



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

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Elsie-Vinemable Rural Fire Protection District Board of Directors Meeting December 13, 2022 Minutes

Pledge of Allegiance

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

Fire Department members present: Hans Mulder

Community Members present: Sue Robinson, Axel Hecox

Wayne opened the meeting at 7:10 p.m.

Approval of November minutes:

Wayne read the November minutes. Ed moved to approve as written; Sharon seconded. The motion was approved unanimously (5-0).

Budget report/vote:

1. The November budget, presented at last month's meeting, was incomplete at that time; thus, the Board had voted to table approval of that month's budget pending resolution. Those matters have now been resolved. Vivian moved to accept the budget from November 15; Ed seconded. Motion passed 5-0.
2. Hans provided the December budget report.
 - a. The checks written this month add up to \$ 5745.60. But, in the budget report for this month, the amount listed for materials and services was \$6325.13. A difference of \$579.53 was unaccounted for. We found \$60 in a typo in the list of checks, reducing the discrepancy to \$519.53. We believe we have confirmed that this month's checks are fully accounted for and accurately computed.
 - b. Our next step towards reconciling the budget numbers was to determine how Hans came up with the \$6325.13 listed for Materials and Services. Hans wasn't sure.
 - c. An additional issue that arose is that not all of this month's checks go to the Materials and Services fund. For example, the phone charge goes to the phone account, insurance goes to the insurance account, etc. SO, the discrepancy is

greater than we thought, and at that point no further action was taken. Hans said he would try to figure it out.

- d. In an attempt to address the unresolved concerns stated above, it was noted that the report could be set up in a way that was more transparent. It was also noted that the Board should have a Treasurer to take responsibility for this. Ed volunteered to help set up Quick Books to better support our needs.
- e. Sharon moved to table approval of the December budget report to the January meeting, pending clarification and reconciliation of budget reports.

Review and Pay Bills/Vote.

TJ and Wayne reviewed the bills and signed checks. Vivian moved to pay the bills; Sharon seconded. Motion passed unanimously (5-0).

Old Business

1. Station 2 Updates.

a. Septic System Updates (TJ, Mike, Ed)

- Ed reported that he and Sharon picked up the application for the septic tank and asked questions about application of our situation.
 - Since Station 2 is not going to be manned full time or used extensively we are able to place the smallest tank required by the County, such as for a 3 bedroom home, or 1000 gallons.
 - There are basically 2 steps to the permit :
 - 1a. Submit site evaluation after test holes are dug and ready for inspection. Site valuation fee is \$850.00, due prior to the site visit.
 - 1b. The site evaluation will determine what type of system we can place. There are 3 different types and construction permit fees, which vary from \$1200.00 - \$1750.00.
 - 2a. Construct system.
 - 2b. Have system inspected for final approval. May or may not be on site final.
- Ed and Sharon will need the legal description, how to identify ownership, and authorization from the Board to submit and manage the project.
- Ed reported that the next step is the site prep (digging two holes for inspection), but is concerned about recent rains slowing us down. TJ suggested we could figure out where we'd like it to be, then dig a hole and see how it looks. If it looks good, we can have them come out to inspect. That way, we may not have to wait until

Spring to move ahead on this. There are two possible locations for the system.

- TJ, Wayne, and Ed will meet at Station 2 on the 16th at 9 a.m., and TJ will bring an excavator, and they will give it a go.

b. Water System Updates (Mike, Wayne, Hans). Hans reported that the borers came out and completed the boring. An underground sleeve for the pipes is now in the ground, running from the creek to the back of the station. But, the angle may not be correct, and the correct angle needs to be determined before it is adjusted. Once that is in, Hans can pour the slab, etc.

c. On-Demand Water Heater (Wayne, Hans). Wayne reported that we received an itemized bid to justify the total amount of \$3900 on the previous (but vague) bid. TJ noted that acceptance of the bid is premature, since we do not yet have water or sewer, and that in light of our fast-diminishing budget it may be prudent to refrain from committing to the on-demand water heater until we have the larger expenses and infrastructure paid for. At that point, we can better determine what type of water heater we can afford.

