**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**February 14, 2024**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  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:**  Nick Robinson – Captain/EMT  Kyle Bridges – Firefighter/EMT  Derek Mote – Engineer/Paramedic |
|  |  |  |

Secretary-Treasurer Janel Gifford called the Regular Board Meeting to order at 3:02 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:03 pm Secretary-Treasurer Gifford advised those present 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)(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.

\*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 3:49 pm, at which time Secretary-Treasurer Gifford informed

those present the board was returning to Regular Session at 3:50.

**Approval of Meeting Minutes**

**Item 1 – January 9, 2023, Regular Board Meeting Minutes**

Minutes of the January 9, 2024, Serial Levy Workshop and Regular Board Meeting, and the January 25th Special Board Meeting were presented for approval. Paul Erskine made a motion to approve the January 9, 2024, Serial Levy Workshop minutes as written, and to approve the January 9th Regular Board Meeting and the January 25th Special Board Meeting minutes as corrected. Director Lebeuf seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

Secretary Treasurer Janel Gifford noted that she had four items that are not on the agenda, and asked if anyone else had anything before she began with item number 1.

* + 1. Board Vacancy – Janel requested the other Board members reach out to anyone that might like to be on the Board; adding that she is going to wait until the vacancy is posted on the website before doing so.
    2. FY 22/23 Audit – Janel advised those present that she had passed out two pages; one says draft and one says final from the audit report that we had originally received. She noted the one that says draft shows $100,000 more in the final budget for personnel services and for materials and services. When she questioned it, it was found that was done for the previous year’s audit FY 21/22 and that it is not supposed to be there and the final shows the $100,000 in each category, so the final budget is the same as the original. She received a .pdf of that from the auditor and asked that someone make a motion to approve the FY 22/23 audit and noted that after we approve it the auditor will send revised reports. Paul questioned if we could just insert the corrected page in the report, and Janel agreed, and she will tell the auditor that we do not need the revised reports, that instead we will just insert the corrected page into the audit reports that were provided, and with that asked for a motion. Director Lebeuf made a motion to approve the audit with the corrections of $100,000, and Director Erskine seconded the motion. The motion passed. **(See motion #2)**
    3. Chief Daniels Resignation Letter – Janel Gifford reported that she consulted with Mark Wolfe about the Board writing a letter to accept his resignation. She added that Mr. Wolfe provided some guidance, and she prepared a letter, and would like a motion that would allow her to issue the letter accepting his resignation as of April 15th, 2024, at 11:59 pm; including the items in the agreement in section 5.4 that he is supposed to do as part of the termination. Director Lebeuf made a motion to issue the acceptance letter to Chief Daniels. Paul Erskine seconded the motion. The motion passed. **(See motion #3)**
    4. Cancel Contract with USO Services – Secretary-Treasurer Gifford then asked for a motion to cancel the services that USO was going to provide. Director Erskine made a motion to cancel the USO contract. Director Lebeuf seconded the motion. **(See motion #4)**

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

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

After going over the financials Janel made a motion to approve accounts payable for January 2024,

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

* + 1. Disbursements as of the end of January 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of January 2024
    3. Treasurer's Report of Cash Balances as of the end of January 2024
    4. General Fund Budget vs Actual Report YTD as of the end of January 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of January 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of January 2024
    7. Payroll Summary for January 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 no voided checks.

Paul Erskine seconded the motion. The motion passed. **(See Motion #5)**

**Correspondence**

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

DBFD articles and postings were available in the Media Binder.

**Old Business**

**Item 2 – Vacancies & Hiring Update:** Chief Jackson said, as everyone is aware we just had

an Engineer resign and that leaves a current opening. We recently made an immediate hiring of

a Firefighter by the name of Kyle Bridges and he is in the audience today. He is not unfamiliar

to us at Depoe Bay Fire, he is a good addition to our District, and we welcome him. We have a

job bulletin that is currently out right now and we have received a fair amount of interest.

**Item 3 – Water Tender Update:** Chief Jackson informed those present that we just signed a

purchase agreement with Hughes Fire Equipment for a Water Tender that is being built in

Florida. Once he receives the specs on the apparatus he will send information to the Board and

Staff.

