**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**December 10, 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:** | **Guests via GoTo Meeting:** |
|  |  |  |

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 3:01 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.**

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 4:33 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 4:41 pm.

**Approval of Minutes**

**Item 1 – November 12, 2024, Regular Board Meeting Minutes:**

Minutes of the November 12, 2024, Regular Board Meeting minutes were presented for approval. Bob Batty made a motion to approve the minutes as corrected; Janel Gifford seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

Update to auto-aid between Depoe Bay Fire and North Lincoln Fire & Rescue – Chief Jackson reported there has been an update to the auto-aid agreement between DBFD and NLFR. He explained to the Board that there were some inefficiencies in the auto-aid between Depoe Bay and North Lincoln Fire, due to being dispatched from different communication centers, which he explained in further detail to those present. Chief Jackson advised that North Lincoln and Depoe Bay worked together to streamline the process, so that Depoe Bay would be dispatched by North Lincoln Fire’s dispatch for auto-aid incidents. Likewise, North Lincoln Fire would be dispatched by WVCC if they are responding for auto-aid in DBFD’s district. He noted this saves response time to the fire. He advised they also included motor vehicle accidents, water rescues and wildland.

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

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

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

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

* + 1. Disbursements as of the end of November 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of November 2024
    3. Treasurer's Report of Cash Balances as of the end of November 2024
    4. General Fund Budget vs Actual Report YTD as of the end of November 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of November 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of November 2024
    7. Payroll Summary for November 2024 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. 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.

Chief Jackson also noted there are a couple of things he wanted to make the Board aware of and relayed that they attended the tree lighting ceremony in Depoe Bay last Friday and it was well attended and noted that they brought Santa to the event for the children. He also relayed a structure fire they responded to in Newport’s District, and a structure fire that they responded to early Monday morning in our district and relayed the details of the incident.

**Old Business**

**Item 1 – Collective Bargaining Discussion –** Chief Jackson noted the negotiations committee is set to continue negotiations with the Union tomorrow and advised they are making progress. He did note that negotiation meetings may be a little dicey due to the Holiday season.

**Item 2 – IT Server Upgrades & Repairs –** Chief Jackson reported that Station 22 has recently undergone IT Server upgrades and repairs. Chief Jackson said as you the network system is the catalyst for everything that we do here in the district and the one we had here at Station 22 was in poor repair. He advised they had that upgraded and fixed and eventually both networks (the one at Station 22 and Station 21) will be tied together, as well as possibly Station 2300 after the Seismic Project if approved is completed. He also discussed the communication in this area in the event a catastrophic event and possibility of obtaining a Starlink satellite system as well and advised the Board to stay tuned as he is waiting for some things to fall into place before getting exact quotes for that. He concluded the conversation by saying once we finally have the logins and software to allow us to manage our own network then we will begin the work on the audio and video in this conference room.

**Item 3 – Status of FY23-24 Audit –** Administrative Assistant Lynn Johnson advised the auditor had finally reached out and began asking for information and documents, and many of those documents have already been sent. She noted this was just the first request and based on previous audits there will be more requests as the process continues.

**New Business**

**Item 1 – Firefighter recruitment to establish a hiring list –** Chief Jackson said in order to allow us to be better prepared for any departures in the future we are working on establishing a hiring list.

**Item 2 – RMS Data Transfer nearing completion (Image Trend to ESO) –** Chief Jackson advised they were using Image Trend for their Fire & EMS report writing software; however, it wasn’t really working out and was not popular with the staff. He noted that Chief Greeley as well as other staff have used ESO in the past so together they got it to a point where they could transfer the data over and it is currently in use. He continued by noting that Image Trend was not user-friendly and when they would try to run statistical reports it just wasn’t working properly. They are hoping with the transition it will be a little easier to get the necessary reports.

**Item 3 – Toledo Fire & Police Dispatch Contracting with WVCC**

**Item 4 – Radio & Firecom installation complete for new Water Tender, Brush Unit, and UTV**

**Agenda Suggestions - Open**

None.

**Public Comments and/or Questions**

* The next regular Board Meeting will be held Tuesday, January 14, 2025 @3pm.

Meeting adjourned at 5:08 pm.

**Roll Call**

**Regular Board Meeting**

Date: December 10, 2024

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

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

Date: December 10, 2024

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

**MOTION #1**: To approve the November 12, 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 December 10, 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 November 2024 and to approve payroll activities

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

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

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

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

November 2024, Seismic Fund Budget vs Actual Report YTD as of the end of November 2024; Payroll Summary

for November 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 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 |