**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**July 11, 2023**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Richard Krolak – President  Robert Batty – Vice President  Janel Gifford – Secretary/Treas.  Kathy Lebeuf – Director  Paul Erskine – Director | **Staff:**  Bryan Daniels – Fire Chief (GT)  Tom Jackson – Division Chief  Lynn Johnson – Admin. Asst.  **Guests in Person:** | **Guests via GoTo Meeting:** |
|  |  |  |

Board President Rich Krolak called the Regular Board Meeting to order at 2:02 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 2:03 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 3:57 pm, at which time President Krolak informed those present

the board was returning to Regular Session from Executive Session. A short break was taken

and then regular session resumed at 4:06 pm.

**Approval of Regular Board Meeting Minutes**

**Item 1 – June 13, 2023, Budget Hearing Meeting Minutes**

Minutes of the June 13, 2023, Budget Hearing 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)**

**Item 2 – June 13, 2023, Regular Board Meeting Minutes**

Minutes of the June 13, 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 #2)**

**Items Not on the Agenda**

None.

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

**Item 1 – Accounts Payable and Payroll Activity: June 2023**

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

activities for June 2023 as shown in the following reports:

* + 1. Disbursements as of the end of June 2023
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of June 2023
    3. Treasurer's Report of Cash Balances as of the end of June 2023
    4. General Fund Budget vs Actual Report YTD as of the end of June 2023
    5. Reserve Fund Budget vs Actual Report YTD as of the end of June 2023
    6. Seismic Fund Budget vs Actual Report YTD as of the end of June 2023
    7. Payroll Summary for June 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. Paul Erskine 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 - FS22 Seismic Update:** Chief Jackson reported the roof was completed this week and the siders are finishing up the siding and soffits and should be wrapping that up this week. They have begun drywalling the interior app bay, and the week of the 17th they will being working on the overhead bay doors. The door tracks have all been upgraded to three-inch tracks which will help with seismic activity. All exterior doors will be replaced. Interior work on paint, carpet, and vinyl will start taking place in the next few weeks. He also informed the group that we are obtaining bids for chain link fencing to secure the property better, and the asphalt at Station 22 will also undergo asphalt repair later this summer. Chief Jackson also reported that AC work at Station 23 will begin next week.

**Item 2 – Vacancy and Hiring Update:** Chief Jackson advised the ad was extended until July 21st, we are still competing with a bunch of other agencies that are hiring and have extended our ad from an Oregon only posting to a regional posting.

**Item 3 – Civil Service Update:** Chief Jackson said he has spoken to one person that is willing to serve on the commission and is a resident of Salishan, he will be getting her the ad posting so she can submit her letter of interest. There is possibly one other person that may be interested.

**Iten 4 - Compensation Review Committee:** Rich noted this is to codify the compensation review committee and make what was a temporary committee a permanent committee and to spell out the membership and scope of responsibilities and indicate it would report on an annual basis to the board or as necessary. Kathy Lebeuf made a motion to make the previously temporary Compensation Review Committee, comprised of the Fire Chief, the Secretary-Treasurer, and one additional Board member elected by the Board when Board officers are elected. The jurisdiction of the subcommittee would be to, at lease annually evaluate the District’s financial position, collect and evaluate salaries and benefits of comparable organizations, and recommend salary benefit adjustments for all staff to the full Board to inform the budget and collective bargaining process. The committee would report to the Board in a manner appropriate under Oregon law that would include both open and Executive Session. Paul Erskine seconded the motion. No further Discussion. The motion passed. **(See Motion #4)**

**New Business**

**Item 1: Tax Zones –** Secretary-Treasurer Janel Gifford decided to postpone this discussion until additional information can be obtained.

**Item 2: SDAO Board & Leadership Training –** Administrative Assistant Lynn Johnson spoke to the group regarding the upcoming training and noted who would like to attend in order to register for the training.

**Public Comments and/or Questions**

President Krolak brought up the upcoming Board meeting on August 8 and asked what time the meeting would start at two or three pm. A discussion ensued regarding the motion that was passed at last month’s meeting changing the meeting time to 2:00 pm. It was agreed during discussion that the standard meeting time should be changed back to 3:00 pm. Paul Erskine made a motion to move the Board of Directors Meeting start time to 3:00 pm. Kathy Lebeuf seconded the motion. No further Discussion. The motion passed. **(See Motion #5)**

**Agenda Suggestions - Open**

* The next regular Board Meeting will be held Tuesday, August 8, 2023
* Update on three-year Budget

Meeting adjourned at 4:43 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: July 11, 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 June 13, 2023, Budget Hearing 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 July 11, 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 #2**: To approve the June 13, 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 # 3** **and Voting Record:**

Date July 11, 2023

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

**MOTION #3:** To approve accounts payable for June 2023 and to approve payroll activities

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

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

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

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

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

Summary for June 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 X | FAILED |

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

Date: July 11, 2023

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

**MOTION #4** Motion to make the previously temporary Compensation Review Committee, comprised of the Fire Chief, the Secretary-Treasurer, and one additional Board member elected by the Board when Board officers are elected, a permanent committee. The jurisdiction of the subcommittee would be to, at lease annually evaluate the District’s financial position, and collect and evaluate salaries and benefits of comparable organizations and recommend salary benefit adjustments for all staff to the full Board to inform the budget and collective bargaining process. The committee would report to the Board in a manner appropriate under Oregon law that would include both open and Executive Session.

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

RESULTS

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

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

Date: July 11, 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 #5:** Motion to move the Board of Directors Meeting start time to 3:00 pm.

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

RESULTS

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