**Item 4 – E21 Refurbishment Update:** Chief Jackson noted that we are waiting for Hughes Fire

Equipment and Fire Trucks Unlimited to talk to one another. Adding, that they are kind of in a

relationship right now where they are either going to merge or they are just going to work

with one another. He anticipates a follow up phone call from both in the next week or so.

Janel Gifford asked about the status of the new engine, and Chief Jackson replied he received

the last weekly update last week or the week before and shared it with Captain Ganz. It is

anticipated that it will be ready for final inspection at the end of this week or first part of the

next week. He is expecting an update from Hughes by the end of the week. Once the final

inspection takes place then preparation will be made for it to be delivered to the Springfield

facility at Hughes to equip the Engine with radios and Firecom equipment installed, as well as

other mounting equipment, so it is possible it could be in service after a month or so when the

work is completed.

Chief Jackson also informed those present that we expect to see delivery sometime between

June and October of this year of the Type 6 Wildland Apparatus awarded to us by the OSFM

grant. Equipment for the apparatus is available to pick up at the State Fire Marshal’s Office,

which we will need to pick up the equipment in Salem.

**Item 5 – Levy – Local Option SEL 803 Form –** Secretary-Treasurer Gifford informed those

present that she decided to check with the County Clerk’s Office to see if it was acceptable to

send the 803 form, which is the form that has everything on it not just the ballot title. They

responded no, that they would only need to send the SEL 805 before the March 1 deadline.

They then publish a Notice of Receipt of Ballot Title. Then there is a seven-day challenge period

and then we can file the 803 and explanatory statement. The deadline for the SEL 803 is March

21st. Janel said they also suggested that we email them a draft word document of the

entire thing, and they will let us know if everything is okay.

Janel then noted that she and Richard were on the Levy Committee prior to his resignation, and

asked Directors Erskine and Lebeuf if either of them would replace Richard on the Committee?

Director Lebeuf said she would do it. A brief conversation continued on the subject, and

Janel went over the changes that were made on the draft 803 document with those present. At

the end of the conversation Director Lebeuf made a motion to accept the “corrected” Levy 803

document. Director Erskine seconded the motion. **(See Motion #6)**

**New Business**

**Item 1 – Staff Vacancies –** Chief Jackson replied, it is the same.

**Item 2 – Fire Chief – Job Description, Internal Process –** Director Lebeuf said that she had sent out a draft of the Fire Chief job description, and that she had just handed out an updated one. She went over the changes that were made on the updated document from the draft that was sent out to those present. She then called for a motion to accept the job description. Director Erskine made a motion to approve the Fire Chief Job Description. Director Gifford seconded the motion. The motion passed. **(See motion #7)**

**Public Comments and/or Questions**

None.

**Agenda Suggestions**

* The next regular Board Meeting will be held Tuesday, March 12, 2024

Meeting adjourned at 4:42 pm.

**Roll Call**

Date: February 14, 2024

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

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

Date: February 14, 2024

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

**MOTION #1**: To approve the January 9, 2024, Serial Levy Workshop Minutes as written; and

the January 9, 2024, Regular Board Meeting minutes and the January 25th, 2024, Special Board

Meeting minutes as corrected.

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

RESULTS

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

**Motion #2 and Voting Record**

Date: February 14, 2024

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

**MOTION #2:** To approve the audit with the corrections of $100,000.

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

RESULTS

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

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

Date: February 14, 2024

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

**MOTION #3**: To issue an acceptance letter to Chief Daniels accepting his resignation as of

April 15, 2024, at 11:59 pm.

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

RESULTS

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

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

Date: February 14, 2024

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

**MOTION #4**: To cancel the USO contract.

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

RESULTS

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

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

Date: February 14, 2024

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

**MOTION #5**: To approve accounts payable for January 2024 and to approve payroll activities

for January 2024 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 January 2024.

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

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

January 2024; Seismic Fund Budget vs Actual Report YTD as of the end of January 2024; Payroll

Summary for January 2024 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 |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty |  |  |  | Excused |
| Kathy Lebeuf | X |  |  |  |

RESULTS

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

**Motion #6** and **Voting Record:**

Date: February 14, 2024

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

**MOTION #6**: To accept the Levy SEL 803 document as corrected.

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

RESULTS

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

**Motion #7** and **Voting Record:**

Date: February 14, 2024

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

**MOTION #7**: To approve the Fire Chief Job Description.

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

RESULTS

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