**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**October 8, 2024**

|  |  |  |
| --- | --- | --- |
| **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:**  Dylan Smith – Chaplain | **Guests via GoTo Meeting:** |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 3:03 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:04 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 3:33 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session at 3:34 pm. President Erskine then said we will be jumping to Old Business Item number #5 to allow guest Dylan Smith DBFD Chaplain to speak first. **See Old Business, Item 5.**

**Approval of Minutes**

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

Minutes of the September 10, 2024, Regular Board Meeting minutes were presented for approval. Kathy Lebeuf 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**

(Open to Public, Board, and Staff Participation) – None.

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

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

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

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

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

During the report, a short discussion on the Seismic Checking account regarding the monthly fees the

account is currently accruing; as well as keeping the account open to use if/when the District is

awarded a Seismic Grant for the Otter Rock Station. During this discussion Chief Jackson agreed to

contact the bank to get answers and will send an email with his findings. **(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 –** Chief Jackson noted this was reviewed during executive session and there is nothing to report at this time.

**Item 2 – Water Tender Update –** Chief Jackson said we have two Water Tenders as of current and the new one is still at Hughes Fire Equipment getting the list of items that need to be addressed taken care of. He reported that the District is most likely going to have roughly twenty-five thousand dollars’ worth of additions to the Water Tender because it was cheaper to go that route rather than to add it in the manufacturer’s line. He continued by noting some of the things that were added such as hose bed dividers, hose bib covers, LED water level indicator lights, and a few other things such as an airhorn that did not come with it and other items that needed to be addressed. He advised they have most of the supplies and equipment in and are hoping to see it back in service and in our possession in the next week or two. He also noted the old Water Tender that was out of service had a tank to pump valve issue; which is obsolete, and they had to find replacement. Continuing he said they have since gotten the Water Tender back, but there appears to be a problem internally with the butterfly valve; adding that we are not going to spend a lot of money on it because we are going to sell it.

**Item 3 – New Fire Engine Update –** Chief Jackson advised the staff are continuing to put it together, by putting mounting brackets on for equipment, and it sounds like we might be in it sooner rather than later. He continued by noting they are continuing to have issues with 10-22 the current Engine 21 and have a long list of items on that engine that need to be repaired. Chief Jackson then said he is not asking the Board to vote but what he wanted to put in everyone’s head right now, is to consider the thought of purchasing a new engine rather than trying to fix the 2010 engine because it is pretty beat up and has a lot of corrosion built up. Director Lebeuf asked, if we do that how long before it is delivered? Chief Jackson replied, “three to four years.” She confirmed the time frame and then said that would make the current new engine five to six years old. Chief Jackson replied, “perhaps yes.” Kathy then asked if the plan is to keep them ten years, and Chief Jackson confirmed that was correct and said, we would have to extend the life of one of them, which is fine especially if we take care of it. A brief conversation including additional questions and answers ensued on the topic. At its conclusion Chief Jackson said long story short on the new engine we may end up seeing that in service sooner rather than later because of the problems with 10-22 right now, and we could potentially see it in service as soon as tonight. Chief Greeley stated they are trying to get the new engine in service because of 10-22 having more and more issues and are worried that pretty soon it is going to **be the** **issue**, so the goal is to get it ready sooner rather than later. A short discussion on different options in procuring a new engine in the future ensued and included the possibility of leasing. Chief Jackson did note that he would like to avoid buying a used engine because of not knowing what you are getting, for example if we buy someone’s used engine that they have used for a few years and we don’t know if there are problems that come with it, so we would like to avoid that.

