**ELSIE-VINEMAPLE Rural Fire Protection District**

# 42644 Loyd Lane

Seaside, Oregon 97138 www.elsiefire.specialdistrict.org elsiefirewebcom@gmail.com (503) 755-2233

Elsie Vinemaple Fire Protection District (EVRFPD)

Board of Directors Meeting WITH FIRST BUDGET MEETING for 2024-25

April 17, 2024. 5:00 p.m.

Jewell School Library

Minutes-Draft

REMOTE ACCESS:

https://us06web.zoom.us/j/81976361322?pwd=P4rbeS04lGeb96g0NiJEUfphtEDP72.1

1. **The Budget Committee meeting was called to order by Chief Rob Davis at 5:08 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call.** Chief Rob Davis; Board membersVivian McCann, Chair, TJ Hecox, Vice Chair, Staciy Morrison, Treasurer, Wayne Carmichael, Secretary and Kerry Walsh, Assistant Treasurer (present online). Elected Budget Committee members- Patty Drew, Jason Evans (not present), Cassandra Messing, Beth MacNicoll (present online) and Jan Songer.
4. **Election of Budget Committee Officers.** Vivian moved to appoint the below for committee officers. Seconded by TJ. Motion passed 5 yes, 0 no.
	1. Chair (directs meeting after elected). Patty Drew, nominated/elected
	2. Vice Chair. Cassandra Messing, nominated/elected
	3. Secretary. Jan Songer, nominated/elected
5. **Receive the Proposed Budget and Message**
	1. Budget Officer: Interim Chief Rob Davis. Chief Rob presented the budget via handout and visual.
	2. Budget Message. Our budget is comprised of two funds. One is the general fund that includes resources from taxes and other sources (mainly grants). The expenses within the general fund include personnel services (or wages and benefits), materials and services, capital outlays and debt service. Fund number 2 is the equipment and facility reserve funds. The purpose of the equipment and facilities reserve fund is to set aside resources from year to year to save for purchases of apparatus, expensive equipment, and major repairs or initiatives to district facilities. The district will be developing an apparatus or equipment replacement plan to anticipate the needs from this fund.
	3. Budget Detail. The 6-page budget document was available for distribution. Main points were: The 2024, 2025 fiscal budget includes limited funding for a part time, fire chief position of about 8 hr./ week, and limited funding for an administrative assistant at about 16 hr./ month. A FEMA grant payment to purchase the fire district's pumper tender, and a larger built-in cash, carry forward of $48,580. For more discussion detail see zoom meeting report link.
6. **Discussion**
	1. Committee Member Comment. Patty Drew asked for budget committee comments-none were given.
	2. Public Comment. TJ noted that the transient lodging (hotel mainly) tax is being looked at by the County to offset the expected loss of revenue due to the state’s habitat conservation act changes being made. There was considerable discussion on detail numbers for the budget presentation. Please see audio transcript and the transcript scroll for that on the zoom recording.
7. **Additional Meetings.** Next budget committee meeting will take place prior to the next Board meeting on May 29, starting at 5 p.m., at Jewell School. Beth MacNicoll requested 90 minutes for the May 29 budget committee meeting and Vivian said we would move the regular meeting back 30 minutes (to 6:30 p.m.) to allow for that. The last meeting will be June 19 at which we should have final approval for the 2024-2025 budget.
8. **Budget Committee Adjourn 6:01 p.m.**
9. **Regular Board Meeting Call to Order and Welcome (6 p.m.). Vivian called the meeting to order at 6:12 p.m.**
10. **Pledge of Allegiance**
11. **Roll Call.** InterimChief Rob Davis; Board membersVivian McCann, Chair, TJ Hecox, Vice Chair, Staciy Morrison, Treasurer, Wayne Carmichael, Secretary and Kerry Walsh, Assistant Treasurer (present online).
12. **Motion to accept updated agenda.** Wayne moved to accept, Staciy seconded. Vote 5 yes, 0 no
13. **Approve minutes of 4/10 meeting.** Some edits made, TJ moved to accept edited version, Staciy seconded. Vote 5 yes, 0 no.
14. **Approve Accounts Payable.** Staciy presented the monthly bills and checks for signature. Checks totaled $2930.71. TJ moved to accept check signings and Wayne seconded. Vote 5 yes, 0 no.
15. **Reports**
	1. **Treasurer’s Report (Morrison). Staciy presented and itemized the current budget report.** Currently, we have 6 accounts:
		1. We have our loan repayment account, which has $21,000 approximately in it.
		2. We have our primary money market account, which is $94,000 approximately.
		3. Our primary checking, which has $16,017 and 75 cents.
		4. Our facilities account, has $53,171.29.
		5. Our maintenance account, which has $14,599.19.
		6. The sixth account is the Summer Staffing grant from 2023.

