**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**April 9, 2024**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Paul Erskine – President  Robert Batty – Vice 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  Derek Mote – Engineer/Paramedic  Alex Nelson – Firefighter/Paramedic  Rick McGraw – Prospective Board Member  Clint Greely – Clark Co. Fire Dist. |
|  |  |  |

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.

After approval of the minutes, Vice President Batty requested that Item 1 under Old Business, be the next order of business rather than waiting, President Erskine agreed and said we will move Old Business G. item #1 up to C. item #3.

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

**Item 1 & 2 – March 12, 2024, Regular Board Meeting Minutes**

Minutes of the March 12, 2024, Regular Board Meeting, and the March 20, 2024, Special Board Meeting were presented for approval. Janel Gifford made a motion to approve the March 12, 2024, Regular Board Meeting minutes as corrected, and the March 20, 2024, Special Board Meeting minutes as submitted. Director Lebeuf seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Item 3 – Board Vacancy – Rick McGraw –** Board President Paul Erskine invited prospective Board Member Rick McGraw to the front of the room where he administered the Oath of Office commissioning Rick McGraw as a Director on the Depoe Bay Fire District’s Board of Directors. Rick will assume the remainder of the term of Position #4 vacated by former board member Richard Krolak.

**Items Not on the Agenda**

None.

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

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

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

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

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

**Old Business**

**Item 1 – Board Vacancy – Rick McGraw –** Moved to C. item #3, see above.

**Item 2 – Immonen Road:** Chief Jackson advised that he sent an email with a letter attached to it

to Chief Dahlman with North Lincoln Fire informing him that we intend to annex to Immonen

Road. He noted that he did call Chief Dahlman prior to sending it to let him know it was coming,

and they had a brief discussion. Chief Dahlman stated that he understood and figured that was

going to be our response. Chief Jackson then advised the Board that late last week he spoke

with Local Government Law Group and direction on what it would look like to pursue

annexation of Immonen Road. A brief discussion ensued on the subject and the process and to

bring new Board Member Rick McGraw up to speed on Immonen Road.

**Item 3 – Vacancies and Hiring:** Chief Jackson noted currently we have five vacancies, and

consequently, we are interviewing for new Firefighter/Engineer’s tomorrow and the next day.

We have put together an interview panel and they will conduct the interviews and do the

scoring. The Budget Committee has a vacancy, so there will only be four members outside of

the Board of Directors for the Budget Committee Meeting, and the Civil Service Commission has

a vacancy made by the appointment of Rick McGraw to the Board.

**Item 4 – Water Tender Update:** Chief Jackson advised the Water Tender is going through its

last bit of construction, and he is being told that we will potentially see it completed by the end

of April. It will potentially be delivered to Hughes Fire Equipment in Springfield at the beginning

of May. It will take a few weeks to go through its post-delivery inspection and equipment

installs. We could possibly see it here in the district by mid-May.

**Item 5 – E21 Refurbishment Update:** Chief Jackson advised we have received quotes back

however, the company that we referred to will not be able to get us in until August or

September at the earliest. He added with the cost of new fire equipment, refurbishment of fire

apparatus is becoming more popular, and they are just like any other manufacturer where they

also run into supply issues, and they currently have a backlog of work before they can fit us in.

We are going to try to secure a payment with Fire Trucks Unlimited for pay today for work done

later in the year, more to follow on that.

President Erskine asked about the pump replacement, and Chief Jackson advised that the pump

arrived at the end of last week and it should be ready by this Friday. He hopes to get some

follow-up from Hughes later this week.

**Item 6 – New Fire Engine:** Chief Jackson reported that the new Fire Engine is ready it had it’s

windshield replaced yesterday, as it had suffered some rock chips in the windshield during

delivery from Wisconsin. They wanted to deliver it, but he asked them to hold off on that until

we have had a chance to inspect it, once we give it the seal of approval we will have them

deliver. Director McGraw asked about the warranty and Chief Jackson responded. Chief Jackson

also reported that the Type 6 will be delivered between June and October.

**New Business**

**Item 1 – Discussion on what Job Description(s) is appropriate for the Board to Approve –** Secretary-Treasurer Gifford noted that when she was meeting recently with Chief Daniels and Chief Jackson that the topic of job descriptions came up and it occurred to her that in the Board policy manual there are job descriptions, and they all have Board approval dates on them. Her question to the other board members was does the Board need to approve anything other than the Fire Chief’s job description? She noted there are no recent job descriptions in there, including the ones for Firefighter/Engineer, Captain, or Deputy Chief, etc. all the approved ones were from mid-2000’s. Janel then said she doesn’t understand why we are in the business of approving things that are operational. President Erskine agreed and asked Chief Jackson how he feels about it. Chief Jackson replied he agrees and obviously if there was a need for input from the Board we would certainly seek the Boards guidance. In general, he believes we are well versed as to what those job duties are for each of those descriptions, and we also have HR consulting services through SDAO, and maybe that is something we put together and have SDAO review and put their stamp of approval on it. Director Lebeuf said she believes that the Board should be involved in the Fire Chief and Deputy Chief’s job descriptions only and the Chief is in charge of all the other descriptions.

