**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Board of Directors Regular Board Meeting - Minutes**

**May 9, 2023**

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

Board President Paul Erskine called the Regular Board Meeting to order at 12:54 pm after the

conclusion of the Budget Meeting and a break. Roll call was taken to establish that a quorum

was present. At 12:54pm 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:*

* 1. ***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.***
  2. 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 2:21 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session.

**Approval of Minutes**

**Item 1 – April 11, 2023, Regular Board Meeting Minutes and April 18, 2023, Budget Workshop**

Minutes of the April 11, 2023, Regular Board Meeting, and the April 18, 2023, Budget Workshop

were presented for approval. Janel Gifford made a motion to approve the April 11, 2023, Regular Board Meeting minutes and the April 18, 2023, Budget Workshop minutes as corrected: with Kathy Lebeuf seconding the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not On The Agenda**

**Item 1 – Motion to have Chief Daniels and Division Chief Jackson research Water Tender cost,**

**availability and time frame.**

Rich Krolak moved that the Board direct Chief Daniels to begin the process of identifying

vendors, cost, and availability of a Water Tender replacement and if the board makes the

commitment to purchase a Water Tender commits to make an annual transfer from the

General Fund to the LGIP Capital Reserve account to replenish the account as appropriate.

A brief discussion regarding replacement amount and use of funds in the Reserve account

ensued. Director Lebeuf seconded the motion. The motion passed. **(See Motion #2)**

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

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

activities for April 2023 as shown in the following reports:

* + 1. Disbursements as of the end of April 2023
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of April 2023
    3. Treasurer's Report of Cash Balances as of the end of April 2023
    4. General Fund Budget vs Actual Report YTD as of the end of April 2023
    5. Reserve Fund Budget vs Actual Report YTD as of the end of April 2023
    6. Seismic Fund Budget vs Actual Report YTD as of the end of April 2023
    7. Payroll Summary for April 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 no voided checks. Kathy Lebeuf seconded the motion. The

motion passed. **(See Motion #3)**

**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 – Seismic Update –** Chief Jackson advised that progress is being made at Station 22,

noting that they have cut into the concrete slabs where some of the footings are located.

They have ordered roofing materials; decisions have not been made on carpeting and paint for

the interior yet. He has asked the contractor to include us on the Weekly reports they send out

internally. We have a bid out for the security fence. Director Krolak asked if they have found

anything that they did not anticipate. Chief Jackson replied they found dry rot that exists

within some stem walls and fascia, and they discovered that the sky light in the apparatus bay

was not installed properly and that is why we had leakage and also created dry rot.

**Item 2 - Vacancies and Hiring –** Chief Daniels advised that he and Chief Jackson settled on the

job description and hope to have a civil service update next week. He added lateral engineers

are what we settled on and are discussing some entry requirements, but we would like to hire

applicants with company officer experience.

**New Business**

**Item 1 – Fire Chief’s Evaluation –** President Erskine advised the board members that evaluation

packets have been handed out and noted the instructions are on the front. He advised he

would like them back by June 1st to Administrative Assistant Lynn Johnson.

**Item 2 – Fire Chiefs Contract –** President Erskine asked if we were still working off the same

contract. Janel stated that is what the amendment is for, and advised we should have two

motions: the first motion is to have the board approve the amendment to the Fire Chief’s

employment contract and authorize the President to sign. The second motion is to have a

committee made of Kathy, Bryan and one other person to develop how to address salary

increases and administration compensation. Rich Krolak stated he believes the committee

should consist of Kathy, Bryan, and Janel; and seconded both motions. Bryan declined to sign

the Amendment pending the resolution of Admin’s compensation.

**Agenda Suggestions**

* Umpqua Bank Permissions & Resolution - Secretary-Treasurer Janel Gifford
* Regular Board Meeting and Budget Hearing 6/13/2023 @2 pm

No public comments or suggestions.

The meeting adjourned at 2:51 pm.

**Roll Call**

Date: May 9, 2023

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

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

Date: May 9, 2023

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

**MOTION #1**: To approve the April 11, 2023, Regular Board Meeting Minutes and the

April 18, 2023, Budget Workshop 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: May 9, 2023

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

**MOTION #2**: To direct Chief Daniels to begin the process of identifying vendors, cost, and

availability of a Water Tender replacement; and if the board makes the commitment to

purchase a Water Tender, commits to make an annual transfer from the General Fund to the

LGIP Capital Reserve account to replenish the account as appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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 May 9, 2023

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

**MOTION #3:** To approve accounts payable for April 2023 and to approve payroll activities

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

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

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

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

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

Summary for April 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 voided checks of which there are none.

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

RESULTS

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

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

Date: May 9, 2023

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

**MOTION #4:** To approve the amendment to the Fire Chief’s employment contract and

authorize the President to sign.

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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 |  |

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

Date: May 9, 2023

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

**MOTION #5:** To have a committee made up of Kathy, Bryan, and Janel to develop how to

address salary increases and administration compensation.

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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 |
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