



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

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Elsie Vinemaple Fire Protection District (EVRFPD) Board of Directors Meeting November 15, 2023, 6 p.m., Station 1

elsiefire.specialdistrict.org

**Present: Vivian (Chair), Stacy (budget), Wayne (Secretary), TJ, Kerry (via Zoom)
Mike (Fire Chief)**

Meeting opened at 6:07 P.m.

Pledge of Allegiance

Reading of Minutes

September 20 Meeting - review and vote to approve. TJ moved to accept, Stacy seconded. Accept 5-0.

October 30 special board meeting – Wayne read for review and vote to approve. TJ voted to accept, Stacy seconded. Accept 5-0

Approval of Accounts Payable (Group) – Stacy and Mike reviewed the accounts payable for the month. Mike presented a fund transfer form for \$16,230 from construction account to checking account, and a \$20,000 transfer from checking to money market account. Mike questioned final charge for the water storage tank on the Precision Pump invoice. Original estimate was for \$2195 while the final invoice showed \$2395. Wayne to check with Precision before full invoice amount is sent. TJ moved to accept accounts activities and Wayne seconded. Accept 5-0

Reports

1. Budget Report (Mike, Stacy). Mike/Stacy reviewed the Budget update. Wayne asked what changes have been done to the budget reporting process since November. Stacy explained that the Profit/Loss for the month now shows actual amounts transacted not estimated amount based on budget amount allocated for a given month.
2. OFDDA (Oregon Fire District Directors Association) Conference Report (Vivian, Stacy). Vivian and Stacy attended this conference from Nov 2-4 in Seaside on a

scholarship. They commuted, so no per diem expense was accrued. Both agreed that it was useful with certain sessions being more relevant than others. Sessions attended included Collective Bargaining (Stacy), First Responder Mental Health and Wellness (Vivian), Measuring Emergency service Delivery Performance (Vivian and Stacy), Budget Law (Vivian and Stacy), Cooperative service agreements (Stacy) and Board Member Duties and Responsibilities (Vivian).

3. Station 2 Construction Reports

- a. Status of Water System (Wayne). Precision has completed the project except for the electrical permit. We are waiting until electrical inside Station 2 gets final approval. Precision will call for this inspection when needed and they will pay for it-approx. \$100.
- b. Status of Water Heater Installation (Wayne). On demand water heater is installed but has not been tested since water has not been turned on inside Station 2. Note: electrical service that has been approved inside Station 2 includes exit lights, external lights and garage doors-per Dec 2019 J and J electric. Remaining electrical including lights, outlets, kitchen etc. still need a permit approval.
- c. Other? (none)

Old Business

1. Station 2 Situation

- a. Update on County Review (Vivian). Vivian provided updates on her discussions with the county. One item of note comes from Building Codes and Development Dept in that they require and are waiting for us to provide our Building Plans for Station 2. Note: the forms for this plan come from the multipage forms involving project description, plot plan, erosion control plan etc. (Applications/Brochures form from Community Development)
- b. Bond Measure Language and Details (Vivian)
Was the department required to use licensed entities, since it was publicly-funded? Station 2 was permitted for its site. Usable distance was 230 ftX160 ft with the building size of 100ft X 80 ft. The building is within permissible distance from back property line which is 50 ft. However, the structure housing the water holding tank is not 50 ft from back property line. Mike is checking distance requirements for pump house and flag-pole.
- c. Status of Bids for Architectural/Structural Drawings (TJ, Stacy). Stacy has not been able to get Vito Cirelli out for a site visit, but TJ has been able to work with Deidra Pitkin at Station 2 on Nov 12. She is willing to work with us and has offered to comp a certain number of hours to our project. **(see attached quote from Pitkin Building Design)** She will need to get as many records as possible on the project especially drawings and photos. The Board agreed to hire Deidra for the job.
- d. Next Steps

- i. Need plot plan for Station 2 property. Mike and Staci will work on this item.
 - ii. Tracking Expenditures and Records for Station 2. Hans and Mike are working on this item.
2. Policy Manual - remain tabled. Noted by Vivian.
3. Approval of FY 23-24 monthly Budget reports - tabled, pending ongoing review. Noted by Vivian.

New Business

1. Assessing the problems with Station 2, and preventing additional problems
 - a. Working with SDAO and OFDDA. Vivian noted she has had contact with some legal counsel to see what support might be available for us in navigating our situation. She conferred with Carrie Connelly of the Local Government Law Group, who was one of the speakers at the OFDDA conference. Ms. Connelly emphasized the importance of the employment contract(s) in effect, as well as adopted Board policies. In addition, we have access to a limited number of free consulting hours through our membership in SDAO/SDIS, and Vivian will be meeting soon with one of their legal consultants.
 - b. Purchasing recommendations. Board members expressed concerns about the unknown, yet likely significant, costs associated with correcting the issues discovered at Station 2. Mike suggested that the costs may have to be spread over 4 years, but everyone agreed that having Station 2 sit unusable for 4 years was not preferable. Discussion ensued regarding finding ways to cut back on spending.
 - c. Project Management recommendations. Going forward, purchasing recommendations and project management decisions (item b. and c.), will be supervised by the Board and Mike will carry them out.
2. Develop Board understanding of district contracts and history
 - a. Collate and review Board minutes from previous years. Wayne will review all minutes that he has (since 2017) and get this information available on a memory stick and where needed on a shared website. Mike to look for other records on Station 2 (checking upstairs in Station 2 and what might be found at Station 1).
 - b. Is there an employment contract for the Chief? At some earlier time there was but currently we don't think so – need to confirm this
 - c. Maintenance contracts for building and fleet - do they exist? Contracts exist for Maintenance (Hans), Fleet and staff (Mike) and recently grounds maintenance (George Jette). Mike informed the Board that no stipend has been paid to George Jette yet. Discussion ensued and since a Project Manager (Hans) for station 2 is not currently needed, and Maintenance expenses are now being handled by the Board and Mike, a Maintenance

contract is no longer needed. TJ moved and Kerry seconded to stop the maintenance payments, pending resolving permit issues with Station 2. Motion passed 5-0.

3. Research EF Recovery for billing of services to non-residents. Vivian presented details of a company "EF Recovery" that handles reimbursements from emergency call outs from insurance companies etc. We would provide details via forms and EF Recovery would make the claims and add a service fee to the claims. EVFRD would receive entire amount of claim with EF Receiving their fee on top of ours. This could be a source of income we aren't currently tapping into. Kerry agreed to research this company and report back on possibly using this service.

Good of the Order

1. December meeting. It was agreed the regular Dec 20 meeting time would be kept. Stacy asked us to start a project to send out holiday season/birthday cards to our volunteers. It was agreed and we will sign the first of these at our Dec meeting. Vivian/Stacy suggested a potluck dinner at our Dec Board meeting and it was agreed to be done. We will have this at Station 1.
2. Flagpole. Mike to review distance and acceptability for the newly installed flagpole which was a project of a local Eagle Scout candidate.
3. Mike provided copies to the Board of our Annual Financial Report for the year which ended June 30, 2023.

Adjourn

8:52 p.m. accept 5-0.

Submitted by Wayne Carmichael, EVFRD Board Secretary. December 4, 2023