**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**November 12, 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:** | **Guests via GoTo Meeting:** |
|  |  |  |

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. 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.**
  + **(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.**

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 4:07 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 4:19 pm.

**Approval of Minutes**

**Item 1 – October 8, 2024, Regular Board Meeting Minutes:**

Minutes of the October 8, 2024, Regular Board Meeting minutes were presented for approval. Janel Gifford made a motion to approve the minutes as corrected; Director Rick McGraw seconded the motion. No further discussion. The motion passed. **(See Motion #1)**

**Items Not on the Agenda**

(Open to Public, Board, and Staff Participation) – Secretary-Treasurer Janel Gifford asked Chief Jackson about the Webinar on Website Accessibility and Compliance for Special Districts. Chief Jackson responded there is a lot to it; but because we have less than 250 employees, we have until mid-2027 to be compliant. Janel asked what exactly does it mean? Chief Jackson advised it involves all ADA compliance, and it involves accessibility to different parts of our website; anything from agendas, board meeting minutes to financial documents to audits, and these things are living documents and must be kept on the website to allow all individuals to access. He continued, noting the current company we use is Streamline through SDAO and they offer services to ensure we are in compliance, but we have until 2027 to be in compliance. We already have plans to work on the website because it is outdated, and we have a format we want to use to make it look more presentable, professional, and accessible. Director Lebeuf said in regard to the minutes, agenda, etc. that are posted on the website that is compliant, will it then be converted to verbal speech that is read to the individual? Chief Jackson replied, yes. Vice President Batty confirmed that Chief Jackson said audit, and Chief Jackson replied yes, audit documents because they are all financial documents, and all of those things must reside on the website for accessibility to the public. Secretary-Treasurer Gifford confirmed that means the budget too, and Chief Jackson replied yes, the budget as well.

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

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

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

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

* + 1. Disbursements as of the end of October 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of October 2024
    3. Treasurer's Report of Cash Balances as of the end of October 2024
    4. General Fund Budget vs Actual Report YTD as of the end of October 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of October 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of October 2024
    7. Payroll Summary for October 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 was one voided check #024836 for an account that was instead paid

with a credit card, and the AT&T FirstNet bill was also paid with a credit card. 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 –** Chief Jackson said there is not a lot to discuss other than we had our first session last week where we sat down and began establishing ground rules, which was successful. He added, we have an eagerness to try and wrap this up timely. He advised the first official negotiation session is tomorrow.

**Item 2 – IT Server Upgrades & Repairs –** Chief Jackson reported this has been a painstakingly long process. He continued by noting that our IT person has been quite busy, and between being sick and working on other projects we were finally able to get him to come in on Saturday. He advised that they did get the new racks up, and he would say more than half of that project is complete. Chief Jackson noted we look forward to the remaining project being completed by the end of this week or next. He said once that is completed then we can start focusing on the Board Meeting room portion of the project where we will have screens, whiteboards, speakers, and hopefully mics for everybody to speak into, and so that we can all hear each other.

**Item 3 – Engineer Academy & Testing –** Chief Jackson advised that week before last they held an Engineer Academy that was well attended, and testing was completed at the end of the week. He noted the top three candidates moved forward to the interview process and they sat down and interviewed one of the potential candidates this morning and have two more they will be interviewing on Saturday. He advised at the end of this process they are hoping to have one newly promoted Engineer and three AIC Engineers, and they anticipate it being complete by the end of next week

**Item 4 – Motion to dissolve the Compensation Committee –** Director Lebeuf advised they made a motion at the last meeting to dissolve the Compensation Committee but felt like that needed to have a resolution. She clarified that they had thought they had a resolution on it, but did not, and just did it by motion to inform the committee. The motion last meeting was to dissolve the Compensation Review Committee and prepare a resolution; but we want to change that to; we made a motion to no longer have the committee and that it is part of the Chief’s job, and it can be disbanded by motion only. Director Lebeuf then made a motion to disband the Compensation Committee and have the duties of the committee go to Chief Jackson as operations. Bob Batty seconded the motion. The motion passed. **(See motion #3)**

**New Business**

**Item 1 – Resolution 2024-05 amending Resolution 2024-01 to keep the Umpqua Bank Seismic Checking Account open and transfer the necessary funds from the regular Umpqua Bank Checking Account to the Seismic Checking Account so as not to incur monthly bank fees. –** Director Lebeuf asked how much do we need to put in there to keep from assessing fees? Chief Jackson replied seventy-five hundred dollars. Janel Gifford confirmed the amount with Chief Jackson as she had written down and believed it was twenty-five hundred dollars. A short discussion on the amount occurred during which Chief Jackson asked if they could do that (the seventy-five hundred as a buffer?) Janel replied that she just wrote the resolution to say the minimum amount that we need. Chief Jackson advised he would get the amount clarified. Janel Gifford moved to approve Resolution 2024-05 to amend resolution 2024-01 in order to leave the Seismic Checking Account open and to transfer the necessary funds from the general checking account into the Seismic Checking Account so as not to incur bank fees/charges. Janel will transfer $7500 from the Umpqua Regular Checking account to the Umpqua Seismic Account. Chief Jackson will check with Umpqua Bank to ensure the bank fees are no longer assessed and that past fees are refunded. Director Kathy Lebeuf seconded. The resolution passed. **(See Motion #4)**

