**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Regular Board of Directors Meeting - Minutes**

**February 14, 2023**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Paul Erskine – President  Richard Krolak – Vice President  Janel Gifford – Secretary/Treas.  Robert Batty – Director  Kathy Lebeuf - Director | **Staff:**  Tom Jackson – Division Chief  Lynn Johnson – Admin. Asst.  **Guests in Person:** | **Guests via GoToMeeting:**  Patrick Ganz - Captain |
|  |  |  |

Board President Paul Erskine called the Regular Board meeting to order at 3:08pm and all

present recited the pledge of allegiance. Roll call was taken to establish that a quorum was

present. At 3:09 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) 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.

\*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 4:09 pm, at which time President Erskine informed those present

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

after which the Regular Board Meeting resumed at 4:16 pm.

**Approval of Minutes**

**Item 1 – January 10, 2023, Regular Board Meeting Minutes and January 26, 2023, Special Board Meeting Minutes**

Minutes of the January 10, 2023, Regular Board Meeting, and the January 26, 2023, Special

Board Meeting were presented for approval. Janel Gifford made a motion to approve the

January 10, 2023, Regular Board Meeting and the January 26,2023, Special Board Meeting

minutes as corrected: with Bob Batty seconding the motion. No further discussion.

The motion passed. **(See Motion #1)**

**Fire Chiefs Report**

1. **Grant Updates:**

**OSFM -** Division Chief Jackson noted that OSFM is close to making decisions on which agencies will be getting

**AFG –** No updates on the AFG grant yet other than DBFD status is still pending.

1. **American Tower Payments:** Rich Krolak asked about the payments we are still getting from American Tower. Administrative Assistant Lynn Johnson explained that American Tower is still sending rent payments to us rather than directly to EIP Holdings and she is having to deposit and then refund the money to EIP Holdings. She advised that she is working with EIP Holdings to get this resolved.
2. **Status of Apparatus:** Vice President Krolak then asked about the status of our apparatus: Chief Jackson advised E21 is back in service and explained in detail the various repairs that were recently done by Benton County Shops and why, including continuing issues with the deck gun. He added that some of the repairs are covered by insurance. Director Batty asked about the status of our new engine. Chief Jackson advised us that we are still in que and have not had our pre-construction meeting yet. He is anticipating, based on information he has received that we may see it in October.

**Items Not on the Agenda**

None

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

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

activities for January 2023 as shown in the following reports:

* + 1. Disbursements as of the end of January 2023
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of January 2023
    3. Treasurer's Report of Cash Balances as of the end of January 2023
    4. General Fund Budget vs Actual Report YTD as of the end of January 2023
    5. Reserve Fund Budget vs Actual Report YTD as of the end of January 2023
    6. Seismic Fund Budget vs Actual Report YTD as of the end of January 2023
    7. Payroll Summary for January 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 one voided check # 24400. Bob Batty seconded the motion. The

motion passed. **(See Motion #2)**

**Correspondence**

**Item 1 – Updates as Presented in the Currents Record**

The Currents Record was available for review.

**Item 2 – Media Articles as Presented in DBFD Media Record**

DBFD articles and postings were available in the Media Binder.

**Old Business**

**Item 1 – Relief Fire Captain Position and Vacancies and Hiring –** Chief Jackson advised we are

still working on this and it is unknown if Chief Daniels was able to speak to Captain Ganz about

it yet, so it is still in a holding pattern until that discussion happens. He then discussed the

recruitment for lateral firefighters to fill vacancies and that is still in the planning stages and

within the next 90 days or less will be putting out a job posting with requirements, and are

hopeful that we will get some interest.

**Item 2 – Seismic Update –** Chief Jackson noted that we put in a request for reimbursement for

services rendered by ZCS, Obrien, and the geo-technical firm that did the soil study. We are

waiting for the state to submit those funds into the Seismic LGIP account and once received will

transfer the money to the seismic checking account for disbursement. Chief Jackson then

informed the board that ZCS and Obrien held an open house at Station 22 so subcontractors

could submit their proposals and our waiting to find out who was selected by Obrien. He

anticipates that mid-March we will start seeing construction equipment in the area. Discussion

occurred around gross maximum price, value engineering, and the possibility

**Item 3 – FY 21/22 Audit Update –** Admin. Assistant Lynn Johnson stated that the audit turned

out good and went well. She noted that she had received a draft copy of the audit report and

had spoken to Signe via phone and Signe had indicated they typically do not do board

presentations in person any longer. Rich brought up that he has met with Signe in the past as

secretary-treasurer and believes that a meeting should be set up between Janel and Signe. Lynn

brought up that since he was secretary-treasurer during that time she might want to meet with

them both. The Board requested to receive the final hard copy of the audit.

**Item 4 – USDA Loan Payment Update (FY23/24) -**  A memo from Bryan to the Board and

Budget Committee Members was included in the Board Packet. Janel noted that she had

emailed with Bryan regarding the two to three different numbers that were floating around as

far as the payment amount. Janel advised that Bryan had said he will try to pin down a

more definitive number from Holly Halligan with USDA.

**New Business**

**Item 1 – FY 23/24 Budget Calendar –** Lynn had noted that Janel brought up via email that

we elect the Chief Officer in February instead of March, Director Batty agreed and then moved

to appoint Fire Chief Bryan Daniels as Budget Officer for 2023/2024 Budget. **(See Motion**

**#3)**

Discussion occurred around the date and day of week for the first budget meeting, either

Monday May 8 or Tuesday May 9. It was decided that the calendar would not be approved until

that was agreed upon.

**Item 2 – May 2023 Special Election –** Lynn noted that she had provided the necessary

information to the Lincoln County Clerk’s office and provided the candidate filing form to Rich

Krolak and Kathy Lebeuf.

**Public Comments and/or Questions**

None

**Agenda Suggestions - Open**

* Special Board Meeting 2/28/2023 @ 3:00 pm
* Regular Board of Directors Meeting 3/14/2023 @3:00 pm
* Staff Anniversary/Evaluation Dates

Meeting adjourned at 5:15 pm.

**Roll Call**

Date February 14, 2023

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

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

Date: February 14, 2023

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

**MOTION #1**: To approve the January 10, 2023, Regular Board Meeting Minutes and January 26,

2023, Special 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 # 2** **and Voting Record:**

Date: February 14, 2023

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

**MOTION #2:** To approve accounts payable for January 2023 and to approve payroll activities

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

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

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

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

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

Summary for January 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 #24400.

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

RESULTS

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

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

Date: February 14, 2023

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

**MOTION #3:** To appoint Chief Bryan Daniels as the Budget Officer for FY 2023-2024.

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

RESULTS

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