



ELSIE-VINEMAPLE Rural Fire Protection District
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**Elsie Vinemapple Fire Protection District (EVRFPD)
Board of Directors Meeting
August 26, 2024
Jewell School Library**

MINUTES

- 1. Call to Order and Welcome.** Call to Order at 5:05 PM.
- 2. Pledge of Allegiance.**
- 3. Roll Call.** Board members TJ Hecox, Joan Layman, Ed VanDyke, Kerry Walsh, and Deidra Pitkin are present. Three community members are in attendance in person or on the zoom line. Chief Rob Davis is in attendance
- 4. Motion to accept agenda.** After review Kerry Walsh made the motion to accept the agenda. Joan Layman seconded the motion. The motion carried with a unanimous vote.
- 5. Motion to approve July 23 Minutes.** Joan Layman made a motion to approve the minutes from the July 23 Regular Board meeting. Ed VanDyke seconded the motion. The motion carried with a unanimous vote.
- 6. Accounts Payable.** Discussion between the Board and Chief Davis included the process for submitting expenses and the requirement that detailed receipts be attached to provide the basis for approval. No receipts/no reimbursement.

After board review of the invoices and receipts, Kerry Walsh made a motion to approve accounts payable. Joan Layman seconded the motion. The motion carried with a unanimous vote.

7. Reports.

7.1 Chief's Report. Chief Davis reported on the tremendous effort made by volunteers and community members, particularly Ron Weber, to clean station 3, removing trailer loads of rodent infested debris, dismantling obsolete internal structures, cleaning the exterior and replacing the sign. Some repair work to the internal structure of the building will be completed in advance of staging operational apparatus in the station.

Chief Davis reported on the Hood to Coast support work conducted at Station 3 which included seven volunteers, rescue, and brush apparatus.

Chief Davis provided an update on the status of the new pumper / tender engine. The Chief expressed frustration with the vendor due to the engine being transported to Hillsboro prior to the final inspection. Assembly of the engine is complete, and the apparatus will be delivered to Hillsboro in approximately one week at which time the engine will be inspected prior to acceptance.

Chief Davis expressed frustration with the vendors and the faulty paperwork maintained by the previous administration that has led to the acquisition being over budget due to change orders.

The Chief discussed compensation for the Lees Fall Fire response which netted the District \$5,896.50 in apparatus reimbursement. Apparatus reimbursement for Hood to Coast is in the amount of \$6,000. With the sale of the water tender at \$2,500 and the engine \$5,698 brings the current reimbursements to the District to \$20,094.50. Chief Davis advised there are many more things remaining to be to be disposed of via the surplus process.

Chief Davis reported that he had contacted the company insuring the Districts equipment and requested a copy of the policy and a detail of the insured assets. Eight vehicles were removed from the insurance policy. The eight vehicles removed included those recently sold as well as several mystery vehicles that are not in the District inventory. Removal of these vehicles from the policy will reduce the bill for insurance. Chief Davis advised he would call DMV to try and identify the mystery vehicles.

There is also a discrepancy between insured values and actual replacement costs. Chief Davis is going to work with vendors and others to determine costs and adjust the policy accordingly.

The complete report can be heard on the meeting recoding [here](#). Passcode: 8r1B=&op

8. Old Business.

8.1 ODHS Grant “Resilience Hubs and Network Grant.” No updates from ODHS as they continue to evaluate for awards.

8.2 Banking Signatories. TJ Hecox reported that we have been in discussion with the goal of switching to US Bank which provides a government banking service. In the meantime, we continue to work with Lewis and Clark Bank to clean up the accounts, adding new signatories and removing signers no longer with the District.

Though District policy requires two signers for checks, currently Ed VanDyke is the only signer that the bank recognizes. TJ advised that Lewis and Clark Bank has provided language that will be used, in conjunction with these minutes, to complete the update for authorized signers. That matter is to be discussed in New Business.

9. New Business.

9.1 Station 2 Update. Deidra Pitkin advised that the engineers have reviewed the drawings and have requested additional information. That information will include demolition at various locations to expose structural members and connections. Chief Davis and Deidra are coordinating to obtain the information requested information. Chief Davis raised the point that the current District headquarters is now at Station 1 which is failing. He discussed the potential of using Station 2 as the headquarters once the construction issues are resolved and the County clears the building for occupancy.

