**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**July 8, 2025**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Paul Erskine - President  Robert Batty – Vice President  Janel Gifford–Secretary/Treas.  Kathy Lebeuf – Director  Rick McGraw - Director | **Staff:**  Tom Jackson – Fire Chief  Clint Greeley – Deputy Chief  Lynn Johnson – Admin. Asst.  **Guests in Person:** | **Guests via GoTo Meeting:** |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 3:00 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:01 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) (i):

* + **(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:

* 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.

\*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 4:17 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session; a short break was taken before resuming regular session at 4:23 pm.

**Approval of Minutes**

**Item 1 – June 10, 2025, Regular Board Meeting & June 10 Budget Hearing Meeting :**

Minutes of the June 10, 2025, Regular Board Meeting and the June 10, 2025, Budget Hearing minutes were presented for approval. Janel Gifford made a motion to approve the minutes as corrected; Bob Batty seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

Chief Jackson informed the Board that on Wednesday July 9th, they plan on conducting interviews for the Civil Service Commission applicant individuals that submitted letters of interest for the Civil Service position.

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

**Item 1 – Accounts Payable and Payroll Activity: June 2025**

After reviewing the financials Secretary-Treasurer Janel Gifford made a motion to approve accounts payable for

June 2025; and approve payroll activities for June 2025 as shown in the following reports:

* + 1. Disbursements as of the end of June 2025
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of June 2025
    3. Treasurer's Report of Cash Balances as of the end of June 2025
    4. General Fund Budget vs Actual Report YTD as of the end of June 2025
    5. Reserve Fund Budget vs Actual Report YTD as of the end of June 2025
    6. Seismic Fund Budget vs Actual Report YTD as of the end of June 2025
    7. Payroll Summary for June 2025 and Fiscal Year to Date

This motion will also include any potential conflict or conflicts of interest relating to these reports including

check numbers which there are none. There were two voided checks. Rick McGraw 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 – Vacancy & Hiring Update -** Chief Jackson reported after they conducted interviews of the twenty-one candidates that applied and attended the interview they offered the position to Blake Wisham, and he accepted. Blake started with the District on July 1st. Chief Jackson noted there was one other candidate they were highly interested in but unfortunately they did not have another open position, but if anyone decides to leave he will be our first call.

**Item 2 - Apparatus Update –** Chief Jackson advised the old Pierce is still in the shop, they are hoping to potentially get it back this week. He said some of the challenges have been part delivery; either the wrong part was sent, or delivery has been delayed. Continuing he noted that their Type III Wildland Unit went to the shops last week; after finding an issue with the pump piping system being corroded.

**Item 3 – IT Updates –** Chief Jackson said they are nearing the end of phase 2 of their IT project, noting they have security cameras now in place, but one of the four is not operable which could be a manufacturing issue so the vendor will be coming back to take a look and see if it is. After viewing the cameras, they realized they will need to add three or four more cameras for a full view of the property. He advised he is already looking for vendors for the audio/visual updates for this room (Training Room.) He noted they have an idea of how they would like audio/video throughout the room, and they would also like soundproofing and to eventually replace the current tables and chairs. Chief Jackson shared the ideas with the Board.

**Item 4 – Labor Negotiations Update –** Chief Jackson reported they are going to mediation on July 24th, no other updates at this time.

**Item 5 – Immonen Road - Annex** – Chief Jackson advised no movement, nothing new to report.

**New Business**

**Item 1 – Melio System (Bill Pay Program)** – Chief Jackson stated that Dorothy from Bryan P. Fitzsimmons has recommended this system, which is used by most of their other clients. He described Melio as a third-party check writing provider that can be configured to meet specific verification requirements. He mentioned there are advantages and disadvantages to adopting the system, with transitional issues such as initial setup challenges, but noted that it becomes more streamlined over time. The department plans to transition to this system soon. When Director Lebeuf inquired about cost, Chief Jackson clarified that there is no charge for this service as it is provided through Fitzsimmons office.

**Item 2 – IconiPro – Board Room Audio/Video Upgrade –** This item was discussed under Old Business item 3 – IT Updates.

**Item 3 – Public Meetings Law Training – July 16, 2025 – Mandatory –** Chief Jackson advised that Janel sent out a reminder that this is a mandatory training for all Board members, a brief discussion on the topic ensued.

**Item 4 – Election of Board Officers FY25/26 –** Bob Batty moved to appoint Paul Erskine as President, Rick McGraw seconded the motion. **(see motion #3)**

Paul Erskine nominated Bob Batty for Vice President, Janel Gifford seconded the motion. The motion passed. **(see motion #4)**

Paul Erskine nominated Janel Gifford for Secretary-Treasurer, and Bob Batty seconded the motion. The motion passed. **(see motion #5)**

**Agenda Suggestions - Open**

None.

**Public Comments and/or Questions**

None.

Meeting adjourned at 4:48 pm.

**Roll Call**

**Regular Board Meeting**

Date: July 8, 2025

|  |  |  |
| --- | --- | --- |
|  | Present | Absent |
| Paul Erskine | X |  |
| Robert Batty | X |  |
| Janel Gifford | X |  |
| Kathy Lebeuf | X |  |
| Rick McGraw | X |  |

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

Date: July 8, 2025

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

**MOTION #1**: To approve the June 10, 2025, Regular Board Meeting Minutes and the Budget Hearing

minutes as corrected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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

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

Date July 8, 2025

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

**MOTION #2**: To approve accounts payable for June 2025 and to approve payroll activities

for June 2025 as shown in the following reports: Disbursements as of the end of June

2025; Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of June 2025.

Treasurer's Report of Cash Balances as of the end of June 2025; General Fund Budget vs Actual

Report YTD as of the end of June 2025; Reserve Fund Budget vs Actual Report YTD as of the end of

June 2025, Seismic Fund Budget vs Actual Report YTD as of the end of June 2025; Payroll Summary

for June 2025 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 there were two voided checks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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

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

Date July 8, 2025

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

**MOTION #3:** To appoint Paul Erskine as President.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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

**Motion # 4** **and Voting Record:**

Date: July 8, 2025

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

**MOTION #4**: To nominate Bob Batty as Vice President.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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

**Motion # 5** **and Voting Record:**

Date: July 8, 2025

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

**MOTION #5**: To nominate Janel Gifford as Secretary-Treasurer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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