



Elsie-Vinemapple Rural Fire Protection District
42644 Loyd Lane, Seaside, Oregon 97138
Website: www.elsie-fire.com | Phone: 503-755-2233

Board of Directors Meeting
Date: November 12, 2024
Location: Jewell School Library
Remote Access Link: [Zoom recording](#)
Passcode: 0ZHB@72v

MINUTES

- 1. Call to Order and Welcome.** Call to Order at 5:02 PM.
- 2. Pledge of Allegiance.**
- 3. Roll Call.** Board members TJ Hecox, Kerry Walsh (Via Zoom), Deidra Pitkin, Joan Layman and Ed Van Dyke are present. Chief Davis is present.
- 4. Motion to accept the agenda.** After review Kerry Walsh made the motion to accept the agenda. Ed Van Dyke seconded the motion. The motion carried with a unanimous 5/0 vote.
- 5. Motions to approve Minutes**
 - 1. October 14 Board Meeting Minutes:** Ed Van Dyke made a motion to approve the minutes from the October 14 Board meeting. Joan Layman seconded the motion. The motion carried with a 5/0 vote.
 - 2. October 28 Special Board Meeting Minutes:** Joan Layman made a motion to approve the minutes from the October 28 Special Board meeting. Deidra Pitkin seconded the motion. The motion carried with a 5/0 vote.
- 6. Accounts Payable.**

Chief Davis reported on the status of accounts payable including notification that this period will be the last in 2024 where payroll for seasonal staff will be a factor. Total Accounts Payable for the month is \$14,004.62 with \$8,931.00 being payroll.

After board review of the invoices and receipts, Ed Van Dyke made a motion to approve accounts payable. Deidra Pitkin seconded the motion. The motion carried with a unanimous 5/0 vote.

7. Reports.

7.1 Chief's Report. Chief Davis reported that overall "things are looking good."

Four volunteers have passed state certification as Emergency Medical Responders (EMR), bolstering the District's medical response capability.

Outfitting of the newly donated Type 3 fire engine Miss Ang is underway with hose and other essentials loaded. Chief Senz is leading the effort with the goal of having the apparatus in service next week, in advance of the onset of winter weather

8. Old Business.

8.1 Starlink Internet Update. Starlink is up and running at station 1.

8.2 US Bank Account Update. Switching the bank accounts from Lewis & Clark to US Bank is in process. District Admin Stacy Morrison estimates 1-2 weeks before switching is completed.

8.3 Station 2 Update. Director Pitkin advised that engineering analysis remains ongoing. Inspection of the concrete pour is scheduled to confirm pour thickness, rebar vertical and horizontal spacing is in accordance with specifications.

Chief Davis advised Carlson Testing provided a Not To Exceed contract price of \$850 to complete the analysis of the concrete floor. Chief Davis made the point that we currently have a building that is not usable, with members of the community expressing concern over the "community center" construction that was completed with tax dollars. Further to this point, the District needs to move forward with determining the condition of the building, and the work and associated costs required to bring the building into compliance. This needs to be completed before the District can develop and present a comprehensive plan to the community.

Director Van Dyke raised the point that he was personally involved in the pour of the concrete and did not see issues that would warrant expending the funds to complete the concrete inspection. Director Pitkin explained the necessity of the expense due to observations made by community members questioning the methods employed during the pour specifically related to the rebar positioning and pour thickness, and the load bearing adequacy of the footings with the unplanned, unpermitted construction. RPW Structural Engineering requested the Carlson Testing GPR (Ground Penetrating Radar) scan be completed before they proceed with their structural analysis. RPW SE provided a drawing for items in question regarding the slab.

Director Van Dyke commented that he was personally involved in the pouring of the concrete, and that since the floor was permitted and inspected by the County, he felt there was no issue with the concrete pour.

Board Chair Hecox advised he was adding Carlson Testing to the agenda under New Business.

9. New Business.

9.1 Lewis & Clark Access. TJ Hecox reported that all board members have been set up as signers for the account. The only Board members with online access to the accounts are Directors Hecox and Walsh.

