**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**July 9, 2024**

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

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):

* + **(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 4:05 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session.

**Approval of Minutes**

**Item 1 – June 11, 2024, Budget Hearing & Regular Board Meeting Minutes:**

Minutes of the June 11, 2024, Budget Hearing & Regular Board Meeting minutes were presented for approval. Janel Gifford made a motion to approve the minutes as corrected; Rick McGraw seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

(Open to Public, Board, and Staff Participation) - None

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

**Item 1 – Accounts Payable and Payroll Activity: June 2024**

After reviewing the financials Janel Gifford made a motion to approve accounts payable for June 2024;

and to approve payroll activities for June 2024 as shown in the following reports:

* + 1. Disbursements as of the end of June 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of June 2024
    3. Treasurer's Report of Cash Balances as of the end of June 2024
    4. General Fund Budget vs Actual Report YTD as of the end of June 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of June 2024, as will be corrected
    6. Seismic Fund Budget vs Actual Report YTD as of the end of June 2024
    7. Payroll Summary for June 2024 and Fiscal Year to Date

This motion will also include any potential conflict or conflicts of interest relating to these reports of

which there are none. There were no voided checks. Bob Batty 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 & Hiring Update –** Chief Jackson advised he is happy to report we can take this off of the list, all vacancies have been filled. He noted he can’t wait to introduce the Board to the new firefighters. He thanked Captain Ganz for putting together the fire academy for the new recruits, which provided them with a good start on expectations. He then introduced Casey Cannon one of the newly hired firefighter’s in attendance. Chief Jackson informed the group of the recently planned Badge Pinning Ceremony that will be held on August 3 at 1 pm for all of the newly hired firefighters and firefighter Ren Johnson, as well as for the promotion of Logan Richards from Firefighter to Engineer, and for our new Deputy Chief Clint Greeley.

**Item 2 – Immonen Road –** Chief Jackson stated there has not been much movement on Immonen Rd. due to other commitments, but we did take a drive on Immonen. We determined the seven-mile mark from this station is just before S River Loop Road, in the event we decide to annex. He continued by noting this is disappointing because a lot of the residents we would hope to incorporate are actually on S River Loop Road, and maybe we can have an informative meeting to educate them on the reasons why it would be advantageous for them to come into the district.

**Item 3 – Water Tender Update –** Chief Jackson noted there has been no movement, but with Chief Greeley being on board he anticipates things will start moving a little more quickly, and hopefully anticipate seeing the apparatus in service by the end of month or first part of August. This applies to the new E21 as well.

**Item 4 – E21 Update –** Chief Jackson stated he just received an email from Hughes regarding current E21, noting that the crew had found a leak in the pump housing of the engine and sent a video to Hughes, and they would like to come out tomorrow to fix it.

**Item 6 – ZCS Otter Rock –** Chief Jackson said there is still no movement. We are still in the process of ZCS putting together a Seismic Retrofit Plan, and then they will be working on an application for us. We will have some information that we need to add to that application before it gets submitted to the state, and that will most likely not occur until later on in the fall of this year possibly November. It was determined we would remove this from Old Business until that time nears.

**New Business**

**Item 1 –** Collective Bargaining Agreement – Chief Jackson reported that we received a formal request for a demand to bargain for the new contract as this collective bargaining agreement expires December 31, 2024. He noted we plan on having labor negotiations after the Captains meeting scheduled for July 23rd of this month; so there will be more to follow on when we can anticipate the date of when we want to open up negotiations.



**Public Comments and/or Questions**

Chief Jackson said he wanted to pass on some information saying obviously it has been hot as of late in the valley. He reported that he and Deputy Chief Greeley went to Salem and met with WVCC our Dispatch Center, the company that replaces our radios and emergency lighting equipment on apparatus, our radio shop, as well as our uniform shops, and while we were there it was 106 degrees. He continued by noting that 75 degrees consistently on this end of Oregon is still pretty substantial for us and advised that he spoke with the State Fire Marshal’s Office today about the state of the State when it comes to Wildland Fire, and they reported this weather is going to continue to persist in the coming days possibly into next week. He said they also have some prediction for dry lightning coming up this week, he advised it was said if we have any potential for a large wildfire it’s most likely going to occur this week. This would be the type of fire that would last into the fall and winter months, so let’s keep our fingers crossed, and hopefully we won’t see any new events. He continued by noting that luckily for now there are no teams active so the fires that are currently in place are either on federal land or state land and are not threatening any structures at this time. He noted that changes on the hour or the day so we can expect notification possibly anytime this week. We do have personnel that are wanting to deploy so that is encouraging, however it does make it somewhat challenging with only having two Engineer’s, so that is why it is important for us to get Engineer’s trained up and ready to go and in acting in capacity right away. A short discussion continued on the matter.

**Agenda Suggestions - Open**

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

Meeting adjourned at 4:44 pm.

**Roll Call**



**Regular Board Meeting**

Date: July 9, 2024

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

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

Date: July 9, 2024

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

**MOTION #1**: To approve the June 11, 2024, Regular Board Meeting Minutes as corrected.

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

RESULTS

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

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

Date July 9, 2024

|  |  |  |  |
| --- | --- | --- | --- |
| 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 #2:** To approve accounts payable for June 2024 and to approve payroll activities

for June 2024 as shown in the following reports: Disbursements as of the end of June

2024; Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of June 2024.

Treasurer's Report of Cash Balances as of the end of June 2024; General Fund Budget vs Actual

Report YTD as of the end of June 2024; Reserve Fund Budget vs Actual Report YTD as of the end of

June 2024, as will be corrected; Seismic Fund Budget vs Actual Report YTD as of the end of June 2024;

Payroll Summary for June 2024 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 |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf |  |  |  | Excused |
| Rick McGraw | X |  |  |  |

RESULTS

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