**Item 4 – MOU w/Lincoln County Sherrif’s Office –**  Chief Jackson said we talked about this last meeting, and he wanted to make sure the Board is willing to approve the occupancy of the office with the Sheriff’s Department. He said that most of us if not all of us agree that it would be a good thing for them to occupy that office space, adding that it provides a sense of security; so he is asking for a motion and vote from the Board to progress further and if added if they need or want the draft MOU to look at, we can do that as well. Director McGraw asked what we would have to provide. Chief Jackson replied nothing other than the office space and they will be using our electricity. He advised they will put in their own locks and IT infrastructure because of it being a law enforcement system and has to be secure and separate, and they will do all that work. Director Lebeuf confirmed they won’t be paying rent and Chief Jackson confirmed they will pay us rent. Director Lebeuf said, but we get the advantage of them being on site. Vice President Batty noted this is a benefit for the City of Depoe Bay as well. Chief Jackson also said it creates a better working relationship with our Sheriff’s Office partners. Vice President Batty then asked if this would be renewed annually, and Chief Jackson replied no it will be ongoing and if for some reason we want to sever the intergovernmental agreement we have ninety days to sever it and make notifications. Which would allow them time to prepare to move. Chief Jackson provided the MOU to the Board Members and explained that it has been reviewed by SDIS legal department as well as Lincoln County Counsel and are now just waiting for it to be executed. Vice President Batty asked about the Union’s feeling on this, and Chief Jackson reported they are all for it. Chief Jackson said he just wants to make sure that the Board is in agreement with it and that we have a motion approving it and can officially tell the Sheriff’s Office that they are good to present it to their Board of Commissioners. Vice President Batty then moved that the Board approve the intergovernmental agreement for professional office space use with the Sheriff’s Office that was presented by Chief Jackson. Director Rick McGraw seconded the motion. The motion passed. **(See Motion #3)**

**Item 5 – Chaplain Volunteer – Dylan Smith – DPSST –** Dylan began by thanking the Board and the District for sending him to the DPSST Training in Salem in September. He noted it was a great four days of training; explaining that he received a lot of information, met a lot of great folks, and obtained a lot of outreach resources to assist in his role as volunteer Chaplain of the Fire District. He added that it will help him be better prepared when he is out on calls with the personnel.

Dylan advised that he has answers to the questions that were asked by the Board during his last visit and proceeded to inform the Board that he is not ordained currently, but his church has put a letter of commendation into the Oregon Chaplains Academy Association, and he is currently covered through his church to have confidential conferences with the men and ladies that serve the district. Chief Jackson asked if Dylan is a mandatory reporter. Dylan replied yes, but advised he can also receive confidential information, and he is covered. He noted he is also a part of the Lincoln County Chaplains Association, and they have monthly meetings and bylaws. Dylan then spoke about a thank you card he received after a call he responded to with the firefighters and noted that he had spent a couple of hours with author. Janel asked about EAP, and if this was in addition to or instead of; Chief Jackson said, what I can explain in a nutshell is that Lincoln County has a Chaplaincy Association and the purpose of it as Dylan stated is to respond in the event that any personnel, whether that is EMS, law enforcement or our firefighters encounter a difficult call, where there is death, trauma, or a significant loss. It could be something as simple as a loved one that was lost in home, and they need some council. Chief Jackson relayed, as a county Rick Booth helped form this group and put it together, and this doesn’t involve EAP at all; adding all this simply is, is a mechanism for someone to talk about their feelings or the call or something else that triggered them, and provides a mechanism for them to talk to someone in confidence that is not going to share their story with someone else. He added that if someone needs more professional help then EAP is something we might suggest. He noted that Dylan is more along the line of a first responder chaplaincy kind of thing, such as possibly assisting personnel with a personal thing; and added that it has already served its purpose well. Continuing he said, if someone needs to talk, it doesn’t matter about what it is they can talk to Dylan in confidence; he is not there to provide answers or solutions, he is just there. Dylan added, because of the relationship he already has with the personnel it allows them to feel comfortable in broaching a subject that maybe they wouldn’t be able to do over the phone to an eight hundred number. Dylan reported that once a month he is going to have a game night on Saturdays to help build camaraderie and team building amongst the staff. Dylan also relayed that he would still be running the Toy Drive as our Chaplain noting they had received twenty-six pallets of toys this year, as well as fifteen large boxes of jewelry and hair items from Claire’s, which he will be sharing across the county. Dylan also shared that Lincoln County Food Share is going to let them use their newer warehouse to store all of the collected items. He advised that he is working with Newport, Lincoln City and other agencies that are doing the same so they can get toys out to as many families as possible. Director McGraw asked Dylan what his response area is, and Dylan replied; his response area is our District, unless they call him and need an extra chaplain anywhere in the County and he will respond, adding that Dispatch has his number. Dylan relayed to the Board that he really appreciated being able to attend and that it really meant a lot! Dylan shared a thank you card he had received after assisting on a call with those present and at the end of the discussion he relayed the details of his response and assistance offered during this call for service. He ended by saying this is the impact we can have on the citizens in our District.

