**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**November 14, 2023**

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| **Attendance:** | | |
| **Board Members:**  Richard Krolak – President  Robert Batty – Vice President  Janel Gifford – Sec./Treas.  Kathy Lebeuf – Director  Paul Erskine – Director | **Staff:**  Bryan Daniels – Chief  Thomas Jackson– Div. Chief  Lynn Johnson – Admin Asst  **Guests in Person:** | **Guests via GoTo Meeting:**  Patrick Ganz, Captain/EMT  Nick Robinson, Captain/EMT  Andrew Larson, Engineer/EMT  Curt Wilson, Engineer/Paramedic  Alex Nelson, Firefighter/Paramedic  Derek Mote, Engineer/Paramedic  Chris Miller, Firefighter/EMT  Ren Johnson, Firefighter/EMT  Logan Richards, Firefighter/EMT  Newport News Times  Scott Buck |
|  |  |  |

Board President Rich Krolak called the Regular Board Meeting to order at 3:07 pm. The pledge of allegiance was performed earlier at the joint meeting of the Board of Directors and Local Contract Review Board. Roll call was taken again to confirm that a quorum was present.

At 3:08pm President Krolak advised we are going to adjourn 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.

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 4:10 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 regular session resumed at 4:16 pm.

**Approval of Meeting Minutes**

**Item 1 – October 10, 2023, Regular Board Meeting Minutes; Levy Committee Minutes; & October 23, 2023, Special Board Meeting Minutes.**

Minutes of the October 10, 2023, Regular Board Meeting, Levy Committee Meeting, and October 23, 2023, Special Meeting were presented for approval. Paul Erskine made a motion to approve the Regular Board Meeting and Levy Committee minutes as corrected; and to approve the October 23, 2023, Special Board Meeting minutes as presented. Kathy Lebeuf seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

1. Janel Gifford asked about the status of Engine 21, and Chief Jackson replied right now that engine is sitting at Benton County Shops, and we are waiting for Hughes to schedule a meeting with us. There are two companies that do refurbishment of their apparatus because Pierce no longer does refurbishment.

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

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

Secretary-Treasurer Janel Gifford said you may have noticed that at the end of month we are showing

$233289.81 net cash, and this time of year we are usually in the negative because we have not

collected any taxes. The $398397.20 balance in the Seismic LGIP account is much more than we usually

have in this account, making the net change in cash positive for the month. On November

3rd, Kathie did a transfer for Tom for $146,000 from the Seismic LGIP.

After going over the financials Janel made a motion to approve accounts payable for October 2023; and

to approve payroll activities for October 2023 as shown in the following reports:

* + 1. Disbursements as of the end of October 2023
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of October 2023
    3. Treasurer's Report of Cash Balances as of the end of October 2023
    4. General Fund Budget vs Actual Report YTD as of the end of October 2023
    5. Reserve Fund Budget vs Actual Report YTD as of the end of October 2023
    6. Seismic Fund Budget vs Actual Report YTD as of the end of October 2023
    7. Payroll Summary for October 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. A short discussion

regarding the Seismic money occurred. Paul Erskine 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 – Vacancy and Hiring Update & Relief Captains Position:** Chief Jackson reported that we

were originally scheduled to have the assessment station testing tomorrow however a couple

of people dropped out and with the lack of equipment available we have decided to postpone

until further notice, or until we can get some equipment back.

**Item 2 – Water Tender Discussion:** President Krolak stated he thought he had asked for a side

by side comparison with the current vehicle and how a new vehicle would differ. He asked is

that possible to do for further clarification for the Board to clearly understand the differences

and what would change with a new vehicle. Chief Jackson replied, some of safety upgrades that

a new vehicle would offer are passenger and driver safety restraint systems, airbags inside the

cab, anti-rollover system, emissions, a hydraulic arm to lower the porta tank, correct lettering

and decals and chevrons. The Tender is going on 27 years old and NFPA 1901 does recommend

after a rig turns 25 years to replace as it begins to deteriorate over time. Paul asked, dimension

wise we are looking at something the same size, and Chief Jackson replied yes.

