**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Regular Board of Directors Meeting - Minutes**

**November 8, 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:** |
|  |  |  |

The Regular Board of Directors Meeting began immediately following the Supplemental Budget Hearing at 3:21 pm.

At 3:22 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:

* 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 4:37 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 4:41 pm.

**Approval of Minutes**

**Item 1 – October 11, 2022, Regular Board Meeting and October 27, 2022 Special Board Meeting Minutes**

Minutes of the October 11, 2022 Regular Board Meeting and the October 27, 2022 Special Board Meeting were presented for approval. Janel Gifford made a motion to approve the October 11, 2022 Regular Board Meeting minutes as corrected and the October 27, 2022 as written; and Bob Batty seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Board Position #5 Vacancy**

* Board Action: Rich Krolak made a motion to appoint Kathy Lebeuf to Board of Director Position #5 and Bob Batty seconded the motion. **(See Motion #2)**

**Fire Chiefs Report**

* Q3 Call Statistics - Chief Daniels directed the Board to the information that he provided in the packet and discussed the associated chart and numbers.
* He also shared some feel-good letters from the public after encounters with personnel.

**Items Not on the Agenda**

* Rich Krolak asked about the reflective address signs and the process for obtaining, after being contacted by several neighbors after a Salishan Hills incident. He was informed interested parties could contact the administrative office during business hours or direct them to our Website to fill out an online form. Chief Daniels noted the new Fire Code would likely require it, and as the authority with jurisdiction, we can demand it moving forward.

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

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

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

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

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

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

Janel Gifford made a motion to approve accounts payable and payroll activities for the month of October 2022. Rich Krolak seconded the motion. The motion passed. **(See Motion #3)**

**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 advised the group that we have moved on from the contract and are now in the construction planning process. He noted that they had found some drawings of the station from the original construction phase and were able to get those to ZCS and they are working on the design. He informed the Board the project was progressing forward.

**Item 2 – OSFM Fire Service Capacity Program**

Chief Daniels referred to the included handout of OSFM Frequently Asked Questions in the Board Packet and noted that he had some additional conversation with OSFM, as well as both North Lincoln and Newport FD and they are not likely going to pursue. He then indicated that DBFD was also not going to apply for either grant.

**Item 3 – Relief Fire Captain Position Discussion**

Chief Daniels referred to a quick worksheet he put together in the packet, and stated he is unsure if there needs to be conversation or if the Board even wanted to discuss it.

A question-and-answer with the Board and the Chief then ensued; including but not limited to cost, backfilling, scheduling, position description, training, supervisory authority, positive workplace environment, and position evaluation, as well as how the position would convert an existing firefighter into a Relief Captain. After this session President Erskine asked if we need a motion to approve the Relief Fire Captain position, but both Directors Krolak and Gifford stated they would like to see a revised job description and would like to know more about the union’s demand to bargain before making a motion.

**New Business**

**Item 1 – USDA Insurance Requirements –** Chief Daniels referenced the email conversation that was in the Board Packet showing that we had to increase fidelity coverage by $50.00 a year, as a condition of the USDA loan.

**Item 2 – Resolution #2022-05 – Adopting a Supplemental Budget for FY 22/23**

**Item 3 – Resolution #2022-06 – Resolution to transfer funds to meet Seismic contingency requirements**

Bob Batty made a motion to approve Resolution 2022-05 and 2022-06 for the adoption of the Supplemental Budget for FY 22/23 and the transfer of funds to meet Seismic contingency requirements.

**Public Comments and/or Questions**

None

**Agenda Suggestions - Open**

Special Board of Directors Meeting 11/15/2022 @ 4:00 pm

Regular Board of Directors Meeting 12/13/2022 @ 4:00 pm

Meeting adjourned at 5:29 pm.

**Roll Call**

Date November 8, 2022

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

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

Date: November 14, 2022

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

**MOTION #1:** To approve the October 11, 2022 Regular Board Meeting minutes as corrected and the October 27, 2022 Special Board Meeting minutes as written.

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

RESULTS

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

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

Date: November 14, 2022

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

**MOTION #2:** To approve Kathy Lebeuf to Board of Director Position #5.

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

RESULTS

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

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

Date: November 14, 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 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 | X |  |  |  |
| Vacant |  |  |  |  |

RESULTS

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

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

Date: November 14, 2022

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

**MOTION #4:** To approve Resolution 2022-05 and 2022-06 for the adoption of the Supplemental Budget for FY 22/23 and the transfer of funds to meet Seismic contingency requirements.

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

RESULTS

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