**Item 6 – IT Server Upgrades & Repairs -** Chief Jackson said as stated in last month's meeting our IT and Server Room is in shambles, noting that he can’t explain how it got in that condition, but it is not secure, and in order to be able to do the upgrades we are looking to do here in the conference room we need to first address our IT and Server Room in this station. He reported the equipment has been ordered and most of it has arrived and the IT consultant will begin work, adding it should take two maybe three days max to get it all in line. He explained in further detail about the issues with the ethernet and the need for a secure server and said the District might be able to recover some of the costs with SDAO from a Cyber Security Grant. Adding, it is not a lot, about twenty-five hundred dollars or so, but every little bit can help. Director McGraw asked what was the estimate to fix it, and Chief Jackson replied roughly sixteen thousand five hundred dollars so we may have to figure our how to reappropriate and how we do this. Secretary-Treasurer Gifford asked if he is wanting to put it under capital outlay? Chief Jackson replied, yes, the thought would be capital outlay, but we only have a few things under capital outlay that we budgeted for and that is where his concern is because he wants to ensure it gets appropriated correctly with authorization. He continued by saying it can be taken out of the general fund and noted that the District has still been bringing in tax collections throughout the year, and of course next month is the big month. He noted they are trying to be very cognizant of what it is that they are spending. Secretary-Treasurer Janel Gifford asked about General Ledger code 8080.60 Computer Software and if it is at all related to this. Chief Jackson replied, No, that would not apply because this is hardware; such as servers, wiring, racks, networking, et cetera. Janel then asked if the same would apply to 8100.90, and Chief Jackson concurred that it would not be that either. Chief Jackson said remember that we appropriated money for audio/video here in the conference room and his thought is that they either take it out of that or out of the general fund; but added that he does not want to take it out of the general fund until we see what the audit looks like. Janel said, well I guess if you are not going to buy something else; I believe we set aside twenty-five thousand for the conference room upgrades so if you use that money instead for this; and then added that our accountant Kathie Gordon-Brooks may say that you do a resolution just to explain that, and asked but you are not going over any of your total appropriations. Chief Jackson replied that is correct and added that he will go over this with Kathie just to make sure. Chief Jackson stated he still has the idea that this conference room needs to be upgraded to ensure that all the cabling is done correctly and out of the way, so it will be conducive to not only conducting meetings but for training. He continued by explaining that they have some ideas on how they would like the layout to be, and that idea will be transformed into fruition and noted that he already has an audio-visual consultant contacted and is waiting on an estimate to come back.

**Item 7 – Engineer Academy & Testing –** Chief Greeley reported they decided to put together a two-day academy where the guys come in while on shift and they will have a check off list, so we can get them to a point where we can test them, and they will be successful. He advised they met with the line personnel, and they all felt that they needed to have focused sessions in certain areas so everyone can be successful. He noted that it will include two days of classroom and hands-on training, and that will be with he and the Captains as instructors. President Erskine asked if they will be doing any drafting, and Chief Greeley replied yes, that will be part of their testing process. Secretary-Treasurer Gifford asked if he has a general idea of when; Chief Greeley replied they are shooting for the end of October to have the academy which would then be followed by testing. She then asked if they would be selecting one, and Chief Greeley replied yes, one Engineer. Chief Jackson added that it would be an immediate appointment. Director McGraw questioned after one Engineer was selected then the rest would be acting? Chief Jackson replied yes, that is the goal.

