minor

changes, and copies were handed out to those present. He continued by noting that Janel

brings up a valid concern with our job descriptions; and I believe we touched base at a meeting

earlier this year because we do have some job descriptions that don’t actually have the

statement approved by the Board of Directors on it, but we have people functioning in those

positions, and we need to right that. The position kind of fell on its face after we were

challenged by the union about the position and how they wouldn’t approve its hours of work

and its schedule. We did increase some of the minimum certification requirements to the next

level of Fire Officer 2. He did review personnel files from current and non-current staff and

there is no transition or active progression when they went from Lieutenant to Captain, and

there is no job description, so we are going to have to clean that up and work on that. This does

of course, include reference to the existing Fire Captain and Fire Apparatus Engineers positions

that were not Board approved, but we do have people functioning under. He noted that Nick

Robinson the newest Captain, and Curt Wilson and Derek Mote the newest Engineers and all of

the current Firefighters are operating under the newest job description.

Director Batty asked if they were all given a copy of their job descriptions whether or not they

were approved by the board or not. Chief Daniels reported under his and Chief Jackson’s tenure

yes they were, but prior to that we do not have good records of that. Director Batty then

asked if Union has given any input, and Chief Daniels responded we have not presented it to

the Union.

President Krolak stated if there are issues around the other job descriptions that are

linked to this, as a Board should we next month agendize dealing with all of the job descriptions

at the same time. Director Lebeuf said she believes that would be good to do because they all

support each other and they need to be updated descriptions. Kathy continued by saying the

way you approach it with the employees is to say we are reviewing all job descriptions, and

we are making sure we have the most current one. President Krolak replied, and the Board goes

on record as having approved the job descriptions. Chief Daniels said we will take a good look at

the job descriptions with the employees that are affected; Director Lebeuf replied and

when you are looking at them determine what part of the job description can you put in their

annual review that you can measure. Chief Daniels advised this only affects a handful of

employees, and there is nothing crazy in any of the job descriptions that would make anyone

balk. Vice President Batty asked by a handful is that 50%, and Chief Daniels replied no the

affected employees would be two Captains and one Engineer.

Janel Gifford wanted to point out that the Captain of Support Services job description the last

one that the board approved includes things that Division Chief Jackson does. Chief Daniels

replied well it goes back to 2006 and I don’t know what the organizational structure looked like

then. Rich interjected that the board’s position is that we want the Captain to be responsible

for those activities and that would be the clarification for their job description, and that is the

one that should come to the board next month for approval. Janel said I think the job

description that the newest Captain, Captain Robinson was hired under, even though it did not

have Board approval differs from the 2006 one in that she does not believe it does have the

items that Chief Jackson is doing.

Director Lebeuf asked about the training officer position; you have proposed in the past that

you are going to have AIC engineers that could take over; would this position in the event one

of the Captains are out, be able to step in and relieve them? To which Chief Daniels replied yes.

Janel Gifford clarified that this position would train Engineers to be AIC, and Chief Daniels said

well basically, the entire district. President Krolak asked the Board “what direction do we want

to give the Chief relative to not just this position but the other positions that are linked to this

position for next month?” Are we willing to accept the existing that people seem to be working

under or what? Director Lebeuf asked its 2023 and we are working with job descriptions from

2006 is that my understanding? Janel replied those are the ones that have been approved, but

That’s not what they are working under. Director Lebeuf replied okay, I think we need to

update them so they are all cohesive and get Board approval on them. President Krolak asked

okay what does that mean? He continued by saying let me very specific; Janel is basically saying

that two of the current Captains are working under a job description that includes things that

are no longer in the current Captain job description and some of the new things were never

approved by the Board. Director Gifford clarified that some of those things are things that

Division Chief Jackson is currently doing, and I don’t even know if it is currently in the Division

Chief’s job description. Chief Daniels replied, I believe it is, and added that when he presented

the Division Chief job description we included logistics, professional standards, fleet and

facilities and vehicle apparatus maintenance; we intentionally took those off the Captains level

to make sure someone on an administrative schedule could handle that in forty-hour work

week. He added he believes when Captain Riches was hired he worked a forty-hour work week,

but no works a 48/96 schedule. Director Gifford replied so you’re saying the Fire Division Chief

job description approved by the Board on May 11, 2020, includes these things? I am not

seeing that. Chief Daniels replied I think some of them, I do not have that job description in

front of me right now, but I believe there is specific mention of fleet and facility maintenance

maybe in the very back of the job description, but I would have to look. President Krolak then

asked what is the direction of the Board? Director Lebeuf replied my recommendation is to put

a committee together and work with Bryan and Tom, and look at all the job descriptions and

update them to align with what duties the positions are doing today and then put a formal job

description together and bring it to the Board and have the Board approve it, and deliver it to

the employees that are in those positions today.

**Item 3 – Water Tender Discussion –** President Krolak stated the Board has had conversations

about the potential for replacing the existing water tender and the questions were: 1) what

would it cost, 2) where will the funds come from, 3) would the Board then as a policy action

begin to earmark $100,000 a year to be put into the reserve account so that there would be

sufficient funds to replace not one but two fire apparatus ten years down the road, but we

never came to closure on this. He believes the last time we talked about this the price of the

water tender would be around $600,000 and with a two-year lead time. There is $600,000 in

the Capital Reserve account so if basically that would zero out that account if we use that

source of funds. He added the alternative is to use some portion of the carry over funds so that

amount would be reduced by $200,000. A short discussion continued around the subject,

during which Director Batty advised he has questions that he wants answered regarding the

letter that was given to the Board by the Union and we have not even had a chance to talk

about, and he has questions he would like answered. President Krolak asked Director Batty to

put his questions in writing and we can talk about this next month. It was agreed we would hold

this over until next month.

**Item 4 – Levy Committee Update –** President Krolak advised the group that we need to reconvene the committee and meetings and get the meetings on a schedule because they are public meetings and will need to be posted.

**New Business**

Due to time constraints **Items # 2 and 3** will be held over until next month’s meeting.

**Item 1: Senate Bill 1068 –** This is going to be a longer conversation, and the rest of the board did not get copies of the Bill and will need that, so we will hold this over for next month as well.

**Public Comments and/or Questions**

Chief Jackson brought up Station 23 in Otter Rock is obviously a very old building, being built in 1950, and there was discussion about a potential seismic retrofit and consulting services from the engineering firm would be $8500 but we could recoup $5000 of that if we were awarded a grant. He requested the Board think about it so that he could give the engineering firm an answer.

President Krolak said speaking for himself the world is changing and he does not know why we would want to retain that facility at all, and what purpose it serves.

Union President Patrick Ganz stated the Union as a few comments on some of the stuff tonight, but we will just submit it in writing. President Krolak stated that would be perfect.

**Agenda Suggestions - Open**

* The next regular Board Meeting will be held Tuesday, October 10, 2023

Meeting adjourned at 5:02 pm.

**Roll Call**

Date: September 12, 2023

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

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

Date: September 12, 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 #1**: To approve the August 8, 2023, Regular Board Meeting minutes as corrected.

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

 RESULTS

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

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

Date: September 12, 2023

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

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

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

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

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

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

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

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

conflict or conflicts of interest relating to the above-mentioned reports, and voided checks including

noting the check numbers of which there are none.

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

 RESULTS

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