**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Board of Directors Budget Hearing and Regular Board Meeting – Minutes**

**August 8, 2023**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Richard Krolak – President  Robert Batty – Vice President  Janel Gifford – Secretary/Treas.  Kathy Lebeuf – Director  Paul Erskine – Director | **Staff:**  Lynn Johnson – Admin. Asst.  **Guests in Person:** | **Guests via GoTo Meeting:** |
|  |  |  |

Board President Rich Krolak called the Regular Board Meeting to order at 3:04 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:05 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 4:37 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 – July 11, 2023, Regular Board Meeting Minutes**

Minutes of the July 11, 2023, Regular Board Meeting were presented for approval. Paul Erskine 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: July 2023**

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

activities for July 2023 as shown in the following reports:

* + 1. Disbursements as of the end of July 2023
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of July 2023
    3. Treasurer's Report of Cash Balances as of the end of July 2023
    4. General Fund Budget vs Actual Report YTD as of the end of July 2023
    5. Reserve Fund Budget vs Actual Report YTD as of the end of July 2023
    6. Seismic Fund Budget vs Actual Report YTD as of the end of July 2023
    7. Payroll Summary for July 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, and no voided checks. Kathy Lebeuf 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:** Exterior paint is nearing completion.

**Item 2 – Vacancy and Hiring Update:** President Krolak

**New Business**

**Item 1: Item 1 – Civil Service Letter of Interest**

**Public Comments and/or Questions**

None.

**Agenda Suggestions - Open**

* The next regular Board Meeting will be held Tuesday, September 12, 2023

Meeting adjourned at 5:01 pm.

**Roll Call**

Date: July 11, 2023

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

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

Date: August 8, 2023

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

**MOTION #1**: To approve the July 11, 2023, Regular Board Meeting minutes as corrected.

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

RESULTS

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

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

Date August 8, 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 #3:** To approve accounts payable for July 2023 and to approve payroll activities

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

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

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

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

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

Summary for July 2023 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 voided checks of which there are none.

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

RESULTS

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

**Motion #3 and Voting Record:**

Date: August 8, 2023

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

**MOTION #3:** Motion to

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

RESULTS

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