**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**January 9, 2024**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Robert Batty – Vice President  Janel Gifford – Sec./Treas.  Kathy Lebeuf – Director  Paul Erskine – Director | **Staff:**  Thomas Jackson– Div. Chief  Lynn Johnson – Admin Asst  **Guests in Person:** | **Guests via GoTo Meeting:**  Patrick Ganz, Captain/EMT  Engine 21 Crew |
|  |  |  |

Board Vice President Bob Batty called the Regular Board Meeting to order at 3:54 pm, and all present recited the pledge of allegiance. Roll call was taken at the preceding Levy Workshop to establish that a quorum was present.

At 3:55 pm Vice President Batty 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.

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 4:22 pm, at which time Vice President Batty informed those present

the board was returning to Regular Session from Executive Session at 4:23 pm.

**Approval of Meeting Minutes**

**Item 1 – December 12, 2023, Regular Board Meeting Minutes**

Minutes of the December 12, 2023, Regular Board Meeting were presented for approval. Paul Erskine made a motion to approve the Regular Board Meeting minutes as corrected. Janel Gifford 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: December 2023**

After going over the financials Janel made a motion to approve accounts payable for December 2023,

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

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

#24632 that was paid via EFT. 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 – FY22/23 Financial Audit:** Vice President Batty noted that personnel services cost

amounts to about 79.2% due to losing firefighters. Secretary-Treasurer Gifford advised that she

has an email in to auditor Signe Grimstad regarding where it says final budget and under

personnel services it is showing $100,000 more than the original budget, and also in materials

& services. She noted there was a resolution 2022-02 that in FY21/22 that we added

$100,000 to each of those categories, but I am not aware of an extra $100,000 in each

category for FY22/23. Janel stated even though it has been submitted to the Department of

Revenue she does not believe the Board should approve it until Signe can answer that and tell

us what she thinks. A brief discussion occurred before it was agreed that approval would be

held off until the Special Board Meeting on January 25th to allow time for Signe to respond.

**Item 2 – Vacancies & Hiring Update:** Chief Jackson advised there are no changes other than

what you heard today; that we received a letter from Firefighter Chris Miller submitting his

resignation effective January 24th, so we will have a vacancy we need to fill immediately. He

advised when Chief Daniels and I have a chance to talk we will discuss our game plan and

start preparing for hiring.

**Item 3 – Water Tender Update:** Chief Jackson stated there were no changes; and added the last

couple of times that a Water Tender was made available for purchase they were picked up by

another agency very quickly. He added, talking to the salesperson on how to avoid this problem

in the future, we went ahead and had him prepare all the spec. paperwork that needs to be

completed in order for us to get a Water Tender right away. Janel noted that last time we

talked there were two available and asked if they got snapped up? Chief Jackson advised they

did, and then added but we could potentially have one available for delivery in May or June of

this year and ensured the Board that he would keep them posted.

**Item 4 – E21 Refurbishment Update:** Chief Jackson advised that E21 is currently at Benton

County Shops: adding we are waiting for bids from two other firms that refurb apparatus. He

added we did receive one from Fire Trucks Unlimited and they provided an estimate. Tomorrow

he has a meeting with Hughes Apparatus and Benton County Shops to meet with the person

that is responsible for performing estimates on refurb projects, so he is hoping for more

information and a bid from SVI out of Colorado. He advised he hopes to have this wrapped up

by the end of the month, so we can make a firm decision.

**Item 5 – Levy Committee Update/Approval** – The Board agreed to move the Levy approval to a

Special Board Meeting tentatively scheduled for Tuesday January 16th at 3:00 pm (was held on

January 25.)

**New Business**

None.

**Public Comments and/or Questions**

None.

**Agenda Suggestions**

* The next regular Board Meeting will be held Tuesday, February 13, 2024

Meeting adjourned at 4:41 pm.

**Roll Call**

Date: January 9, 2024

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

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

Date: January 9, 2024

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

**MOTION #1**: To approve the December 12, 2023, Regular Board Meeting minutes as corrected.

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

RESULTS

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

Date: December 12, 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 December 2023 and to approve payroll activities

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

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

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

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

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

Summary for December 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. This

motion also includes and voided checks, one check #24632 that was paid via EFT.

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

RESULTS

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