



## **ELSIE-VINEMAPLE Rural Fire Protection District**

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**Elsie Vinemable Fire Protection District  
Board of Directors Meeting  
April 14, 2025  
Jewell School**

[Link to Zoom Recording](#) / Passcode: eI7R#8Z6

### **MINUTES**

- 1. Call to Order and Welcome.** Meeting called to order at 5:16 PM
- 2. Pledge of Allegiance.**
- 3. Roll Call.** Directors Walsh, Layman, Pitkin, and Hecox are present. Director Van Dyke is logged in via Zoom. Fire Chief Davis and Admin Morrison are present. Several community members are in attendance.
- 4. Approval of Agenda.** Director Walsh made the motion to approve the agenda. Director Layman seconded the motion. The motion carried 5/0.
- 5. Approval of March 10, 2025 Board Meeting Minutes.** Director Pitkin made the motion to approve the minutes from the March 10 Board Meeting. Director Layman seconded the motion. The motion carried 5/0.
- 6. Public Comments.** Ron Weber suggested the members of the Budget Committee conduct a site visit to District facilities to become familiar with conditions and the budget requests being made by the department.  
  
Wayne Carmichael suggested a forum be conducted where all candidates for the Board of Directors are in attendance to provide reasons for running, and answer questions.
- 7. Chief's Report (Davis).** Chief Davis advised the new pumper/tender (Apparatus 3422) has been placed in service. The Chief expressed appreciation for the volunteers who, under guidance by Battalion Chief Dietrich, have put in

approximately 100 hours in getting the engine outfitted and ready for service.

The new automobile extrication tools have been tested and are now stored in 3422 and are ready for deployment.

The Chief spoke to the upcoming community gathering and State of the District address scheduled to be held at Jewell School. Elderberry Inn has volunteered to cook for the event. Apparatus new to the District will be on display including 3422, Mama Ang and 3 Command vehicles.

Sale of the 2015 Nissan pickup, purchased from the City of Hillsboro for \$5,000, was sold as surplus for \$13,791. A 2005 Chevrolet pickup was sold as surplus for \$900. An engine and two brush rigs remain to be sold as surplus. The ambulance, which has not sold in the last several surplus offerings, will be sold for scrap or donated to another District if it fails to sell.

Cleanup of the stations continues with approximately 100 yards of trash removed from the stations so far. A 30-yard dumpster was delivered to Station 1 where an enormous amount of cleanup work remains to be completed.

The first recruitment night was a success resulting in two new volunteers joining the department.

## **8. Old Business**

### **8.1. US Bank Account – Branch Visitation.** Tabled

**8.2. Station 2 Update (Davis).** The Chief reported that a design plan was in place to complete the work required to transform the mezzanine into usable space. A quote was received from Builders First Choice for approximately \$3,000 for the materials required. Director Pitkin and Chief Davis will work through the permit process and work will be completed as funds permit. The District remains hopeful that a Ford Family Foundation grant will be awarded which will expedite the construction.

People interested are invited to visit the District website where computer renderings of the design can be viewed.

**8.3. Board Portal (Pitkin).** Director Pitkin addressed questions raised in the previous board meeting about adding a Board portal to the District website. The portal, which will provide secure storage for Board members documents. Each member will have an individual log in to the portal. Upon changes to Board personnel new login access will be updated. Should the service be discontinued, the saving of stored data is a straightforward process. Cost for the portal is \$25 per month which brings the total for the web page to \$100 per month. Director Hecox made a motion to approve the expenditure. Director Walsh seconded the motion. The motion carried 5/0.

## **9. New Business**

**9.1. Banking – Accounts Closed (Hecox).** Board Chair Hecox reported all Lewis & Clark bank accounts, except for checking, have been closed. Funds residing in the LGIP account have generated significant interest.

**9.2. Banking – Debit Card Access (Hecox).** A debit card assigned to the Lewis & Clark checking account has been ordered for use by the Chief. This will relieve him of using his personal funds for purchases then being reimbursed. Policy guidelines for purchasing are in place and will be in effect.

**9.3. Approval of Supplemental Budget.** The Budget Committee passed a supplemental Budget for 2024/25 to the Board for action. Director Layman made a motion to approve the supplemental budget. Director Walsh seconded the motion. The motion was approved 5/0.

**10. Board of Directors Comments.** Director Pitkin requested a lock box be installed at Station 2 to contain the key into the business side of the building. Director Hecox thanked the Budget Committee for the work they are doing. He also thanked Rene Meier, Ron Weber, and Phil Samuelson for the work they have done in maintaining the lawns at the District facilities.

### **Recess to Executive Session at 5:30**

**Report on Executive Session.** The Board considered the process for the annual evaluation of the Fire Chief. The Board considered alternatives and reached a consensus for the methodology to be used for the evaluation process. It was agreed that the Board members will individually complete an evaluation which will be discussed and summarized at the May Board meeting.

### **Return to Open Session at 6:15**

**11. Accounts Payable (Action Item).** Director Pitkin made the motion to accept Accounts Payable. Director Layman seconded the motion which carried 5/0.

**12. Good of the Order**

**13. Motion to Adjourn.** Director Walsh made a motion to adjourn. The motion, seconded by Director Layman, carried 5/0. The meeting was adjourned at 6:18 PM.

**Per EVRFPD Board of Directors**