**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Regular Board of Directors Meeting– Minutes**

**October 11, 2022**

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

Board President Paul Erskine called the Regular Board meeting to order at 3:05 pm and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present.

President Erskine then 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:

* 1. ***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 4:30 pm, at which time President Erskine informed those present the Board was returning to Regular Session from Executive Session. A quick break was taken and then the Regular Board Meeting resumed at 4:32 pm.

**Approval of Minutes**

**Item 1 – September 13, 2022, Regular Board Meeting Minutes**

Minutes of the September 13, 2022 Regular Board Meeting were presented for approval. Janel Gifford made a motion to approve the September 13, 2022 Regular Board Meeting minutes as written; and Rich Krolak seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Board Position #5 Vacancy**

The board elected to put off discussion of the vacancy and review of the candidates until Director Batty was present.

**Fire Chiefs Report**

Chief Daniels referenced the recent Currents report for the last 30 days sent via email; and then provided the Board with an update on SAFER and AFG, noting that we have still not received word on those two grants but there are still a few rounds left for those opportunities. He further explained the AFG grant was for tools equipment, and SAFER for personnel. He then advised that both of those programs were receiving a $300,000,000 infusion from Congress as part of the inflation reduction act, and both programs are up for re-award this fiscal year. The grant period will be open again and will be disbursed by December1. Director Krolak asked if we would need to reapply, and Chief Daniels advised that we would not.

**Items Not on the Agenda**

None.

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

**Item 1 – Accounts Payable and Payroll Activity: September 2022**

* Statement of Accounts Payable / September 2022
* Payroll Activity Report / September 2022

Secretary-Treasurer Janel Gifford reviewed the financial statements and reports.

**Item 2 – Other Financial: September 2022**

* Balance Sheet / September 2022
* Profit & Loss Report / September 2022
* Receipts & Disbursements General Fund: September 2022
* Receipts and Disbursements Reserve Fund: September 2022

Janel Gifford made a motion to approve accounts payable and payroll activities for the month of September 2022. Rich Krolak 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 Retrofit – Station 22 Update**

Chief Jackson stated that we are in the final stages of having the contract completed, and O’Brien agrees, and we could be looking at possibly coming in $150,000 under budget. He noted that we would need to take a look at the documentation they provide. He explained a small hiccup that arose and then added that we got that taken care of, and all is moving forward.

**Item 2 – Seismic Fund Discussion and Supplemental Budget Discussion**

Chief Daniels stated that we have been talking about this awhile and talking with Kathie Gordon-Brooks with our accounting firm she believes we need to have a supplemental budget. Continuing he advised we could by resolution say we are going to allocate these funds to these line items, etc. She recommends this since it is more than 10% of our planned budget, so that means we will have to build a budget with LB forms and have a budget hearing. It is a supplemental budget related to the Seismic Fund, and we will be earmarking these funds for that specific budget. Janel discussed some specific line items that could be on this budget.

Janel made a motion for the district to prepare a supplemental budget for the Seismic Retrofit that goes with the creation of the newly created LGIP Seismic Account/Seismic Fund and a line item for incoming and outgoing. Rich Krolak seconded the motion. **(See Motion #3)**

**Columbia Bank Account Signature Cards** – President Erskine asked if we should put this off until the appointment of a new board member in position #5. All agreed that it should be put off until the appointment.

**Surplus Vehicle Update** – Chief Jackson advised he is happy to report that Engine 23 was picked up yesterday by a private buyer, so that apparatus is sold. He reported the two other apparatus that are being surplused; the Chevy Tahoe and the Type 6 Wildland Engine are being sold to two different fire organizations in NE Wyoming, and they will be picked up next week.

He noted we used a publication that was specifically for used apparatus.

**Public Comments and/or Questions**

None

**Agenda Suggestions - Open**

Next Board Meetings: Special Board Meeting October 27, 2022

November 8, 2022 at 3:00 pm

Meeting adjourned at 7:00 pm.

Roll Call

Date September 13, 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Present | Absent |  |  |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty |  | E |  |  |
| Vacant |  |  |  |  |

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

Date: October 11, 2022

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

**MOTION #1:** To approve the September 13, 2022 Regular Board Meeting minutes as written.

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

RESULTS

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

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

Date: October 11, 2022

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

**MOTION #2:** To approve accounts payable and payroll activities for October 2022 as presented. This motion will also include any potential or conflict of interest relating to the accounts payable and payroll.

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| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty |  |  |  | E |
| Vacant |  |  |  |  |

RESULTS

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

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

Date: September 13, 2022

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

**MOTION #3:** To request the District prepare a supplemental budget for the Seismic Retrofit Project in conjunction with the LGIP Seismic Fund Account.

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| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Richard Krolak | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty |  |  |  | E |
| Vacant |  |  |  |  |

RESULTS

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