



## **ELSIE - VINEMAPLE R.F.P.D. # 11**

42644 Loyd Lane  
SEASIDE, OR 97138-6058  
(503) 755-2233  
evrfdp @ centurytel.net

### **Elsie-Vinemapple Rural Fire Protection District Board of Directors Meeting April 18, 2023 Minutes**

#### **Pledge of Allegiance**

#### **First Reading of 2023-2024 Budget**

**Board members present:** Wayne Carmichael (Chair), TJ Hecox, Vivian McCann, Ed VanDyke, Sharon VanDyke

**Fire Department members present:** Mike Wammack, Hans Mulder

**Community Members present:** Joel Huckins, Stacy Morrison, Sue Robinson, Kerry Walsh (Jack Rinehart, Val Rinehart present for budget reading only)

#### **Wayne opened the meeting at 8:10**

#### **Approval of March minutes:**

Wayne read the March minutes. Sharon moved to approve as written; Ed seconded. The motion was approved 3-0-2 (2 abstentions from members not present at March meeting).

#### **Treasurer's Report.** Hans presented the budget report.

- Ed noted that we did not receive the monthly mileage report, or the report showing the training dates, participants, etc for whom we paid the food charges on the credit card this month. Mike asked if a Board member might be able to create a form to help with that.
- Vivian noted that the total of the checks written did not match up with the total of expenditures listed on the monthly budget report. One problem was that a \$75 expenditure was listed on the budget report at \$0.75, but that amount did not account for the discrepancy.
- The group spent time reviewing the accountings in an attempt to find the errors, but to no avail.
- Stacy and Kerry offered suggestions for improving the accounting system that would reduce the time involved in completing the forms and reduce the confusion of reading and interpreting them. Word, Excel, and other simple software have templates that can be used in a plug-and-play fashion.

- Vivian moved to table approval of the Treasurer’s report; Sharon seconded. Motion passed 5-0.

**Approval of Accounts Payable.** Vivian, TJ, and Ed signed checks. TJ moved to accept the bills; Sharon seconded. Motion passed 5-0.

## Old Business

- 1. Action to Close December 2022 Budget Report.** The December budget did not reconcile, although the checkbook balanced, and the discrepancy in the budget was never identified. Mike entered a note documenting the issue, and the Board was asked to accept the written statement explaining such so we could close out the issue. Discussion ensued, with concerns raised about setting a precedent for accepting an unreconciled accounting without identifying a solution that would prevent the problem recurring. It was also noted that records of previous monthly accountings do not seem to exist (neither electronically or in print form). It was suggested that we are legally responsible for keeping them for a certain number of years — possibly 5 — so we are seriously out of compliance. TJ moved to table this topic; Ed seconded.
- 2. Station 2 Updates.**
  - Water System Updates (Mike, Wayne, Hans). Hans dug a trench and installed pipes to run water to the building, and power from the building. Needs  $\frac{3}{4}$  minus, then will level area for slab.
- 3. Streamline Web Service Update.** We agreed in December to pay annually, but have continued to pay monthly. We will now begin paying annually. We also have at least one domain name we’ve paid for through September, but it is our understanding that Streamline is hosting our domain now. We will confirm that Streamline is hosting our domain, and hold off on paying someone else for the domain name.
- 4. Follow-up on Grants.**
  - We have 11-12K remaining from last year’s wildfire grant. We don’t yet know if additional grants will be available for this year.
  - New pumper-tender: Mike distributed schematics for the new truck.
    - i. The grant is for \$619, 047.61. Our portion is 5%.
    - ii. When the truck design was completed, the total came to \$662,307.00.
    - iii. So, we will be responsible for \$43259.39, which is a little more than 5%.
    - iv. It won’t have hoses, nozzles, axes, etc., but will have ladders.
    - v. We currently have 53K in our savings fund for the truck. The remaining 10K Mike would like to use to purchase a used truck from Seaside for about 20K that is similar to the new truck we’re getting.

vi. We are anticipating delivery in June or July of 2024.

- 5. Board positions 1 and 4, opening this year.** Kerry and Staci expressed interest in the open positions. It's too late to get their names on the ballot, but they can be elected as write-ins. In order to organize that:
- We will put information out on Facebook and web pages as appropriate.
  - Kerry will run for position 4, Staci for position 1. Write-in names must be spelled correctly, and attached to the correct position.
  - Terms begin July 1.

### **New Business**

**Policy Manual.** Our current policy manual dates back to 2006. Mike has a copy of Banks' updated policy manual in PDF. At the next meeting, we will review our current policy manual and discuss whether we want to consider updating ours.

### **Good of the Order**

1. The June meeting date will change from June 20 to June 13. We will recognize Ed and Sharon at that time for their service.
2. Wayne will set up folders for each Board member to contain the documents we review at each meeting.

### **Adjourn**

Ed moved to adjourn the meeting. Sharon seconded. The meeting adjourned at 9:59 p.m.