2. Station I Roof Repair (Mike, Ed)

- Following are the bids we currently have:
 - For Composite Roof:
 - West Coast Construction: \$11,500 for 30-year Certainteed. Includes 4 sheets of plywood; additional at \$80/sheet.
 - Another bid (via Mike, contractor unnamed) came in with \$11,985 n/i plywood and other additions — so, roughly 15,000 total.
 - DK Construction is coming Friday to give us a bid, which will complete our bid collection.
 - The Board decided to go with a composite roof, so further bids for a metal roof are no longer needed.

3. Stipends for Primary Department Volunteers.

- a. Since our last meeting, Wayne has been thinking about the issue, and suggested that we could defer this item to next year for the annual budget cycle. Vivian noted that (per Mike at the last meeting) the Hood to Coast money wasn't split with the Association the way it usually was, so \$1200 of that money could be used to pay the stipend this year.
- b. Going forward, we would like all stipends to be budget-dependent, and also to have clearer written criteria of what each stipend requires (what responsibilities are included in each one). These items can be dealt with in the next budget cycle. TJ suggested that we may want accountability for all 3 positions in the form of a report to the Board, perhaps twice a year.

- c. Sharon moved that we approve a stipend of \$100/month to pay for groundskeeping of all 3 fire stations, effective beginning January 1, 2023. TJ seconded. Motion passed unanimously (5-0).
 - d. The question was then raised as to who appoints the person who will maintain the grounds. Hans stated that the current appointments were made by the Board. Thus, the Board should appropriately appoint this person as well, though there is nothing in the Policy Manual that specifies it. The Board noted that Policy Manual is ripe for revision.
4. **Streamline Web Service.** <https://elsiefire.specialdistrict.org>
- a. Vivian had prepared a demonstration of the new website, which she has been working on. The meeting had already run quite long, so this demo was deferred to the next meeting.
 - b. Vivian requests this information from Board members and/or staff:
 - i. Do we have a service area map showing ONLY our service area, in more detail?
 - ii. Burn permits, other permits we issue? What do we provide to the community that they need to contact us for, and where/how do we put that on the webpage?
 - iii. Station 2 - do we post an accounting of funds spent on it so far? Also, what pics do we have to show the various stages of building?
 - iv. How can people donate? (Paypal, credit card, etc?) Is it tax-deductible?
 - c. TJ moved to pay Streamline on an annual basis, beginning January 1. Vivian asked if we could negotiate for a lower rate if we pay annually instead of monthly. Ed seconded. Passed unanimously 5-0.
5. **Follow-up on Grants.** Mike was not present, so there was no report.
6. **Follow up on Station 2 Roof Leaking Problem.** Hans reported that he contacted the roofer (JT roofing out of North Plains). The roofer said the insulation was very thick, and would eventually settle, and we were supposed to have called them about 6 months after installation so they could re-set the screws. They are supposed to come out this Saturday the 17th.

New Business

1. **EVRFPD Mission Statement.**
- a. The Department already has one, which will be reflected on the website. The Board is also interested in creating its own mission statement.
 - b. Sharon moved that we adopt the following as the Board mission statement: To oversee and assist the finances and operations of EVRFPD #11. Vivian seconded. The motion passed unanimously (5-0).

2. **Awards Banquet.** Members and staff discussed various options, including the following:
 - a. Having the volunteers set up, bring food, and then clean up afterwards, to save money. This has been done in the past. Vivian noted that it seemed odd to have the volunteers set up, cook, and clean for their own party.
 - b. Whether the location should be one of the stations, or elsewhere. Wayne remembered that there had been complaints about the diesel smell in the Station when the event had previously been held there. Station 2 isn't ready yet, as there is no water, sewer, or plumbing.
 - c. Other possible locations include Camp 18, or the American Legion Hall in Seaside. The general consensus was that Camp 18 is a great option in terms of proximity, ambience, etc., but there are concerns about the food and the costs. We agreed it was a good idea to talk to the owner to see what we might work out. TJ will talk to Clay (the owner) to explore options that might include us providing and/or cooking the meat, and/or if the price/person is too expensive, see if they are willing to reduce the cost as a Tax-deductible charitable donation to the Firefighters' Association.

Adjourn. TJ moved to adjourn. Everyone seconded. Motion passed unanimously (5-0). The meeting adjourned at 9:45.