**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**April 8, 2025**

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| --- | --- | --- |
| **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:**  Nick Robinson, Captain/EMT  Patrick Ganz, Captain/EMT |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 2:59 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 4:38 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session at 4:41 pm.

**Approval of Minutes**

**Item 1 – March 11, 2025, Regular Board Meeting Minutes:**

Minutes of the March 11, 2025, Regular Board Meeting minutes were presented for approval. Janel Gifford made a motion to approve the minutes as corrected; Rick McGraw 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: March 2025**

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

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

* + 1. Disbursements as of the end of March 2025
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of March 2025
    3. Treasurer's Report of Cash Balances as of the end of March 2025
    4. General Fund Budget vs Actual Report YTD as of the end of March 2025
    5. Reserve Fund Budget vs Actual Report YTD as of the end of March 2025
    6. Seismic Fund Budget vs Actual Report YTD as of the end of March 2025
    7. Payroll Summary for March 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 no voided checks. 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 – Collective Bargaining Discussion –** Chief Jackson reported they met with the Union on March 19th, and they presented some counters to our counters, and we are scheduled to meet again on April 15th. He noted they are close to the one hundred-fifty-day deadline as far as trying to complete negotiations, so they will discuss that with labor on the 15th.

**Item 2 - Station 22 IT/Server Updates –** Chief Jackson said this really should be IT/Server/Audio-Visual so we will make this all inclusive for our organization. He advised that next week our IT person will be at Station 21 to set up the computer towers for the Captains Office, EMS Office, and the Day Room; which were all having some computer issues and this will hopefully get them back on track with workable computers. He said they will start making plans for computer replacement at Station 22, including a quote for the Wi-Fi service.

**Item 3 – Immonen Road - Annex** – Chief Jackson advised no movement other than the discussion that he believes he shared at the last meeting. We are waiting to hear back from Local Government Law Group on next steps on engaging the public and annexation.

**Item 5 – Apparatus Update –** Chief Jackson reported that all apparatus with the exception of 10-22 which is the 2010 Pierce are back in our possession. He noted they had some work done on the water tender as it was delivered last month with the suspension being worked on as well as the pressure governor on the pump and some other minor items. He advised that 10-22 is at Benton County Shops whom he had a discussion with earlier today. They also spoke with Captain Riches yesterday about some of the issues that need to be addressed on it, and we discussed some initial costs related to some of these repairs and it looks like it could potentially be around one hundred thousand dollars. He added that Benton Co. Shops will have the apparatus in their possession for the next few weeks.

**Item 6 (Added During Meeting by President Erskine) -** SRGP Application Station 23 (Otter Rock) President Erskine asked if anything had been heard on the status of the grant application? Chief Jackson responded “No, we don’t anticipate hearing anything until the first half of May.”

**New Business**

**Item 1 – Fitzsimmons Engagement Letter –** Chief Jackson advised they received an engagement letter from Fitzsimmons a few months back and he inadvertently signed it and sent it back, however at the time he had failed to remember the resolution the board adopted in November 2023 that limited the amount of money on contracts that the Fire Chief was able sign. Secretary-Treasurer Gifford confirmed that the current amount was $10,000. She said there are two things regarding this and stated that of course we want Chief Jackson to sign this letter because we are going to use Fitzimmons again. She also confirmed that the letter said $48,000 and asked the question to the rest of the Board “do we want to change the policy back to what it was originally ($75,000,) and asked, “are we at a point where we feel that Tom is capable and trustworthy to sign contracts?” She explained, the Board did this in conjunction with the public contracting rules for the contract review board where they did amendments to the model rules and that allows them to do the guaranteed maximum price type of approach to these instead of doing the lowest bidder, so if we get the seismic award for Otter Rock we likely going to want that in place but is not sure, and noted this is something we are going to have to ask Carrie Connelly with Local Government Law, because if we don’t update it, is what we did before still in place until we replace it? She then asked do we need to or could we just change section 3.4 of the policy manual? She then questioned if there was an urgency to do it, because if not we could wait for the Board Policy Manual Committee, but that could take a while. Chief Jackson said, “and frankly, it does kind of get in the way of trying to conduct business,” adding that it is very restrictive, but said he would take whatever direction the board decides. Director Lebeuf stated she would be conservative and go with $50,000. Janel replied we could have two motions here, one that says the board authorizes Chief Jackson to sign the letter of engagement with Fitzsimmons and a motion that says we want to change section 3.4 of the Budget Administration Policy Manual and change the current amount of $10,000 to $50,000, adding if that is the amount you want. Janel then made a motion that the Board authorizes Chief Tom Jackson to sign the letter of engagement with Bryan P. Fitzsimmons for CPA services for the 2025/2026 fiscal year in the amount of $48,000. Bob Batty seconded the motion. The motion passed. **(See Motion #3)** Director Lebeuf then made a motion to amend section 3.4 of the Budget Administration Policy Manual that was revised on November 14, 2023, to increase the amount that the fire chief can authorize under Section F spending authority paragraph one and two, and to increase that amount from $10,000 to $50,000. Rick McGraw seconded the motion. The motion passed. **(See Motion #4)**

**Item 2 – Newport Consolidation –** Chief Jackson reported that he received a letter from Chief Rob Murphy with the Newport Fire Department late yesterday, although the letter is dated April 2nd, it was received yesterday afternoon. He advised the letter addresses the consolidation effort between Newport Fire and Depoe Bay Fire and then read the letter in its entirety to those present. The crux of the letter was to inform Chief Jackson and the Board that the members of the Newport Fire Department are not in favor of pursuing consolidation or merger.

**Item 3/5 – Firefighter Vacancy / Job Announcement –** Chief Jackson advised that we do have a new firefighter vacancy, the morning of April 10, 2025, will be Alex Nelson’s last shift with DBFD. He was hired by another fire agency so he will be departing Depoe Bay, and we wish him well and good luck in his future endeavors. As a result, they have posted a job announcement, and have received three to four applications so far, and expect more as the posting does not close until May 16, 2025.

**Item 4 – Civil Service Recruitment –** Chief Jackson advised they are recruiting for an open civil service position that was vacated when Rick McGraw was appointed to the Board of Directors position. He noted that an announcement will be in next week’s newspaper and said to the Board that if they know anyone interested to send them his way.

**Agenda Suggestions - Open**

None.

**Public Comments and/or Questions**

* Budget Committee Meeting May 13, 2025 @10 AM followed by May Regular Board Meeting

Meeting adjourned at 5:06 pm.

**Roll Call**

**Regular Board Meeting**

Date: April 8, 2025

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

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

Date: April 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 #1**: To approve the March 11, 2025, Regular Board Meeting Minutes as corrected.

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

RESULTS

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

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

Date April 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 #2**: To approve accounts payable for March 2025 and to approve payroll activities

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

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

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

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

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

for March 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 no voided checks.

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

RESULTS

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

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

Date April 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 #3:** To authorize Chief Tom Jackson to sign the letter of engagement with Bryan P.

Fitzsimmons for CPA services for the 2025/2026 fiscal year in the amount of $48,000.

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

RESULTS

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

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

Date: April 8, 2025

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

**MOTION #4**: To amend section 3.4 of the Budget Administration Policy Manual that was revised on

November 14, 2023, to increase the amount that the fire chief can authorize under Section F spending

authority paragraph one and two, and to increase the amount from $10,000 to $50,000.

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

RESULTS

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