**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**February 11, 2025**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  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 3:00 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:02 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 5:39 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session. A short break was then taken prior to resuming the Regular Board meeting at 5:43 pm.

**Approval of Minutes**

**Item 1 – February 11, 2025, Regular Board Meeting Minutes:**

Minutes of the February 11, 2025, 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**

President Erskine asked for an update on

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

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

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

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

* + 1. Disbursements as of the end of January 2025
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of January 2025
    3. Treasurer's Report of Cash Balances as of the end of January 2025
    4. General Fund Budget vs Actual Report YTD as of the end of January 2025
    5. Reserve Fund Budget vs Actual Report YTD as of the end of January 2025
    6. Seismic Fund Budget vs Actual Report YTD as of the end of January 2025
    7. Payroll Summary for January 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 no voided checks. Rick McGraw 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 –**

**Item 3 – Status of FY23-24 Audit –**  Administrative Assistant Lynn Johnson noted

**New Business**

None.

**Agenda Suggestions - Open**

**Public Comments and/or Questions**

* The next regular Board Meeting will be held Tuesday, March 11, 2025 @3pm.

Meeting adjourned at 5:08 pm.

**Roll Call**

**Regular Board Meeting**

Date: February 11, 2025

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

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

Date: February 11, 2025

|  |  |  |  |
| --- | --- | --- | --- |
| 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 January 14, 2025, 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 February 11, 2025

|  |  |  |  |
| --- | --- | --- | --- |
| 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 #2:** To approve accounts payable for January 2025 and to approve payroll activities

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

2024; Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of January 2025.

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

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

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

for January 2025 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 there were no voided checks.

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

RESULTS

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