**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

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

**September 10, 2024**

|  |  |  |
| --- | --- | --- |
| **Attendance:** | | |
| **Board Members:**  Paul Erskine – President  Robert Batty – Vice President  Janel Gifford– **Excused**  Kathy Lebeuf – Director  Rick McGraw – Director | **Staff:**  Tom Jackson – Fire Chief  Clint Greeley – Deputy Chief  Lynn Johnson – Admin. Asst.  **Guests in Person:**  Nick Robinson, Captain/EMT  Derek Mote, Engineer/PM  Ren Johnson, Firefighter  Dillon Rhinevault, Firefighter | **Guests via GoTo Meeting:**  Patrick Ganz, Captain/EMT |
|  |  |  |

President Erskine called the Regular Board Meeting to order at 2:59 pm, and all present recited the pledge of allegiance. Roll call was taken to establish that a quorum was present. At 3:00 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 3:57 pm, at which time President Erskine informed those present

the board was returning to Regular Session from Executive Session. A short break was taken prior to continuing regular session at 4:03pm.

**Approval of Minutes**

**Item 1 – August 13, 2024, Regular Board Meeting Minutes:**

Minutes of the August 13, 2024, Regular Board Meeting minutes were presented for approval. Bob Batty 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**

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

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

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

After reviewing the financials President Paul Erskine made a motion to approve accounts payable for August

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

* + 1. Disbursements as of the end of August 2024
    2. Secretary/Treasurer’s Report of Activities in Cash Accounts as of the end of August 2024
    3. Treasurer's Report of Cash Balances as of the end of August 2024
    4. General Fund Budget vs Actual Report YTD as of the end of August 2024
    5. Reserve Fund Budget vs Actual Report YTD as of the end of August 2024
    6. Seismic Fund Budget vs Actual Report YTD as of the end of August 2024
    7. Payroll Summary for August 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 –** Chief Jackson stated there is not much to discuss except that we need to come up with a date for our first negotiating session. He noted that the district received a public records request from labor requesting digital copies of all submitted timesheets for all employees of the district’s between the period of November 22 and present, as well as paystubs and any checks written to any employee of the district for the same time period, and digital copies of all employee excel timesheets for the years of 2022 thru 2024.

The District’s negotiation committee will come up with a date and report back when they might be able to have their first negotiations meeting as well as speak with the Union on when they will be available.

**Item 3 – Water Tender Update –** Chief Jackson reported that the old water tender is currently in the shops right now, advising it had a tank to pump failure. He continued by noting that Benton County shops found the part to replace it, but when they received it, it was shipped damaged, so they had to get another one, which just arrived today.

The new water tender is currently at Hughes Apparatus for its punch list of items that need to be addressed. He noted that they did get an estimate from Hughes for some of the want items they requested. He stated they just need to verify that they have the funds in the budget to be able to afford the things that are needed for the new water tender. He reminded those present that the water tender was purchased straight off the production line, and did not have any additions to it. He stated it was determined it was cheaper for them to do because it would cost more in the production line; the total amount was right at $25,000.00.

**Item 4 – Current E21 Update –** Chief Jackson advised that old Engine 21 is tired and there is a long list of items that need to be addressed, so as soon as possible they would like to get into the new engine so they can get 10-22 the old Engine 21 into the shops.

**Item 5 – New E21 Update –** Chief Jackson noted new Engine 21 is here in the bay and currently being worked on by the firefighting staff. There is hose and equipment currently being loaded onto the engine, they have addressed some communication shortfalls and are going to find out currently where the project is and after that will have an idea of when they will have the push-in ceremony for the new engine.

**New Business**

**Item 1 – MOU w/Lincoln County Sherrif’s Office –** Chief Jackson advised they have an MOU that was drafted by the Sheriff’s Office and their legal, basically for them to occupy one of the old offices at the Depoe Bay Station. He advised we are waiting on them, they need to have some IT work done in that office, so they have to start working on that before they can occupy the office. He stated he thinks our guys are excited about working with the Sherrif’s Office, as it will be good to continue to foster these relationships with our other public safety partners.

**Item 2 – Renewing MOU w/USCG –** Chief Jackson reported this is still in the works.

**Item 3 – Renewing MOU w/BLM and U.S. Fish & Wildlife –** Chief Jackson said this too is still in the works; and added if you have not heard it has been quite a busy wildfire season this year. He continued by noting that the State of Oregon has burned an unprecedented 1.8 million acres and are up into the high eighties or nineties as far as how many teams have gone out to fight these fires which is also record setting for the Department of State Fire Marshals. He noted this last go around they had to request assistance from both California and Washington, and they have an incident command team from California.