**New Business**

**Item 1 – OSFM Type VI Brush Unit –** Chief Jackson reported they picked up the Type VI Brush Unit from the State Fire Marshals Office last Tuesday, and it is sitting in the bay right now. He continued by noting that it is the color of the State Fire Marshals apparatus, so it is white with a black and red stripe however it shares both of our logos; the State Fire Marshals Office logo and the Depoe Bay Fire District log. He advised the district is able to use that apparatus for any way they see fit throughout the year, but they are hoping when they call for it though, that we can staff it and send personnel out in it. It will be known as Brush 21 when it is in service. He explained that Oregon is only one of three states that has an Engine Program, although not as robust as California or Texas, but Oregon is trying, and it is only the third program like this in the nation.

**Item 2 – Resolution to Dissolve the “Compensation Review Committee” –** Director Kathy Lebeuf said the Board formerly established a Compensation Review Committee, and then they were held up because of labor negotiations and potential conflicts. She continued, noting it was supposed to be for the administration side, but with the new upcoming labor negotiations we are going to be in the same position as before, and in her opinion, because it was for the operation and management staff that she really feels it should be part of the Chief’s job not the Boards. She continued by saying the Chief reports to us, but this is his crew, so her recommendation, because they have not been able to move forward on it is to disband the Compensation Review Committee and have the Chief take over that function to review and make recommendations back to the Board. Chief Jackson said, “so you are looking for a motion to dissolve.” Secretary-Treasurer Gifford said, “but you need a resolution.” Kathy Lebeuf echoed so we need a resolution, and Chief Jackson asked, “did we do a resolution?” Secretary-Treasurer Janel Gifford said I believe so and thinks it may have been in the July meeting. Janel then noted that Chief Jackson would not be determining his salary as that would happen during his evaluation, and his purview would be the Deputy Chief and Administrative Assistant. Chief Jackson answered, correct, and he would report that to the Board. Janel said the other thing this committee was supposed to be involved in was the budget preparation. Chief Jackson said he felt that he and Janel worked well together on it this year and Kathy was involved as well. He advised they would continue to practice that. Director Lebeuf then made a motion to dissolve the Compensation Review Committee and prepare a resolution to that effect for signature at the next meeting. Janel Gifford seconded the motion. The motion passed. **(See motion #4)**

**Item 3 – SRGP Application Station 23 (Otter Rock) –** Chief Jackson reported that Special Districts made it known that the Seismic Rehab Grant Program is open to schools and Fire Districts and so ZCS is working on our application for this program. He noted ZCS would work on the application and then forward it to him for review and then it will be sent into the state for them to review. He said as stated before ZCS is confident that we are in a good position to have this grant approved and noted they should be awarding the grants in the first quarter of 2025.

**Public Comments and/or Questions**

None

**Agenda Suggestions - Open**

* Janel Gifford requested adding to the Executive Session portion the letter (i) to review and evaluate the performance of an officer, employee, or staff member if the person does not request and open meeting.
* The next regular Board Meeting will be held Tuesday, November 12, 2024 @3pm.

Meeting adjourned at 4:41 pm.

**Roll Call**

**Regular Board Meeting**

Date: September 10, 2024

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

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

Date: September 10, 2024

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

**MOTION #1**: To approve the September 10, 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 September 10, 2024

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

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

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

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

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

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

July 202, Seismic Fund Budget vs Actual Report YTD as of the end of September 2024; Payroll Summary for

September 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 voided checks of which there are none.

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

RESULTS

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

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

Date: September 10, 2024

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

**MOTION #1**: To approve the Intergovernmental Agreement for professional office space use with the

Sheriff’s Office presented by Chief Jackson.

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

RESULTS

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

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

Date: September 10, 2024

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

**MOTION #1**: To dissolve the Compensation Review Committee and prepare a resolution to that effect

for signature at the next meeting.

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

RESULTS

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