



ELSIE-VINEMAPLE Rural Fire Protection District

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Elsie Vinemaple Fire Protection District Board of Directors Meeting September 8, 2025 Jewell School Library

[Link to Zoom Recording](#) / Passcode: 5KV433&n

MINUTES

1. **Call to Order and Welcome.** Meeting called to order at 5:00 PM
2. **Pledge of Allegiance.**
3. **Roll Call.** Directors Walsh, Van Dyke, Pitkin, Layman, and Hecox are present. Fire Chief Davis is present. 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 July 14, July 21 and August 11, 2025, Board Meeting Minutes.** Director Pitkin made a motion to approve the minutes from the July 14, July 21 and August 11 Board Meeting. Director Layman seconded the motion. The motion carried 5/0.
7. **Chief's Report.** The last month has brought more first for the Elsie Fire District including a huge turnout for Hood to Coast, and our second conflagration deployment but our first being a part of a Clatsop county Task Force deploying to the Flat Fire outside of Sisters Oregon.

We have added 3 new volunteers, A. Brown (firefighter/paramedic), J. Brown (firefighter/EMT), and C. Langeveldt (support volunteer), with more new prospective members showing up to our monthly recruitment open houses!

Station 1 looks simply amazing. The painting upstairs has been completed, and everything has been cleaned with the help of our summer staffing grant. Both restrooms, the training room, office, community meeting room, and the apparatus bays have all had many hours put into them to make them what they are now. The engine, water tender, and brush rig at station 1 have been detailed inside and out, every nook and cranny has been cleaned as well as all the equipment on them. The brush rig and rescue at station 2 have been done as well!

We received a loaner brush rig from Mist Birkenfeld and will be working on making that a permanent addition to our fleet here at Elsie. We will also be getting our new Rescue Sunday from central Oregon. That will turn our current rescue into the new Rehab unit to support firefighters on extended responses.

We are making some upgrades to our quick books account to utilize some additional accounting functions that will balance our profit and loss vs our actual budget which will help all of us maintain a clear picture as we continue forward.

Chief Davis distributed job description documents for the Administrative Assistant, Assistant Chief and Fire Marshal positions. Chief Davis also discussed the numerous responses (seven since becoming Chief) to fires at the North Fork Wolf Creek Shooting Range.

8. New Business

8.1. Intent to Award Contract for Architectural and Engineering. Chief Davis discussed the RFP process and advised that the only proposal received was from WRK, the firm utilized in writing the grant proposal. The qualifications of WRK, and the numerous recommendations from neighboring Districts who have utilized WRK for facility upgrades were discussed. Director Pitkin made a motion to approve the award of the Architectural and Engineering contract to WRK. Director Van Dyke seconded the motion. The motion carried 5/0. Chief Davis will post the Notice of Intent to Award.

During this discussion, the matter of signing the contract was discussed. Director Van Dyke made a motion to authorize Chief Davis to sign the contract with WRK. Director Pitkin seconded the motion. The motion carried 5/0/

8.2. Board of Directors Training. Director Pitkin provided updated information regarding upcoming training seminars relevant to Board members. Chief Davis advised the Board that, besides providing continuing education and guidance, attendance registered with SDAO provides discounts to the Districts insurance premiums.

9. Old Business

1. **Payroll Discussion.** Tabled for one month.
 2. **Contract Subcommittee Report.** Director Walsh provided the subcommittee report with recommendations to discuss the terms of vacation, sick leave, and verbiage. A lengthy discussion of the contract ensued addressing risks and benefits to the parties led to mutually agreed modifications to the document.
 3. **Chief's Contract.** Chief Davis displayed the updated contract on the large screen where it was reviewed and discussed. Director Layman made a motion to approve the Chief's employment contract with the agreed upon changes, and to authorize Directors Hecox and Van Dyke to sign the contract. The motion was seconded by Director Walsh. The motion carried 5/0.
2. **Audience Clarifications.** Wayne Carmichael asked a question related to the Fire Marshall's role in water access.
 3. **Board of Directors Comments.** Director Pitkin expressed appreciation for the leadership and efforts Chief Davis has put into the District. She also addressed the quality of the team that is developing, as well as the good work being performed by Fire Admin Morrison.
 4. **Motion to Adjourn.** Director Van Dyke made a motion to adjourn. Director Layman seconded the motion. The motion carried 5/0. The meeting was adjourned at 6:17 PM.

Per EVRFPD Board of Directors