



ELSIE-VINEMAPLE Rural Fire Protection District
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**Elsie Vinemapple Fire Protection District
Board of Directors Meeting
July 14, 2025
Jewell School Library**

[Link to Zoom Recording](#) / Passcode: f*y8kMs%

MINUTES

1. **Call to Order and Welcome.** Meeting called to order at 5:08 PM
2. **Pledge of Allegiance.**
3. **Roll Call.** Directors Walsh, Van Dyke, Pitkin, Layman, and Hecox are present. Fire Chief Davis is logged in via Zoom. Several community members are in attendance.
4. **Public Comments.** None.
5. **Approval of Agenda.** Director Walsh made the motion to approve the agenda. Director Van Dyke seconded the motion. The motion carried 5/0.
6. **Approval of June 16, 2025 Board Meeting Minutes.** Director Van Dyke made a motion to approve the minutes from the June 16 Board Meeting. Director Layman seconded the motion. The motion carried 5/0.
7. **Chief's Report.** (Read into the record by Director Walsh). This last month has been amazing. Station 1 is looking so much better. We filled an entire 30-yard dumpster and have another 20 yard to fill. The bays are really coming together. I want to give a special thank you to Ron Weber for his commitment to the district and the amazing job he did in cleaning up the tool area in the bays. That was a tremendous help!!!!

Before the close of the budget year we outfitted our admin with a new desktop computer, and she is working on getting moved over to that which will be a huge help. We also purchased a kestrel weather meter for monitoring fire weather on wildland incidents. We also upgraded to wildland hose packs to more effectively deploy hose around wildland fires. Before this we had duffle bags with hose in them. This is a huge upgrade for the district. I must also send a special thank you to Oregon Department of Forestry Astoria District who set us up with wildland hose

and the rest of the hardware needed to build progressive hose lays!

Tender 3433 is in service at station 3!

We are still working through logistics of getting an additional type VI brush rug from Mist Birkenfeld so I hope to have that done soon.

Training: most of you know that we sent three of us to Nows the Northwest Oregon Wildland School held at Camp Rilea! This was a great opportunity for us to integrate with every other district in the county and get some great training.

Almost all of our members have completed their wildland type II firefighter training and we are working on certification now.

Seismic Grant; all of the paperwork has been signed and returned, I am waiting for the executed contract to be returned, I expect that any time. I had hoped to have the board approve an RFP tonight however it's in SharePoint so I am asking the board call and announce a special meeting for Monday 7/21 at 5pm by zoom only to review and approve the RFP for engineering and design for the project.

I would like to bring all steps of the seismic rehab project before the board as it relates to RFP's and contracts, review and approve those in open meetings and then move forward.

As for selections of things that come through RFP's; I will build a selection committee who will review the RFP's and make a decision based on scores, that decision will then be brought to the board for approval and delegation of signing authority. That process will be repeated for each RFP process.

I would like the board tonight through board action to authorize construction management and oversight responsibility by the fire chief so that once RFP's and contracts are approved the fire chief can manage the project accordingly.

I am also asking the board for authorization to work extra shifts in district on the OSFM staffing grant. With all the projects going on this stands to benefit the district and its residents as well as keep the chief in the district more often. I would recommend that we limit this to 32 hours per month total. Chief Senz, BC Dietrich, Lt Hensinger will also pick up some shifts to help cover the district.

8. New Business

8.1. Oath of Office and Swearing in Board Members.

Oaths administered to: TJ Hecox, Kerry Walsh, Joan Layman, Deidra Pitkin, and Ed Van Dyke.

8.2. Appointment of Board Chair and Vice Chair.

Board Chair: Director Walsh nominated TJ Hecox for the position of Board Chair. Director Van Dyke seconded the nomination. The nomination was approved

5/0.

Vice Chair: Director Pitkin nominated Director Walsh to the position of Vice Chair. Director Van Dyke seconded the nomination. The nomination was approved 5/0.

A discussion regarding other board duties and assignments followed.

8.3 Clear Trails CPA's Questionnaire. A form provided by the firm conducting the financial audit was circulated and discussed. Board members will complete and submit the form to the auditors as appropriate.

8.4 Payroll Discussion. Director Pitkin led a comprehensive discussion regarding contracting with a firm to manage payroll in lieu of the bookkeeping service currently employed. Director Walsh made a motion to table the discussion and work to develop more information. Director Van Dyke seconded the motion. The motion carried 4/1 with Director Pitkin voting Nay,

8.5 Chief's Contract. Director Walsh advised the Board that Chief Davis was still gathering information and that the report on the contract would be addressed at the August Board meeting.

8.6 Approval to issue RFQ for Station 1 Seismic Rehabilitation. Chief Davis advised the Board that the RFQ was not ready for review. The decision was made to table the discussion and conduct a Special Board Meeting to review the RFQ. Director Pitkin made the motion to table the discussion. Director Walsh seconded the motion. The motion carried 5/0.

8.7 Accounts Payable. Director Pitkin made a motion to approve the Accounts Payable. Director Layman seconded the motion. The motion carried 5/0.

8.8 Authorize Fire Chief to Serve Shifts - OSFM Grant. Director Walsh made a motion to authorize Chief Davis to work shifts with payroll covered by the funds made available through the OSFM grant with a limit of 32 hours per month. Director Van Dyke seconded the motion. The motion carried 5/0.

8.9 Establish a District Amazon Account. Director Hecox made a motion to authorize the Fire Chief to establish an Amazon account for the District. Director Van Dyke seconded the motion. The motion carried 5/0.

8. Board of Directors Comments.

Director Layman thanked Fire Admin Staicy Morrison for the work she has been putting into organization of the District records and financials.

Director Walsh expressed appreciation for the support for the volunteers through training and acquisition of turnouts and proper personal protection equipment.

Board Chair Hecox discussed seeing the boost in morale and pride as stations are cleaned up, and apparatus maintained and brought into service. TJ expressed appreciation for the community involvement in some of the ongoing cleanup efforts.

Director Pitkin raised the matter of having a discussion regarding the role of the Fire Chief during construction at stations 1 and 2.

Director Van Dyke expressed appreciation for the make up of the Board which provides diversity of opinions with the ability to communicate and work together.\

10. Motion to Adjourn. Director Layman made a motion to adjourn. Director Pitkin seconded the motion. The motion carried 5/0. The meeting was adjourned at 6:37 PM.

Per EVRFPD Board of Directors