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**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Special Board of Directors Meeting– Minutes**

**October 27, 2022**

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| **Attendance:** | | |
| **Board Members:**  Paul Erskine – President  Richard Krolak – Vice President  Janel Gifford – Sec./Treas.  Robert Batty – Director | **Staff:**  Bryan Daniels – Fire Chief  Tom Jackson – Division Chief  Lynn Johnson – Admin. Asst. | **Board & Staff via GoToMeeting:**  Paul Erskine – President  Tom Jackson – Division Chief  **Guests via GoToMeeting:**  Rob Dahlman |
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Board Vice President Rich Krolak led the meeting due to President Erskine attending the meeting remotely. VP Krolak called the Special Board Meeting to order at 4:04 pm and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present.

The Board then moved to the Board Position #5 vacancy and held a brief discussion on the candidates’ letters of interest and the logistics of the interviews. The first candidate Rick McGraw was called into the meeting. VP Krolak asked him to take a few minutes to introduce himself and reminded the other Board Members that the Board should ask the same questions of all prospects. Rick introduced himself and provided his background, he then stated he was interested in doing this because it keeps him close to the job he loves and knows. Questions and answers then ensued between the Board and the candidate.

The next candidate Kathy Lebeuf was called in and introduced herself and answered the same questions. During which those present learned that she has prior Board experience and a lengthy financial background.

Lastly the third and final candidate Douwe de Boer was brought into the room and introduced himself as well as answered the questions from the Board.

Once the last candidate interview was complete Vice President Krolak asked the rest of Board how they would like to proceed. It was unanimously agreed they would take some time to review the candidates’ credentials and interviews and agreed to agendize the potential Board action for the regular board meeting on November 8, 2022.

**NEW BUSINESS**

**OSFM Fire Service Capacity Grant** – Chief Daniels spoke about the program guidelines that are in the packet and then went over the bullet points of the grant from the online workshop that he attended. He continued stating it is a competitive grant in that only 30 agencies in the state of Oregon will be awarded these funds out of several hundred agencies in the state. We are only eligible for two Firefighters positions and two fire prevention positions. Adding the award if granted is one lump sum in January of next year. He also noted that we could potentially seek a regional opportunity and we may explore this with the fire prevention side of things with Newport Fire and explained in further detail what that role could potentially provide our community. Chief Daniels advised he was looking for Board direction on this grant and it is due November 30th. Paul posed the question that if we were to lose personnel and then hired new personnel could we use this grant to fund part of their salary and compensation. A lengthy discussion ensued around the topic. It was decided that Bryan did not have time to apply for this grant, that our chances were lessened because we had received SAFER funds, and that Bryan would check around with other regional districts to see if they would be applying for the Fire Prevention Personnel position. If another district was applying we might contract with them in the future to temporarily use the Fire Prevention Personnel.

**Review of Proposed Job Description – Relief Captain/Training Officer -**

Chief Daniels began by advising that we have the potential to lose an engineer and another employee with a potential exit by November 20th, adding this once again dilutes our Engineer position. With that being said we have identified the need for acting Engineers, and we are holding an internal Engineers Academy in November to train 4-5 new hires to the Engineer position so that helps fill the void this potential vacancy leaves. Continuing he noted that this means we will need to hire from the outside a new position, not only to stay in line with Safer but also to stay in line of what we told the taxpayers of three people. He continued by explaining the burden of overtime due to only having three captains, stating the relief Fire Captain would be a position to add a fourth Captain to our ranks, and would have a modified schedule where they would work the Training Officer role or on the Fire Engine if needed. He then explained in detail how this would work, and how this could minimize the cost of overtime. Additional discussion occurred around the planning of the position. Janel asked for a list of the overtime including the dollar amount, as well as getting numbers from July forward listed by employee. Vice President Krolak asked for more robust set of financials around this position that starts with the current overtime costs and what the tradeoffs might be, so we can get to what the net cost might be for the position, adding that we would agendize this as well for the next meeting.

**AGENDA SUGGESTIONS:**

1. Board Position #5 Vacancy
2. OSFM Fire Service Program
3. Relief Fire Captain Position Discussion

Regular session ended at 5:55 pm, followed by a short break.

Resumed regular session at 6:02 pm and then immediately adjourned to executive session, with

Vice President Krolak reading 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 6:32 pm, and the meeting returned to regular session and was immediately adjourned.