**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**May 14, 2024**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Paul Erskine – President  Janel Gifford – Sec./Treas.  Kathy Lebeuf – Director  Rick McGraw - Director | **Staff:**  Thomas Jackson– Div. Chief  Lynn Johnson – Admin Asst | **Guests in Person or via GoTo**  **Meeting:**  Patrick Ganz – Captain/EMT  Robert Batty – Vice President |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 11:26 am, the pledge of allegiance and roll call were done at the beginning of the Budget Meeting and it was determined at that time that a quorum was present.

**Approval of Meeting Minutes & Swearing in New Board Member**

**Item 1 – April 9, 2024, Regular Board Meeting Minutes & April 18,2024, Budget Workshop Meeting Minutes**

Minutes of the April 9, 2024, Regular Board Meeting, and the April 18, 2024, Budget Workshop Meeting were presented for approval. Janel Gifford made a motion to approve the April 9,2024 Regular Board Meeting Minutes and the April 18,2024, Budget Workshop Meeting minutes as corrected. Director Lebeuf seconded the motion. No further discussion. The motion passed. **(See Moton #1)**

**Items Not on the Agenda**

None.

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

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

After going over the financials Janel made a motion to approve accounts payable for April 2024,

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

* + 1. Disbursements as of the end of April 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of April 2024
    3. Treasurer's Report of Cash Balances as of the end of April 2024
    4. General Fund Budget vs Actual Report YTD as of the end of April 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of April 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of April 2024
    7. Payroll Summary for April 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 no voided checks.

Kathy Lebeuf seconded the motion. The motion passed. **(See Motion #2)**

**Correspondence**

**Item 1 – Media Articles as Presented in DBFD Media Record**

DBFD articles and postings were available in the Media Binder. Chief Jackson stated he wanted to report that last week we had two significant events; one was a house fire in Little Whale Cove; and the other was an 82-year-old female who decided to hike a trail at Marine Gardens area of Otter Rock, he explained the details of both incidents in further detail to those present. A short conversation ensued and included additional detail from the Captain and Firefighters that responded to the incident.

**Old Business**

**Item 1 – Immonen Road:** Chief Jackson noted there have been no new updates on Immonen

Road, but reiterated that North Lincoln Fire is aware that we did not approve of them wanting

to annex, so they backed out and they still have other areas that they are trying to annex,

however there have been some challenges in the County. For example, we require the

assistance of the County to make this happen and from what I am being told they have

been a little less than helpful, and that is a requirement from the State, however they do

not seem to be budging on that. He believes they have legal involvement to assist with that.

Chief Jackson noted that he has been in contact with Local Government Law Group and there

are a couple of avenues on how to approach this, so that is kind of where we are at right now.

**Item 2 – Vacancies and Hiring:** Chief Jackson noted the new start date is May 28th, since the

initial start date was on the 27th and he was reminded that day was a holiday. He advised we

have four people currently in backgrounds and he has received three of the four backgrounds

back, and they are scheduled for medical physicals which are scheduled for today and

tomorrow. Their uniforms have been ordered and Captain Ganz has been looking to see if we

have their sizes in turnouts and PPE equipment. Chief Jackson continued by noting they will

begin with maybe a two-week academy to get them up to speed with the District and they

they will be placed on shifts, and we will go from there.

**Item 3 – Water Tender Update:** Chief Jackson advised Pierce is transporting our Water Tender

From Florida as we speak, and it should arrive by noon Friday at Hughes Fire Equipment.

Hughes will then do a post-delivery inspection and they will address any issues and then once it

is ready they will bring it to us.

**Item 4 & 5 – E21 Update/ New Fire Engine Update:** Chief Jackson reported that old Engine 21 is

back in service, they replaced the pump and the pump primer. There might be some updates on

what we plan on doing with the old Engine 21, but once he has more information he will

present it to everyone after he receives input from the rest of the staff. Director Lebeuf asked, if

you put the new fire engine in service, are you going to keep all of the old fire trucks? Chief

Jackson responded that might be part of the plan, we might end up keeping the 98 for a little

while to get us by, because with a new engine there are things that get discovered that require

it to go back to Hughes for repair or for work, for example we have a punch list that was

created from the staff of things that need to be addressed so with that being said that new

engine has to go back to Hughes for that work to get that work done, there is some additional

work that will need to be done and will cost, but that will come out of the $150,000 that was

assigned for equipment for the new engine, or we might possibly find another source. Director

Lebeuf then asked, how long term do you plan on keeping all three engines, or just down to

two? Chief Jackson replied only until we come up with a definitive plan on Engine 21, so I would

say in the interim we are going to go ahead and keep that, but once the new water tender is in

service he will put the old water tender out of service. Director Lebeuf said after noting that she

had talked to Secretary-Treasurer Gifford about it, that she will ask again, if we are selling a

Capital Asset do the proceeds of that sale go back into the reserve account. Chief Jackson

agreed that they should, and stated the quicker we can get that fund built up the better for the

future of our apparatus. Chief Jackson noted that it will probably be going back to Hughes in the

next couple of weeks. President Erskine asked about the problems that were found and Chief

Jackson explained in detail some of the things that were going to be done by Hughes.

**Item 5 – ZCS / Otter Rock Station:** Chief Jackson advised we signed the contract for ZCS to

come out and do the initial assessment for $8500.00. They took pictures and video including a

360 view of the building and each room in the building, and now they will come up with plans

on what they think needs to be completed to make it seismically stable, and he will include that

in the plans for the application to the state for the SRGP grant.

**New Business**

**Item 1 – Adoption of the Budget:** Kathy Lebeuf made a motion that we adopt the budget as approved by the Budget Committee today. Janel Gifford seconded the motion. No further discussion. The motion passed. **(See motion #3)**

**Public Comments and/or Questions**

None.

**Agenda Suggestions**

* Resolution adopting the Budget
* Budget Hearing and Regular Board Meeting - June 11, 2024

Meeting adjourned at 11:57 pm.

**Roll Call**

Date: May 14, 2024

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

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

Date: May 14, 2024

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

**MOTION #1**: To approve the April 9, 2024, Regular Board Meeting minutes as corrected and

the April 18, 2024, Budget Workshop minutes as corrected.

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

RESULTS

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

**Motion #2 and Voting Record**

Date: May 14, 2024

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

**MOTION #2:** To approve accounts payable for April 2024 and to approve payroll activities

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

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

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

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

April 2024; Seismic Fund Budget vs Actual Report YTD as of the end of April 2024; Payroll

Summary for April 2024 and Fiscal Year to Date. This motion will also include any potential

conflict or conflicts of interest relating to the above-mentioned reports, and no voided checks of which

there are none.

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

RESULTS

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

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

Date: May 14, 2024

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

**MOTION #3**: To adopt the budget as approved by the Budget Committee today.

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

RESULTS

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