**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**August 13, 2024**

**\*\*Corrected\*\***

|  |  |  |
| --- | --- | --- |
| **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/EMT | **Guests via GoTo Meeting:**  Nick Robinson, Captain/EMT |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 2:59 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:00 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.**
  + **(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 4:01 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session. A short break was taken prior to continuing regular session at 4:10 pm.

**Approval of Minutes**

**Item 1 – July 9, 2024, Regular Board Meeting Minutes:**

Minutes of the July 9, 2024, 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: July 2024**

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

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

* + 1. Disbursements as of the end of July 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of July 2024
    3. Treasurer's Report of Cash Balances as of the end of July 2024
    4. General Fund Budget vs Actual Report YTD as of the end of July 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of July 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of July 2024
    7. Payroll Summary for July 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 – Collective Bargaining Discussion –** Chief Jackson stated as he has said before the Union has submitted a formal request to begin collective bargaining for the new Contract. He reiterated they held a labor management meeting after the Captains meeting last month, which lasted about an hour. The plan is to meet again, and then maybe we start talking about a timeline of when the Union wants to begin those negotiations, which is where we at right now. President Erskine asked about the Board committee members, and Chief Jackson replied yes, we will continue as we did last year with two Board of Director appointees as part of the negotiating team on behalf of the District along with myself and Chief Greeley, and it is the Boards pleasure on who the Board elects to be a part of that. President Erskine then made a motion to appoint Director Kathy Lebeuf and Vice President Bob Batty to be the representatives for the Board. Janel Gifford seconded the motion. The motion passed. **(See Motion #3)**

**Item 2 – Immonen Road –** Chief Jackson noted there has been no movement.

**Item 3 – Water Tender Update –** Chief Jackson reported the water tender is here, and the crews have begun a punch list of some of the items that need to be addressed on it. He has just been informed that when it is full something in the drive train is making a weird noise when it is loaded but it doesn’t make that noise when it is empty, so that will be something Hughes will need to address when it goes to the shop, as well as a handful of other things that need to be addressed as well. He continued by noting as soon as the new engine is complete we will make plans for us to take the water tender to Hughes and pick up the new engine.

**Item 4 – Current E21 Update –** Chief Jackson said that he does not believe there is anything outstanding with current E21 right now, however Captain Ganz spoke up and advised that the CV joint is making some noise, and Chief Jackson noted that it will need to be addressed.

**Item 5 – New E21 Update –** Chief Jackson advised that he just got word from Hughes that they are close to completing the punch list that we had. He reported they had to replace some graphics on the engine to match everything else so Hughes ordered the graphics from Pierce, and Pierce sent them the wrong sized graphics so they are waiting for replacements before they can apply them, adding those should be in this week. Continuing he advised there are only a couple of minor items left before it is ready to come home, so he is anticipating possibly sometime next week. He informed the group that we plan on doing a push in ceremony for the new engine into the station, so stay tuned for more on that.

**New Business**

**Item 1 – Wildland Deployment –** Chief Jackson stated as you may be aware Depoe Bay was part of the first deployment from Lincoln County in the first part of July. Since then, the county has deployed seven additional times. He noted that the wildland fire season has been a little bit more than extraordinary this year, with an early start; and currently Lincoln County has a team out on the Days Creek Fire in Douglas County. The report back from the State Fire Marshals Office today is they are hopeful for a little lull in the action, however they expect a bit of an uptick next week. We can anticipate the possibility of east winds coming possibly sometime next month, and there is still some concern on how dry the vegetation is throughout the state.

**Item 2 – MOU w/Lincoln County Sherrif’s Office –** Chief Jackson noted that we have some open offices now at Station 21 and currently the City of Depoe Bay pays for a Deputy to patrol and make contacts in Depoe Bay. Continuing he advised the City and Sherriff’s Office are pleased with the relationship with the City of Depoe Bay, however the deputy has an office in City Hall that is basically the size of a closet. In light of that the Sheriff’s Office would like to occupy his old office at Station 21 so they have a window view, and he believes it would be good for the District and the City to have a law enforcement presence there. So, an MOU is in the middle of being developed, and there will be more to follow. Rick McGraw asked if that would be 24-7, and Chief Jackson replied, it could since the City is interested in having a second patrol officer to cover some of those off-set days or hours, but nothing has been decided yet. He added, once that document (MOU) is finalized and in our possession we will make sure the Board has an opportunity to review it, and we will go from there.

**Item 3 – Renewing MOU w/USCG –** Chief Jackson began by indicating that it may not necessarily be an MOU with the Coast Guard, although we’ve had agreements with Coast Guard in the past, but over the course of the last several years we just haven’t been actively engaging and nor have they. However, they have a new command staff in place, and we made a visit to introduce ourselves and they were pleased that we took the initiative to come out and say hi; and they are interested in reengaging and fostering the relationship with the local Fire District as well. We are looking forward to that as well and to the possibility of joint training. As most of you know we have talked about having a reserve firefighter program and they have maybe four or five individuals that might be interested in doing that if we do pursue that program. A week ago, on Sunday they invited us to ice cream, so we had the Engine go over for ice cream. He reiterated we are interested in reengaging and so are they, and we look forward to working with the Coast Guard.

**Item 4 – Renewing MOU w/BLM and U.S. Fish & Wildlife –** Chief Jackson notified the Board that the MOU has expired, and Dan Eddy from BLM should have already had the document to us, but due to wildland season it has just been too busy, so we will likely see that in the near future.

**Public Comments and/or Questions**

Chief Jackson said he would like to make mention to everyone that one of the things we plan on doing is taking professional photographs in their Class A uniforms if they are in possession of them, or Class B with a tie, and having those posted here at the station. We would also like to have the Board of Directors photos; he said he believes it would be important as we would also like to update our Website with current pictures. He noted that he does not have a timeframe yet, but we should anticipate it in the near future. President Erskine questioned, Class A’s? Chief Jackson replied not for the Board Members, but we will get the Board Members a common shirt to wear.

**Agenda Suggestions - Open**

* The next regular Board Meeting will be held Tuesday, September 10, 2024.

Meeting adjourned at 4:41 pm.

**Roll Call**

**Regular Board Meeting**

Date: August 13, 2024

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

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

Date: August 13, 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 July 9, 2024, Regular Board Meeting Minutes as corrected.

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

RESULTS

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

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

Date August 13, 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 July 2024 and to approve payroll activities

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

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

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

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

July 202, Seismic Fund Budget vs Actual Report YTD as of the end of July 2024;

Payroll Summary for July 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 | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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

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

Date: August 13, 2024

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

**MOTION #3**: to appoint Director Kathy Lebeuf and Vice President Bob Batty as Board representatives on the bargaining team for contract negotiations with the Union.

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

RESULTS

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