**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**January 14, 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:** |
|  |  |  |

Vice President Batty called the Regular Board Meeting to order at 3:09 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:10 pm Vice President Batty 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 4:37 pm, at which time Vice President Batty 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 4:46 pm.

**Approval of Minutes**

**Item 1 – December 10, 2024, Regular Board Meeting Minutes:**

Minutes of the December 10, 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**

None.

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

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

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

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

* + 1. Disbursements as of the end of December 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of December 2024
    3. Treasurer's Report of Cash Balances as of the end of December 2024
    4. General Fund Budget vs Actual Report YTD as of the end of December 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of December 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of December 2024
    7. Payroll Summary for December 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. 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 –** Vice President Batty advised that they had postponed meetings with the Union because Chief Jackson is gone, and noted that he talked with Union President Patrick Ganz, and they agreed they would wait until Chief Jackson has returned from his conflagration deployment before resuming meetings.

**Item 3 – Status of FY23-24 Audit –**  Administrative Assistant Lynn Johnson noted that after determining the audit would not be completed before the deadline that the District would file for an audit extension with the State. Kathie Gordon-Brooks with our accounting firm submitted the extension request with the Division of Audits, and the extension was granted by the State.

**New Business**

None.

**Agenda Suggestions - Open**

Janel Gifford reminded the Board members that Chief Jackson’s employment contract stipulates his performance evaluation will be conducted in March. She requested that the evaluation form be distributed at the next meeting. She thought they should also have a board-only executive session on possibly some amendments to his contract because she has seen some discrepancies that may need to be fixed. Vice President Batty noted this would be done at the next Board Meeting.

**Public Comments and/or Questions**

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

Meeting adjourned at 5:08 pm.

**Roll Call**

**Regular Board Meeting**

Date: January 14, 2025

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

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

Date: January 14, 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 December 10, 2024, Regular Board Meeting Minutes as corrected.

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

RESULTS

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

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

Date January 14, 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 December 2024 and to approve payroll activities

for December 2024 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 December 2024.

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

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

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

for December 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 | E |  |  | Excused |
| Robert Batty | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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