**Item 2 – Motion to give the same banking and LGIP permissions to Dorothy Kowarko of Fitzsimmons as Kathie Gordon-Brooks, when Kathie will not be available.** President Paul Erskine made a motion to give the same banking and LGIP permissions to Dorothy Kowarko of Fitzsimmons as Kathie Gordon-Brooks when Kathie will not be available. Janel Gifford seconded the motion. The motion passed. **(See motion #5)**

**Item 3 – Status of FY23-24 Audit –** Chief Jackson reported that Grimstad and Associates are still working on it, but they are a little overwhelmed with lack of staff. He advised they are aware of the deadline. Secretary-Treasurer Gifford asked, so at some point if they know they are not going to make the deadline, they will request an extension like they did last year? Chief Jackson replied, yes and noted that they will do some more follow-up and make sure that process continues if we do not meet the deadline.

**Item 4 – Push-In Ceremony for new Engine, Water Tender, & Brush Engine (November 16th or 20th) -**

President Erskine confirmed that it was going to be on the 16th, and Chief Jackson responded that he had two dates listed initially because they were trying to come up with a date and then he just decided to push forward with it and have it on 16th. He added that it may be a little short notice for some, but we want to make sure the process is complete and make sure that we invite the people here to help us celebrate. He added that this is important for Depoe Bay Fire, a brand-new Fire Engine, brand new Water Tender, Type 6 Brush Engine, and that doesn’t happen very often here in Depoe Bay, and he thinks following through with tradition of the fire service is important. Director Lebeuf asked if we would be doing a public notice or put it on our website. Chief Jackson replied yes, we would put it on the website and on social media, and he believes the union will also help us out with that. A short conversation ensued on the history of this tradition. Chief Jackson ended by saying he believes it is a good time for us to show the public what their money is being spent on.

Chief Jackson also wanted to share with the Board and those in attendance how much time and work the staff has been putting in for the Engineer Academy, and we have a couple of Engineers that are working a lot of hours because we are down an Engineer position. He continued by advising they are also doing a lot of work to put together the apparatus that we have, noting that when they arrive here we get this shiny brand-new piece of equipment sitting in the bay, but that does not mean it is ready to go, there is still a lot of work to be done outfitting it with tools, etc. and getting it ready to go. He concluded by saying the staff has been working a lot and he commends them and wants to make sure the Board recognizes them and that effort.

**Agenda Suggestions - Open**

None.

**Public Comments and/or Questions**

President Erskine asked if there has been any movement on the annexation of Immonen Road. Chief Jackson replied; No movement on that yet due to our workload being quite busy but advised that he does have a couple of contacts that he has been able to keep in touch with periodically because he knows they are interested in annexing.

* The next regular Board Meeting will be held Tuesday, December 10, 2024 @3pm.

Meeting adjourned at 4:44 pm.

**Roll Call**

**Regular Board Meeting**

Date: November 12, 2024

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

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

Date: November 12, 2024

|  |  |  |  |
| --- | --- | --- | --- |
| 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 October 8, 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 November 12, 2024

|  |  |  |  |
| --- | --- | --- | --- |
| 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 October 2024 and to approve payroll activities

for October 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 October 2024.

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

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

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

October 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 was one voided check #024836 for an account that was instead paid with a credit card, and the AT&T

FirstNet bill was also paid with a credit card.

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

RESULTS

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

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

Date: November 12, 2024

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

**Motion # 3:** To disband the Compensation Committee and have the duties of the committee go to

Chief Jackson as operations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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: November 12, 2024

|  |  |  |  |
| --- | --- | --- | --- |
| 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 #4:** Toapprove Resolution 2024-05 to amend resolution 2024-01 in order to leave the

Seismic Checking Account open and to transfer the necessary funds from the general checking account

into the Seismic Checking Account so as not to incur bank fees/charges.

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

RESULTS

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

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

Date: November 12, 2024

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

**Motion # 5:** To give the same banking and LGIP permissions to Dorothy Kowarko of Fitzsimmons as

Kathie Gordon-Brooks when Kathie will not be available.

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

RESULTS

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