**Item 2 – CBA –** Chief Jackson advised that Union President Ganz and he went over each item to make sure that they concurred on each article and that it was in spirit of what the agreement was about, and they edited the document to make sure everyone had the new edits. The document that is associated with the contract is the shared staffing agreement and it belongs with the new CBA. He advised they agreed they did not want to have that as part of the contract because it is operational, and labor wanted to make sure they had some rights in regard to protecting their jobs; for example, first right of refusal and some other things that were included. A lengthy discussion continued on subject, which included noting grammatical and spelling corrections that needed to be made in the document. At completion of the conversation Chief Jackson said he believes we should move forward with the acceptance of the CBA with the noted corrections. Director Kathy Lebeuf made a motion to approve the shared staffing agreement and the collective bargaining agreement with the corrections for grammar and punctuation as noted in the meeting if the Union agrees to it. Secretary-Treasurer Gifford seconded the motion. The motion passed. **(See Motion #3)**

**Item 3 – Administrative Compensation –** Secretary-Treasurer Janel Gifford informed those present that neither Tom nor Bryan have received any step increases since they started but did receive cola’s. Administration, including Administrative Assistant Lynn Johnson did receive colas in FY22-23. So, as part of the compensation committee she would recommend that Bryan get a 4% step increase that would have started June 2023, and that Tom would get a 4% step increase starting in August of 2023 as that is his anniversary date; and that Lynn would get a 4% step increase in February of 2024 and that they would all get 2% colas starting in January 2024. The other thing she would recommend since Tom has done an awesome job filling in, in Bryan’s absence, that she has been advised if the Board would like to give him some recognition as a Board, and as long as his total salary does not exceed the Fire Chief’s salary that would be okay. So, she would recommend that he has a check that is a take home amount of $17,000.00, so that means whatever else is going to get taken out of the check he ends up with $17,000.00 dollars. She advised the amounts that she came up with were included when she did the budget for the Levy. Chief Jackson stated that he doesn’t know if he is prepared to have the board vote on this, stating he feels a little uncomfortable with that amount, he does appreciate the recognition, but if the board is willing he would like to wait until the next meeting. It was decided that just the recognition portion would be held over until later. Janel then made a motion to approve a 4% step increase for Bryan Daniels starting June 2023, and a 4% step increase for Tom Jackson starting August of 2023, and 4% step increase for Lynn starting February 2024, and a 2% cola for all three starting January 1, 2024. Director Lebeuf seconded the motion. The motion passed. **(See motion #4)**

**Item 4 – Fire Chief’s Draft Employment Agreement –** Director Lebeuf said her first question on the employment agreement is that it is dated June 1st of 2024 and yet it is effective April 16th, 2024, and asked, should the contract be dated April 16th; it was agreed that it should. Janel Gifford stated the whole idea is to go through all of the attorney’s comments, and with Tom’s input decide what we want to do in regard to those comments. Janel then began going over the document with attorney Mark’s comments with those present. A lengthy discussion which included agreed upon changes to the document ensued.

**Item 5 - Banking Permissions –** This item was tabled until the Special Board Meeting on the 18th of this month. It was noted that Rick McGraw needs to go to Umpqua Bank to have his signature authorized.

**Item 6 – OSFM Wildfire Grant –** Chief Jackson stated we are pleased to announce that we were awarded the Oregon State Fire Marshalls 2024 Wildfire Staffing Grant. We did have some money left over from last years grant, so the grant awarded amount was less than previously awarded in years past due to the carryover; so, the 2024 amount awarded was $27,597.00 and with the carryover the total amount for the 2024 Wildfire Season is $35,000.00. Janel Gifford made a motion that Chief Jackson be authorized to sign the OSFM Wildfire Staffing Grant in the amount of $35,000. **(See Motion #5)**

**Public Comments and/or Questions**

None.

**Agenda Suggestions**

* Budget Meeting May 14, 2024, at 10:00 am.
* Regular Board Meeting following the Budget Meeting.

Meeting adjourned at 4:57 pm.

**Roll Call**

Date: April 9, 2024

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

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

Date: April 9, 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 March 12, 2024, Regular Board Meeting minutes as corrected and

the March 20, 2024, Special Board Meeting minutes as submitted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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: April 9, 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 March 2024 and to approve payroll activities

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

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

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

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

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

Summary for March 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: April 9, 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 approve the shared staffing agreement and the collective bargaining

agreement with the corrections for grammar and punctuation as noted in the meeting.

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

RESULTS

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

**Motion # 4** **and Voting Record:**

Date: April 9, 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 #4**: To approve a 4% step increase for Bryan Daniels starting June 2023, and a 4% step increase for Tom Jackson starting August of 2023, and 4% step increase for Lynn starting February 2024, and a 2% cola for all three starting January 1, 2024.

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

RESULTS

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

**Motion # 5** **and Voting Record:**

Date: April 9, 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 #5:** To authorize Chief Jackson to sign the OSFM Wildfire Staffing Grant in the amount

of $35,000.00.

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

RESULTS

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

**Motion # 5** **and Voting Record:**

Date: April 9, 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 #6:**

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

RESULTS

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