		So right now, we have about $177,000 in our accounts. And once our loan payment is made, and our additional funds that are held over for our 4 month timeframe, we'll be transferring around a $100,000 into the State Pool account.

Someone in the last meeting asked a question about our timber tax. As of January, we had about $3,900. Since then we have had one deposit which brings our total to $4,483.29.

There was then more discussion on finding the $1000 received in cash for the engine vehicle sold under the previous administration. Working with bank records going out 8 months after its sale nothing has been found. Chief Rob confirmed that the issue is still in question, and the money is still missing.

A motion was made and passed, 5 yes 0 no, to accept the treasurers report.

* 1. Chief’s Report (Davis).
		1. The new squad, 3450, is currently out of service. It's got a turbo issue. It's not building any turbo boost. It will go to Banks on the 24th of this month to be diagnosed and repaired. We're hoping it's something simple at this point. The old rescue is back in service, thanks to Roy and his hard work for doing a bunch of rewiring on that. We've got that back, along with the newer rescue so both are now back in service. It was down for a few days with a radio issue.
		2. Chief then discussed the Wildfire summer staffing grant. We have $34,500 for part time employment. Funds were previously used to pay volunteers to come to the station and cover staffing. Chief wants to try something different, and use some of the funds to hire part time firefighters into the district who can then be hired out for off-district fires through the Columbia County task force. This generates revenue for the district and has the potential to recruit new volunteers.
		3. Chief also discussed using the recent $10,500 from the county to purchase new turnouts and other gear for the district.
		4. Finally Chief wants the board to review the facilities, apparatus, and maintenance fund.
		5. The Chief ended with reporting a phone call from Doherty Ford about a vehicle purchase. He stated he did not make the call but someone named Susan did. Chief emphasized that any vehicle purchase needed to come through the Board and he was not involved.

This ended the Chief’s report. Some discussion ensued from Vivian, Kerry (equipment surplusing) and an audience member asking for detail on income and detail on sending out crews and equipment for wildland summer fires. Chief replied with more detail and said he was still deciding on what surplus recommendations to make pending board and community input.

* 1. **Station 2 Report.** Vivian led this discussion which centered around several report types that people have been working on. This included summarizing the levy for station 2 and what the levy was intended to accomplish, i.e a building for vehicle, equipment storage only, or also a community center. Wayne has made a timeline for the actions on station 2 starting with 2017 and it will be posted to our website. See: https://elsiefire.specialdistrict.org/files/0754b2ed3/Excerpts+from+Minutes+pertaining+to+Station+2+%282018-2023%29.docx.pdf

Considerable discussion ensued (check zoom recording) with the general consensus was that the building was not originally intended for a community center but that is what it has become. This will be a major issue to resolve going forward.

