**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**March 11, 2025**

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

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.**
  + **(i)** **to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.**

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 4:51 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session. A short break was taken prior to resuming the Regular Board meeting at 4:59 pm.

**Approval of Minutes**

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

Minutes of the February 11, 2025, Regular Board Meeting minutes were presented for approval. Janel Gifford made a motion to approve the minutes as corrected; Kathy Lebeuf seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

President Erskine informed the Board of a letter received from prospective Budget Committee member Dick Chaplain. Director Lebeuf reported that she knows Mr. Chaplain and spoke with him about the position and asked if he was interested to send a letter of interest. Dick Chaplain did send in his letter of interest to be on the Budget Committee, which was provided to the Board. Administrative Assistant Lynn Johnson will send Mr. Chaplain a letter notifying him that the Board approved his appointment to the Budget Committee and inviting him to future Board meetings and to the Budget Committee Meeting on May 13. President Erskine asked for a motion to accept his request, and Director Lebeuf made a motion to appoint Dick Chaplain to the Budget Committee. Janel Gifford seconded the motion. No further discussion. The motion passed. **(See Motion #2)**

Secretary-Treasurer Gifford asked about the Northwest Leadership Conference that Chief Jackson and Chief Greeley attended recently. Both Chief Greeley and Chief Jackson gave brief overviews of what they learned and found interesting at the conference to the Board.

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

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

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

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

* + 1. Disbursements as of the end of February 2025
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of February 2025
    3. Treasurer's Report of Cash Balances as of the end of February 2025
    4. General Fund Budget vs Actual Report YTD as of the end of February 2025
    5. Reserve Fund Budget vs Actual Report YTD as of the end of February 2025
    6. Seismic Fund Budget vs Actual Report YTD as of the end of February 2025
    7. Payroll Summary for February 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. There was one voided duplicate payment

in the amount of $464.12 to NW Natural Gas. Kathy Lebeuf seconded the motion. The motion passed. **(See**

**Motion #3) **

**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 noted that the collective bargaining team met with the union on the 26th and presented counters to the union in full, and they took the information back to review and we are scheduled to meet again on March 19th. He added we will most likely receive their counters that day.

**Item 2 - Station 22 IT/Server Updates –** Chief Jackson reported no movement as far as IT, but reminded the board that the server is complete, and they are just waiting on the installation of components that will allow them to manage the server. He advised that they also purchased three workstation computers to replace computers at Fire Station 21, as they were at the end of their life span. The server updates will also include tying into Station 21, so the servers are running the same at all stations. He added there is more work to be done.

**Item 3 – Immonen Road - Annex** – Chief Jackson reported that initially North Lincoln Fire put in a notice to us that they were looking to annex through senate bill 1068 portions of Immonen Road and if the Board remembers we responded with an emphatic no, and they are not currently in pursuit of annexing Immonen Road. He continued by noting that North Lincoln is making progress on their endeavors of areas in their district that they want to add. He noted that our attorney also did work with NL, and he wanted to ensure there was no conflict between the two districts before working with us on doing Immonen Rd. He explained the steps that took place and will take place in greater detail to those present. He continued by say once we have identified the coverage areas within Immonen Road then it will take a resolution from the Board to change our coverage area and once that is completed then we can distribute letters to the residents. Once they receive the letter they have approximately ninety days to complete the annexation and if they don’t consent they may potentially be charged up to three times the allowable rate the Oregon State Fire Marshal sets. He said obviously we would have to have a billing mechanism set in place, which we lack so that is something we will need to work on. He explained there are other kinds of billing opportunities and calls that we respond to that we can bill for and listed several of those for those present. There was a brief discussion on the billing as that is something the District may have done in the past, which Chief Jackson advised they will have to do some research on that and report back. A discussion continued on the topic amongst those present.

**Item 4 – BKR5000 Radios –**  Chief Jackson reported that the five radios sent to Bendix King have been returned in good order with the exception of one radio which did not fit the bill to Complete Wireless’ standard. He advised they need to pick up the radios up so they can evaluate and see how they work. He noted in the meantime they picked up a Kenwood Viking radio for evaluation, and they may end up purchasing three of the radios because they are multi-band radios, and it would allow them to work with bordering counties in the event we have a multi-jurisdictional response.

**Item 5 – Apparatus Update –** President Erskine asked Captain Patrick Ganz how he is liking the new engine. Patrick responded it is good; Chief Jackson noted that they are still waiting for some things on it and confirmed with Patrick. Patrick said yes and advised they had just ordered a few things, and they are finalizing the list of appliances. Chief Jackson reported that they had a door latch on the Engineer’s door that broke and did not allow the Engineer to open the door from the inside; the part was ordered, and it has now been repaired. After the Captains meeting they had last month it was realized that maybe taking the old engine 10-22 to Hughes to get its partial refurbishment was not the best course so we are making arrangements for it to go to Benton County Shops for the major mechanical issues. The Water Tender was picked up by Hughes last week to fix a few things, and it sounds like the issue with the pump is the pressure governor, so that is a Hughes issue, and it will also be going back to Freightliner for the suspension issue that it has. Chief Jackson stated that we will start loading equipment into the Type VI apparatus.

