



**ELSIE-VINEMAPLE Rural Fire Protection District**

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**Elsie Vinemapple Fire Protection District (EVRFPD)**

**Board Meeting – REMOTE Zoom**

**February 28, 6:00 p.m.**

**MINUTES.**

1. Call to Order and Welcome. 1800 HR START TIME
2. Roll Call. Board members present: Vivian McCann, TJ Hecox, Stacy Morrison, Wayne Carmichael. Community members—varied from 17-45 on Zoom.  
**NOTE:** Per County Elections Office Kerry Walsh (position 4) could not vote until he was voted and sworn in by the Board. The County reportedly did not receive Kerry's letter accepting his election to Position 4 in 2023, so he is not a legal Board member, and his swearing in last summer is void. Per the County, that position remains vacant. It is not a problem for our district since (a) none of our votes would have turned out any differently if he had not voted, and (b) none of our meetings would have lacked a quorum had he not been present. We need to appoint him to that position, so it does not remain vacant. Oregon law states that, in case of a mid-term vacancy, the Board may nominate and vote to appoint someone to fill the vacancy. There is no requirement to post the vacancy or invite others to apply.
3. Motion to accept updated agenda. Wayne moved; TJ seconded. Vote 4 yes, 0 no.
4. Vacancy in Board Position. Wayne moved to nominate Kerry Walsh to Board position 4 and Stacy seconded. Vote 4 yes, 0 no.
5. Motion to approve minutes of recent meetings:  
Note: no changes to any of the 6 sets of minutes.
  - a. 01/17/24. Stacy moved and Wayne Seconded. Vote 5 yes, 0 no.
  - b. 01/21/24. Kerry moved, Stacy seconded. Vote 5 yes, 0 no.
  - c. 01/24/24. Wayne moved, TJ seconded. Vote 5 yes, 0 no.
  - d. 01/26/24. Stacy moved and TJ seconded. Vote 5 yes, 0 no.
  - e. 02/01/24. Kerry moved, TJ seconded. Vote 5 yes, 0 no.
  - f. 02/07/24. Wayne moved, Stacy seconded. Vote 5 yes, 0 no.**NOTE:** all minutes will be posted to the fire department Board website at:  
[elsiefire.streamline.org](http://elsiefire.streamline.org)
6. Reports

- a. Treasurer's Report. Stacy reported the following two points:
  - 1) All monthly bills had been paid.
  - 2) The most pressing issue is that the QuickBooks passwords are being withheld from us by the former chief and assistant chief. At this point we are going to have to spend district monies to hire a professional agency to help us gain access so we can comply with the state of Oregon's budgetary requirements.
  
- b. Chief's Report. Chief Rob Davis reports his focus has been:
  - 1) Office work to see what is in inventory and set a process for clean-up of station 1.
  - 2) Review policy manual and our operations guidelines.
  - 3) Sign up 4 new volunteers and set training for them.
  - 4) Contact neighboring fire districts and move back our run card policy to standard. This means we will need to request help on our call outs since before we had automatic help on certain run call areas.
  - 5) All recent call outs have been responded to including 2 recent ones to Hamlet.
  - 6) Special attention is now needed to prepare of the 2024-2025 budget process. This includes getting access to QuickBooks since the prior chief and assist chief have not given us pass codes to QuickBooks. This needs to happen in March so first round of the budget can be submitted for review in April. We will also need 5 community members to assist in the process and be present at the April Board meeting.
  - 7) Work on apparatus maintenance. Chief reports we now have 1 functional pumper engine at each station.

## 7. Old Business

- a. Station 2 update and moving ahead – TJ reports some progress. The manufacturer for the station 2 roof leak problem has been contacted to fix the leaks. Leaks are currently being captured but fixes are needed.
  
- b. Billing for non-resident calls. Kerry reports he is working with EF Recovery to set up a contract. Chief Davis reports an alternate company -Tactical Business Group in Eugene also does this service and will assist with grant writing as well. Discussion ensued and it was concluded to stay with EF Recovery for reasons involving ease of their app when needed on a call out, plus some other pluses for EF Recovery. Discussion then centered on who would be charged for call outs. It was explained by Chief Rob and from Vivian and Stacy that only nonresidents would get charged and that nonresidents visiting residents would only be charged for automobile callouts not medical call outs. That item was also a question for an audience member.

Chief Rob then explained the Board needs a resolution to go forward and set the charge rates that will be used. It was decided to use the State of Oregon rate schedule. The resolution to have Kerry move forward with the contract to EF Recovery. Vote 5 yes, 0 No.

- c. Review of 2022/23 Financial Report with accountant. Wayne made a motion to have Stacy and Kerry contact Bill Cote our accountant and arrange a meeting with him to get questions answered about certain financials. TJ seconded. Motion passed 5 yes and 0 no.

## 8. New Business

- a. Declaration of Surplus. Chief Rob explained that we should move to surplus certain engines and other vehicle units that do not function and are costing money to insure. These units do not contribute to our ISO rating which is used to help set local insurance rates for residents. Our current ISO rating is 5 on a scale of 1-10 where 10 is only given to major fire department districts and 1 is for areas with no fire or emergency service. That ISO rating has been given to us within the last year or two and will not be reviewed for several years. Following this Chief Rob asked for a resolution to surplus two vehicles asap-one a 1974 Crown pumper and the second a 1989 Western States pumper. Neither vehicle has batteries, and both have no equipment on them. They both would be surpluses on the state govt surplus site. Kerry made a motion to surplus and Stacy seconded. Motion passed 5 yes, 0 no
- b. New Engine Update. Chief Rob explained that the new fire engine plus pumper, being built by True North and Spartan, obtained from a FEMA federal govt grant, is rated at 3000 gal and pumps 1250 gal/min. Review of the unit's current specifications showed it would not fit in station 1 but would in station 2. A change order was requested so it would fit in station 1 and some small changes were made that would save \$7,521. This savings was decided to be used to pay True North to deliver the unit to us from South Dakota. This exempts us from anything that would happen enroute as the unit is our responsibility once we take delivery. We will still go to South Dakota and review/inspect the unit prior to its delivery by True North. We expect delivery to us about the end of August with our final inspection happening in South Dakota on about August 1.
- c. State Pool Bank Account. Vivian recommended that we move our accounts from Lewis and Clark Bank to a State Pool Bank Account. We currently have 7 accounts, and we really need only one plus a checking account. The state pool pays about 5%, more than we currently get with our Lewis and Clark accounts. The checking account would be retained with Lewis and Clark Bank. Marianne Berg, from Mist Birkenfeld FD, will help us get the forms set for the change and Stacy will make the changes. TJ moved to authorize Stacy and Kerry to set up that State Pool Bank account minus the Lewis and

Clark checking account and Wayne seconded the motion. Motion passed 5 yes and 0 no.

**9. Good of the Order**

- a. March meeting. Next board meeting will be on Tuesday March 19<sup>th</sup>. We are going to try and arrange the meeting for Jewell School and have it public.
- b. Other? The Station 1 cleanup scheduled for March 28-30 has been postponed. New time is TBA.
- c. Chief Rob thanked the community for attending and offered to meet one on one or in small groups with anyone who would like to discuss the changes taking place within the EVRFPD. Kerry replied and expressed his thanks and hopes for cooperation as the district makes these changes.

**10. Motion to Adjourn.** Wayne moved to adjourn, and Kerry seconded. Vote 5 yes, 0 no. Adjourn at 1936 hr.