* + 1. **Investigation/Audit of Station 2 records.** This centered around the levy and is discussed above and on the zoom recording**.**
		2. **Update from Deidra Pitkin.** Deidra reported her summary on the status of station 2 and progress toward getting the building permitted based on what the community wants to pursue. Topics included septic, water, roof repair, easements and setbacks. Some are doable and others likely not due to county restrictions which cannot be changed. Right now, the emphasis is getting the current building status approved without the community center and pursue that for the future if its decided to go that route. See list of needed work at: https://elsiefire.specialdistrict.org/files/82757c2c0/EVRFPD+Station+2+Updates.pdf
		3. **Construction Committee.** Vivian led this discussion which centered on setting up a committee to pursue and assist with all the issues Deidra noted. Currently TJ, Wayne and Kerry are involved, and a request was made for others esp. with construction/permitting experience.
1. **Old Business**
	1. **Update on EF Recovery Contract.** Kerry reported that all paperwork has been submitted and that what remains is to set a rate sheet for Recovery to work with. Chief Rob will work on this.
	2. **Update on Financial Records and Recordkeeping.** Vivian reported a summary of what has happened since we took over the financials and records. We now have fixed most issues and moved to a new web version of QuickBooks which is compatible with how we go forward.
	3. **Station 1 Cleanup Progress Report.** Vivian and Staciy reported on efforts to move, properly store and dispose of papers, manuals, financials etc. Staciy thanked those who have helped and asked for more help moving needed items to recycle or disposal.
	4. **Q & A Follow-Up.**
		1. Vivian reported on some follow information including what happened with the Tahoe vehicle used by the current interim chief. The wiring issue was explained and corrected. See zoom details for more information.
		2. Vivian then explained how we arrived at the hourly rate we currently Pay Chief Rob, which is $50/hr. This rate was established with SDOA and what they recommended for an interim chief. We have paid him $1100 so far and owe him another $2000. Vivian emphasized that it is not the $56,000 being falsely reported on social media. She also reported that based on a SDOA workshop she and Staciy attended it is typical that volunteer FD like ours do have professional fire chief in some kind of paid position, full or part time depending on what the budget allows. This is what we are striving towards. This answer was in response to community members question about our interim chiefs pay rate.
		3. Finally, Vivian restated the reasons for the former Chiefs termination. Although this information is in previous meeting minutes it was because of problems with station 2, as well as many months of issues with records, financials, and protocols. We did try multiple times to resolve the issues, including arbitration, and then to have the Chief retire with all the honors he deserved. When that failed, we proceeded with dismissal. See more detail on the zoom link.
2. **New Business**
	1. **Construction Loan Status.** Vivian noted that weneed a motion from the Board to authorize the Board, including current Board members to receive information and transact business on behalf of EVFRPD FD, with regards to our construction loan. Currently, paperwork on the construction loan goes way back to 2017. The signature on it was Lisa Clapp, who was the board chair in 2016 or 2017. Currently we are unable to get any information about this loan, or do anything on behalf of the construction line without this authorization from the board that we can share with the bank. Vivan asked for a motion to authorize Wayne Carmichael, Rob Davis, TJ Hecox, Vivian McCann, Stacy Morrison and Kerry Walsh to receive information and transact business on behalf of our district.

For the record the following titles are in affect for this motion: Vivian McCann, Chair, TJ Hecox, Vice Chair, Wayne Carmichael, Secretary, Staciy Morrison, Treasurer and Kerry Walsh Assistant Treasurer. Kerry moved and Staciy seconded. Motion passed 5 yes and 0 no.

Related to thisVivian noted we also need to update our district registry, with the State. Vivian has some information on this from the bank. She asked for a volunteer from the board to gather that info and report back with the next meeting. She will put that person in touch with the person at the bank who can help you with that. Kerry agreed to do this.

* 1. **Authorization to Deploy Apparatus.** Vivian then noted that we need authorization for Chief Rob to deploy apparatus and personnel during the summer season. It was then agreed to table this to our May meeting**.**
	2. **Additional funding from County - Use of Funds.** Chief suggested using these funds for training, support, CERT efforts and emergency equipment.
	3. **ODHS Grant - “Resilience Hubs and Network Grant”.** Vivian reported that in the last few days Chief Davis has brought to our attention an ODHS grant from the State entitled Resilience Hubs in a Network grant. This is a 10 million dollar grant that is aimed at pushing funding out into rural areas like ours to help us be more prepared for emergencies, for climate issues, for any sorts of needs that we have out here in our community, and they want to build them around facilities that are already existing that are the type of facilities that people would look towards in an emergency situation. It’s a broadly worded funding opportunity that can be for things that people just need support for i.e. training, upgrades to buildings etc. There is already a group working on this and Kerry is taking the lead. Grant deadline is May 6. More to be reported at the May meeting.
1. **Good of the Order.** Vivian asked and none was noted. Vivian thanked all in attendance and reminded the audience we need more volunteers.
2. **Motion to Adjourn.** Wayne moved to adjourn; TJ seconded. Vote 5 yes, 0 no. Adjourned at 7:46 p.m.

Minutes prepared by

Wayne Carmichael

Secretary

May 16, 2024