**Item 6 – Hourly Rate Increase – Benton County Shops -** Chief Jackson informed the Board that Benton County Shops rates are increasing. The shop rates per hour are increasing to $192 an hour and the callout for emergency rates is $288 per hour and maintenance staff rate for staff vehicles will be $96 and NFPA annual inspections will be $1750.00 per inspection. Secretary-Treasurer Gifford asked if they provided a rate schedule that we could put in the budget book? Chief Jackson replied, yes. He noted that their new rates are comparable with Hughes and Freightliner.

**Item 7 – SRGP Grant – Station 23 Otter Rock –** Chief Jackson reported they are still in the evaluation phase of that application and hope to find out more information come May, when we will find out if we have been successful in receiving the grant.

**New Business**

**Item 1 -Adopt Resolution 2025-01 and approve the updated job description for the Fire Chief –** President Erskine read the resolution to those present; Director Kathy Lebeuf made a motion to adopt the resolution to update the Fire Chief job description; Bob Batty seconded the motion. **(See Motion #4)**

**Item 2 – Fire Chief 2024-2025 Evaluation –** President Erskine noted the evaluation was presented and discussed with the Chief.

**Item 3 – Approve FY 23-24 Audit prepared by Signe Grimstad and authorize \_\_\_\_\_\_\_\_ to sign the Management Rep letter to Signe Grimstad –** Secretary-Treasurer Janel Gifford said either she or President Erskine should sign the letter. President Erskine said since you are the Secretary-Treasurer he believes Janel Gifford should sign the document. Janel noted that she reached out to Dorothy from Bryan P. Fitzsimmons office to determine how it should be done. Kathie Gordon-Brooks responded that the draft should be sent to them so they can review, which Janel did, and Kathie Gordon-Brooks reviewed the draft and responded that it was okay. Janel continued by advising that once we approve it then Signe will issue a final and then once we send the final to Fitzsimmons, they will be able to update the Final Budget vs Actual Reports. Janel advised another thing that came to light in the audit; it was stated that we don’t have a capitalization policy. A brief discussion occurred on the topic in which it was also discussed that many of the policies need to be updated, and it was agreed they would appoint a policy committee. Secretary-Treasurer Gifford volunteered, and Chief Jackson said by default he will be. Director Lebeuf said to Chief Jackson; right now, you are in the middle of collective bargaining negotiations and suggested that Janel and she start the process. Chief Jackson suggested they check with SDAO as they have policies that we may be able to use, and he encouraged them to review. Janel Gifford then made a motion to create a board policy manual committee that is comprised of Chief Jackson, Janel Gifford, and Kathy Lebeuf and they will work on updating the manual. It was agreed that they would approve the audit first and then make the motion to approve the policy committee. Janel Gifford made a motion to approve the fiscal year 2023-2024 audit prepared by Signe Grimstad and authorize the Secretary-Treasurer to sign the management representation letter to Signe Grimstad. President Erskine seconded the motion. The motion passed. **(See Motion #5).** Janel Gifford then made a motion to create the Board Policy Manual Update Committee and Bob Batty seconded the motion. The motion passed. **(See Motion #6)**

**Item 4 – Adopt Budget Calendar –** Prior to adopting the budget calendar a discussion occurred about having a second Board Meeting in April, however no date for a meeting was set at that time. Janel Gifford made a motion to Adopt the Budget Calendar for FY 2025/2026 as presented. Bob Batty seconded the motion. The motion passed. **(See Motion #7)**

**Agenda Suggestions - Open**

None.

**Public Comments and/or Questions**

* The next regular Board Meeting will be held Tuesday, April 8, 2025 @3pm.

Meeting adjourned at 6:02 pm.

**Roll Call**

**Regular Board Meeting**

Date: March 11, 2025

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

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

Date: March 11, 2025

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

**MOTION #1**: To approve the February 11, 2025, Regular Board Meeting Minutes as corrected.

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

RESULTS

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

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

Date March 11, 2025

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

**MOTION #2**: To appoint Dick Chaplain to the Budget Committee.

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

RESULTS

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

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

Date March 11, 2025

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

**MOTION #3:** To approve accounts payable for February 2025 and to approve payroll activities

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

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

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

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

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

for February 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. There was one voided duplicate payment in the amount of $464.12 to NW

Natural Gas.

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

RESULTS

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

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

Date: March 11, 2025

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

**MOTION #4**: To adopt resolution 2025-01 and approve the updated Fire Chief job description.

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

RESULTS

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

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

Date March 11, 2025

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

**MOTION #5**: To approve the fiscal year 2023-2024 audit prepared by Signe Grimstad and authorize

the Secretary-Treasurer to sign the management representation letter to Signe Grimstad.

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

RESULTS

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

**Motion #6** **and Voting Record:**

Date March 11, 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 #6**: To create the Board Policy Manual Update Committee, consisting of Tom Jackson, Kathy

Lebeuf, and Janel Gifford.

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

RESULTS

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

**Motion #7** **and Voting Record:**

Date March 11, 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 #7**: to Adopt the Budget Calendar for FY 2025/2026 as presented.

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

RESULTS

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