After discussion TJ Hecox made the motion to add Chief Davis and District Admin Morrison to the online access for Lewis & Clark Bank. Director Pitkin seconded the motion. The motion carried 5/0.

9.2 Board Duties & Responsibilities Policy Section 1 & 2. Deidra Pitkin proposed utilizing the SDAO template that sets forth Board duties and responsibilities. Chief Davis expanded on the idea explaining that utilizing the SDAO template simplifies our District policy updates by incorporating policies developed by SDAO. Utilizing the SDAO process will also save the District legal funds as SDAO provides them pre-vetted.

A workgroup consisting of Chief Davis, Directors Pitkin and Layman will meet to complete the policy sections 1 & 2 update prior to an upcoming Board meeting.

9.3 Policy 5.2.3. Discussion centered on clarifying the language in the policy section to deconflict expenditures authorized in the approved budget, and the current policy requiring Board approval for purchases more than \$500. As an example, Chief Davis advised that he had authorized maintenance, repair and long overdue air testing of the dysfunctional breathing air compressor located in Station 1. The expense, while covered in the approved budget, exceeded the \$500 limit stated in the policy, and should have required Board approval, the process of which would cause delay in bringing a critical piece of equipment into service.

After discussion, Director Pitkin made a motion to accept clarification of the policy. Director Layman read the change into the record as follows, *“The Fire Chief may delegate purchasing power to other volunteers of the District. The Fire Chief is also granted the limited authority to order equipment, materials, supplies, and services within the approved fiscal budget. The Board of Directors shall review the results of purchases during the monthly reconciliation of the checkbook records and budget status report. Any purchases outside of an approved budget shall be brought before the Board for approval.”* TJ Hecox seconded the motion. The motion carried 5/0.

9.4 Accounts Funds Transfer. Chief Davis requested the Board authorize the District to transfer all funds not currently in the general checking account to the Oregon LGIP (Local Government Investment Pool) which will serve as the Districts savings account. The result of the transfer results in the District maintaining two bank accounts, checking and savings, as opposed to the seven accounts maintained

previously.

Board Chair Hecox made a motion to transfer all funds, except \$1,000.00, from the Pioneer checking account to the LGIP savings account. Director Layman seconded the motion. The motion carried 5/0.

9.5. Pumper Tender Payment Authorization. Chief Davis restated the finances associated with the purchase, change orders, refunds and grant funds received from FEMA related to the new Pumper Tender. TJ Hecox made the motion to authorize the payment of \$654, 525. Director Van Dyke seconded the motion. The motion carried 5/0.

9.6 New Logo. Chief Davis reported on collaborating with the volunteers to develop an updated logo for the District. The new logo will be utilized for apparatus, T shirts, sweatshirts, etc. where one color printing is required. In the interest and respect for the history of the District the center of the original logo will be maintained for embroidered patches which will be multicolored.

9.7 Carlson Testing Contract. Chief Davis updated his report that the quote from Carlson Testing was a Not to Exceed proposal in the amount of \$825. TJ Hecox made the motion to authorize Chief Davis to execute the contract with Carlson Testing in the amount of \$825.00. Director Layman seconded. The motion carried 4/1 with Director Van Dyke opposing.

10. Public Comments. No comments.

11. Board of Directors Comments. Director Walsh commented on his appreciation of the direction of the department, the ongoing training work, the professionalism of the responses, and the acquisition of the new engine.

Director Layman agreed and added her gratitude for the great work of the volunteers. She discussed conversations with the school PTO regarding department support for school activities.

Director Van Dyke agreed and added his appreciation for the work of the Chief, the volunteers, and the Board to move the District forward.

Director Pitkin also agreed and added that community members are aware and appreciative of the improvements to the District.

Board Chair Hecox expressed thanks to Mama Ang for the donation of the engine.

13. Motion to Adjourn. Kerry Walsh made the motion to adjourn. Deidra Pitkin seconded the motion. The vote to adjourn was unanimous. The meeting adjourned at 5:53 PM.

Per EVRFPD Board of Directors