The discussion included developing the process for including the community in the process of determining the use of the portion of the building that had been under internal construction for use as a community center.

Kerry Walsh reported on the planned installation of “storeroom” locks that will prevent entry into the portion of the building under County review. The locks will be installed on the three interior doors as well as the outside man door at the rear of the building. The locks will be keyed the same. A key will be available in a lock box located on the bay side. The push button lock on the front of the building will be recoded to prevent entry.

The Board discussed the break-in at Station 2 through the front double door entryway. The break-in was reported to Clatsop County who dispatched a deputy to observe the conditions and take the report. Nothing was noted to be disturbed. Sheriff’s office advised to contact them if anything is determined to be missing.

9.2 Revisions to Policy 5.2.3 Financial Management - Controls. Discussion was held on the proposed revision to the policy section governing control of financial processes in the District.

Discussion included establishing a process for providing the Fire Chief with the ability to make emergency purchases. Kerry Walsh was designated to draft the Emergency Purchase / Credit Card policy for review by the board.

Joan Layman read the edited policy document into the record. With no additional discussion Kerry Walsh made the motion to approve the revisions to policy 5.2.3 Financial Management – Controls as edited. Deidra Pitkin seconded the motion. The motion carried unanimously.

9.3 Chief’s Contract. The draft Employment Agreement – Fire Chief document was discussed.

Kerry Walsh made a motion to approve the Employment Agreement as written and authorized TJ Hecox and Ed VanDyke to sign the agreement. Ed VanDyke seconded the motion. The motion carried unanimously. TJ Hecox, Ed VanDyke, and Chief Davis signed the contract.

9.4 Internet. Chief Davis discussed the ongoing issues with poor internet connectivity at Station 1 and the need to upgrade to a reliable system. Chief Davis discussed acquiring Starlink for Station 1 and the potential for a mobile Starlink system to be purchased at a later date.

Ed VanDyke made the motion to authorize Chief Davis to move forward with purchasing a Starlink system for Station 1. Kerry Walsh seconded the motion. The motion carried unanimously.

Chief Davis will also explore switching the telephone at Station 1 to an online service.

9.5 Banking Signers.

TJ Hecox made the motion to update the check signing authority at Lewis and Clark Bank as follows – ***“Authorized signers for all accounts at Lewis and Clark Bank for Elsie-Vinemaple RFPD 11 are listed as Thomas Hecox Jr., Kerry Walsh, Ed VanDyke, Deidra Pitkin, Joan Layman and all other signers on the account shall be removed.”***

Kerry Walsh seconded the motion. The motion was unanimously approved 5-0.

9.6 Policy Revision. Discussion included forming a Policy Committee to include Chief Davis, two Board members and two volunteers. Preliminary consideration is to have the committee meet via Zoom to update one section of the District Policy Manual.

TJ Hecox made a motion for Chief Davis to form a Policy Committee and begin work on policy updates. Deidra Pitkin seconded the motion. The motion carried unanimously.

10. Public Comments. Rob Weber and Wayne Carmichael followed up on soliciting for pictures taken during the construction at Station 2. Discussion included establishing a dedicated email address that would be posted to the District web page and Facebook account that could be used by community members who may have documentation.

Chief Davis made the observation that the District has a building (Station 2) that is currently of no use to the District due to the unpermitted and faulty construction issues. Discussion included developing a plan to include community members in the process of deciding the path forward for use of the building. The board discussed a plan for informing the public of the current conditions, the required repairs to bring the condition of the building up to code sufficient to allow occupancy, and a discussion of the eventual use of the building.

11. Executive Session. The Executive Session was determined to be unnecessary and was removed from the agenda.

12. Board of Directors Comments. TJ Hecox thank Rob Weber and the volunteers for all

the efforts in cleaning and making Station 3 habitable.

Kerry Walsh made a comment that community members, when they learn about the ongoing District training for CPR and advanced first aid, made comments that they would like to have the opportunity to also participate in classes.

Ed VanDyke expressed his thanks to Chief Davis for divesting the District of obsolete, unnecessary apparatus, and bringing in the much-needed revenue in the process.

13. Motion to Adjourn. Kerry Walsh made the motion to adjourn. Ed VanDyke seconded the motion. The vote to adjourn was unanimous. The meeting adjourned at 7:32 PM.

Per EVRFPD Board of Directors

August 28, 2024