**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**May 13, 2025**

|  |  |  |
| --- | --- | --- |
| **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:** | **Guests via GoTo Meeting:** |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 10:04 am, and all present recited the pledge of allegiance, Roll call was taken to establish that a quorum was present. President Erskine opened the regular Board Meeting first prior to the Budget Committee in order to reappoint Budget Committee Member Colleen Hartel; as well as appoint new Budget Committee Member Dick Chaplain again to the Budget Committee.

The Regular Board Meeting was then adjourned at 10:06 am, and the Budget Committee Meeting began at 10:07 am (see Budget Committee Minutes.) The Regular Board Meeting was resumed at @12:47 pm after adjournment of the Budget Committee Meeting, and lunch.

**Approval of Minutes**

**Item 1 – April 8, 2025, Regular Board Meeting Minutes:** Minutes of the April 8, 2025, Regular Board Meeting minutes and the April 14, 2025, Special Board Meeting minutes were presented for approval. Janel Gifford made a motion to approve the Regular Board Meeting minutes as corrected; and the Special Board Meeting minutes as presented. Bob Batty seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

President Erskine informed those present the Board would be going into 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) (i):

* + **(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.**
  + **(i)** **to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.**

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 1:59 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session at 2:00 pm.

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

**Item 1 – Accounts Payable and Payroll Activity: April 2025**

After reviewing the financials Secretary-Treasurer Janel Gifford made a motion to approve accounts payable for

April 2025; and approve payroll activities for April 2025 as shown in the following reports:

* + 1. Disbursements as of the end of April 2025
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of April 2025
    3. Treasurer's Report of Cash Balances as of the end of April 2025
    4. General Fund Budget vs Actual Report YTD as of the end of April 2025
    5. Reserve Fund Budget vs Actual Report YTD as of the end of April 2025
    6. Seismic Fund Budget vs Actual Report YTD as of the end of April 2025
    7. Payroll Summary for April 2025 and Fiscal Year to Date

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

check numbers which there are none. There were Eight voided checks dated 4/23/2025 due to printer set for

double sided printing. Kathy Lebeuf 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 – Collective Bargaining Discussion –** Chief Jackson advised they were set to continue negotiations for tomorrow however labor has elected to send a letter indicating that we are at impasse and they will be pursuing mediation, so we will have more follow-up on a later date.

**Item 2 – Immonen Road - Annex** – Chief Jackson advised no movement as if yet, and noted they had a call out to the attorney to discuss next steps.

**Item 3 – Station 22 IT/Server Updates –** Chief Jackson reported that this week on Friday IconiPro will be coming in to install low voltage wiring for our security cameras for the outside as well as wiring for our Wi-Fi hubs throughout the building and once that is completed we should be pretty close to finishing our IT updates.

**Item 4 – Apparatus Update –** Chief Jackson advised the old Engine 21 (10-22) is currently at the Benton County Shops being worked on. He noted that last month we talked about the amount of work that is going to be done, and we are looking at up to one hundred thousand dollars of work. We received an update that they are still performing the work, and they hope to have it completed by the end of the month in May. He said they are working on getting a couple of things for the new Water Tender so they can get it into service, and once that happens we will put the old Water Tender up for surplus, and noted they are hoping get around a hundred thousand dollars for it. He advised the new engine is still in service but there have been a couple of minor things that they need to address. And lastly he reported they will be doing in-service training on the new Wildland Type 6 from OSFM.

**Item 5 – State of Oregon SRG Seismic Upgrade FS-23 (Otter Rock) –** Chief Jackson reported they got the letter late last week advising that we were awarded a 2.4-million-dollar grant for the seismic upgrade of Fire Station 23 in Otter Rock. He said he was happy and pleased to see that information and advised they are having discussions now with ZCS on next steps. He advised they can’t begin any work until they have received the contract from the State of Oregon and then they will have to bring that contract to the Board to approve and once that is approved, signed, and sent back to the state then they can move forward. Chief Jackson noted that their concern is the soil and noted that we had ground studies done with this station and found that we were on solid ground. He is hoping that we are on solid ground at Otter Rock noting that if we don’t have to drill down and create pilings that just means there will be more money for the entire project, so we might be able to get a lot done. A brief discussion occurred amongst the group on the topic.

**Item 6 Civil Service – Letters of Interest -** Three letters of interest were received from our advertised postings. President Erskine said all of the individuals that submitted letters of interest all seem qualified. Vice President Batty asked how many do we need? Chief Jackson replied that we lost a position when Rick McGraw became a Board Member and civil service member Marti Smith may have an employment opportunity so may no longer wish to be a member. Kathy Lebeuf noted the individuals that submitted letters of interest could also be potential future Board Members. Chief Jackson said that they would have to conduct interviews and then present them to the Board and the Board will approve their appointment to the Civil Service Commission.

**New Business**

**Item 1 – Adoption of the Budget –** Vice President Batty said we want to adopt the budget but we have until June 30th so he would say at our next Board Meeting. Director Lebeuf noted she had a question and asked the other members to look at their budget books Equipment Repair and Maintenance, under 8150, you have sixty-five thousand on line item 8150.40 and line item 8151.00. Chief Jackson replied sixty-five thousand for radios, and sixty-five thousand is for vehicles and equipment. Kathy stated she just wanted to make sure that it wasn’t one hundred and thirty thousand just for radios.

**Agenda Suggestions - Open**

Janel Gifford noted in the future we do not need Adoption of the Budget on the Agenda until the June meeting. Special Board Meeting, Friday May 16th at 10:00 am, and we will be going into executive session.

**Public Comments and/or Questions**

Meeting adjourned at 5:06 pm.

**Roll Call**

**Regular Board Meeting**

Date: May 13, 2025

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

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

Date: May 13, 2025

|  |  |  |  |
| --- | --- | --- | --- |
| 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 #1**: To approve the April 8, 2025, Regular Board Meeting Minutes as corrected, and the April

14, 2025, Special Board Meeting Minutes as presented.

Voting Record for **April 8, 2025,** Regular Board Meeting Minutes:

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

Voting Record for **April 14, 2025,** Special Board Meeting Minutes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine |  |  | X | Not Present |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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

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

Date May 13, 2025

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

**MOTION #2**: To approve accounts payable for April 2025 and to approve payroll activities

for April 2025 as shown in the following reports: Disbursements as of the end of April

2025; Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of April 2025.

Treasurer's Report of Cash Balances as of the end of April 2025; General Fund Budget vs Actual

Report YTD as of the end of April 2025; Reserve Fund Budget vs Actual Report YTD as of the end of

April 2025, Seismic Fund Budget vs Actual Report YTD as of the end of April 2025; Payroll Summary

for April 2025 and Fiscal Year to Date. This motion will also include any potential conflict or conflicts of

interest relating to the above-mentioned reports, there were eight voided checks because the printer was set

on double-sided.

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

RESULTS

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

**MOTION #3**: To

Voting Record for **April 8, 2025,** Regular Board Meeting Minutes:

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

Voting Record for **April 14, 2025,** Special Board Meeting Minutes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine |  |  | X | Not Present |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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