**Item 4 – IT Server Upgrades & Repairs -** Chief Jackson advised that the IT System here at Station 22 is not in the best shape, adding it’s actually kind of sloppy and he is not sure if it has always been that way, but it definitely needs to be upgraded and repaired. He said they may end up having to seek permission to reallocate funds they were going to use for new audio/video equipment for the conference room for IT. We are getting quotes from one of the IT consultants and once we get that he will have a better idea of what that cost is going to be. He noted we have old servers, and network racks that are obsolete, so we are having a hard time maintaining consistent connections and need to get that fixed asap, and as soon as he has the prices available he will pass that on to the Board.

**Item 5 – Engineer Academy –** Chief Jackson advised that he is going to let Chief Greeley speak to this as he has been working hard on coming up with the format for training and testing procedures.

Chief Greeley reported that currently they have six candidates going through a flexible program that the Captains and the Chiefs put together, on what would work best in the current situation. They have a lot on their plates so the Captains and the operators are working the guys through a check off list, and he thinks this might become the standard for now on how the guys work through it and then get to a certain point where they are eligible to take the test and get on a list. He continued by noting that currently they have one spot open so one of the candidates will be promoted to the operator position and then the other candidates will be put on a list that we will be able to pull from to cover the spot. He noted the testing incorporates a written portion and a practical portion that they put together and noted he has already spoken with Capt. Robinson who looked it over and has some suggestions. He said he will also be speaking to the other Captains as well and will fine tune it. Once they do that they will find a date for the guys to test, but before we do that we are going to see where the guys are at, because we have six candidates working three different shifts and they are all working at different paces. Chief Jackson advised, obviously this is the first step in trying to build some depth with our personnel and at the end of this we hope to promote an apparatus operator and also have AIC apparatus operators to help bring some relief to our two engineers that are working crazy hours right now, which includes Derek and Logan. He noted that for the last several months they have been working 72 on and 72 off, so they are trying to get them some relief as quickly as they can. He added, once that is complete then they will set their eyes on creating some depth in the Captain’s position, maybe an AIC Captain to help create some relief within those ranks as well. Director Batty said that is really good and is nice to see this moving forward.

**Item 6 – Chaplain Volunteer – Dylan Smith – DPSST –** Chief Jackson reported that Dylan had interest in wanting to be a support or Chaplain volunteer for the Depoe Bay Fire District. He continued by noting that Dylan was a former board member for the District and is current manager of Chester’s Market, and he is extremely passionate about this service. He advised they thought it would be a good idea for him to attend the DPSST Chaplaincy Academy which was held this last weekend. Director Lebeuf asked if Dylan was a pastor or minister of a church? Engineer Derek Mote responded by saying he has been a previous Deacon, and he worked in the justice system as kind of a minister/advisor. Chief Jackson added, so we will rely on him to come out if there is a family in need during a critical time, or even come out and speak with our personnel should there be a critical incident that maybe we need to talk about. He continued by noting that he can’t think of a better person for this spot. Chief Jackson advised they paid for his training at DPSST and will get him some business cards and some Depoe Bay Fire District attire soon, and he would like to welcome him aboard.

**Public Comments and/or Questions**

None

**Agenda Suggestions - Open**

* Director Kathy Lebeuf said she would like to have on the agenda a discussion about the compensation review committee that Janel and she are on, and we would like to turn this back over to the Chief and will need a resolution to dissolve the previous resolution that created the committee.
* The next regular Board Meeting will be held Tuesday, October 8, 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 |  | Excused |
| Kathy Lebeuf | X |  |
| Rick McGraw | X |  |

**Motion # 1** **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 August 13, 2024, Regular Board Meeting Minutes as corrected.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | FOR | AGAINST | ABSTAINED | COMMENTS |
| Paul Erskine | X |  |  |  |
| Robert Batty | X |  |  |  |
| Janel Gifford |  |  |  | Excused |
| 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 August 2024 and to approve payroll activities

for August 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 August 2024.

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

Report YTD as of the end of August 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 August 2024; Payroll Summary for August

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 |  |  |  | Excused |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |

RESULTS

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