**Item 3 – Levy Committee Update:**  Janel said the summary is we had different perspectives on

how we should approach the levy. There was the perspective of keeping it the same dollar

amount, and only going for three years. There was the perspective of asking for what we think

we actually need and to explain to the public why and what we need it for, and do it for five

years. So, we agreed that we would have closure on the amounts to be no later than the

December meeting and agreement on why we need the amount we need, and to use and

prepare materials to use at public meetings. She continued by advising that she and Richard are

going to get together and come up with a set of high, medium, and low dollar amounts for the

December meeting.

**Item 4 – Presentation on Current and Future use of Otter Rock & Gleneden Stations:** President

Krolak noted that he asked for this to be put on the agenda and explained that last month we

had the Water District come in and initiate a conversation about having some portion of this

facility, but they have moved on and decided to pursue other avenues. He stated he thought

that was worthwhile, and it’s really not business as usual, like it or not. He continued by saying

that we have two facilities, and it is unclear to him what their uses are, and they are cost

centers in our budget; between the two of them they cost somewhere in the neighborhood of

about $20,000 a year. So, he wanted to ask what is the anticipation, where do we go from here.

Director Erskine said I know for this station; it’s used by North Lincoln when they come down

and cover for us, and Newport uses the Otter Rock station. Paul continued noting that this

station is the one that the firefighters can drill at, this is the only place they can drill at in the

District. Richard replied, well they use the parking lot, and it is the building that generates the

Costs. Richard asked if it is appropriate for the Board to ask and answer these questions? He

continued, if I am the only one that sees this as an issue then let’s move on.

Chief Daniels handed out a document that he prepared outlining the importance of, and the

Necessity of all three facilities, and how important they are to the communities we serve.

After briefly reviewing the document, Richard said everyone is going to need some time to

digest and read this, so we will carry this over to next month. Kathy Lebeuf said she would like

to see the same type of document for Otter Rock. Chief Daniels replied there are some items

on the Otter Rock station in this document, but we could put something more in depth together

for Otter Rock.

**New Business**

**Item 1 –** Approval of Resolution 2023-05 – Resolution amending Depoe Bay Rural Fire Protection District’s Board Policy Manual, section 3.4, Budget Administration.

Janel reported that she worked with Carrie Connely at Local Government Law Group for the resolution amending section 3.4 of the District’s Board Policy Manual, Budget Administration. She reviewed the changes with those present. Richard asked if the changes in the upper limits are basically based on the Boards previous conversations. Janel replied, yes. Richard asked for a motion, and Janel moved that the Board adopt Resolution 2023-05. Kathy Lebeuf seconded the motion. No further discussion. The motion passed. **(See Motion #3)**

**Public Comments and/or Questions**

Union President Patrick Ganz and union members addressed the Board.

**Agenda Suggestions**

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

Meeting adjourned at 5:28 pm.

**Roll Call**

Date: November 14, 2023

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

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

Date: November 14, 2023

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

**MOTION #1**: To approve the October 10, 2023, Levy Committee Minutes and Regular Board Meeting minutes as corrected; and the October 23, 2023, Special Board Meeting Minutes as presented.

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

RESULTS

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

Date: November 14, 2023

**Motion #2 and Voting Record**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 #2:** To approve accounts payable for October 2023 and to approve payroll activities

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

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

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

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

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

Summary for October 2023 and Fiscal Year to Date. This motion will also include any potential

conflict or conflicts of interest relating to the above-mentioned reports, 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: November 14, 2023

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

**MOTION #3**: For the Board to adopt Resolution 2023-05, amending Depoe Bay Rural Fire Protection District’s Board Policy Manual, Section 3.4, Budget Administration.

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

RESULTS

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