

Elsie-Vinemaple Rural Fire Protection District

42644 Loyd Lane

Seaside, OR 97138

www.elsie-fire.com

Board of Directors Meeting Minutes

Date: *December 08, 2025*

Location: Jewell School Library

Time: 17:00

1. Call to Order

Chair TJ Hecox called the meeting to order at 5:01 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Present:

Chair TJ Hecox

Director Kerry Walsh

Director Joanie Layman

Director Ed Van Dyke

Director Deidra Pitkin

Fire Chief Rob Davis

Excused:

Fire Administrator Brittany Gitts

A quorum was established.

4. Public Comment

No public comments were presented.

5. Approval of Agenda

Discussion was held to restructure the agenda by adding financial responsibilities to Item 9.1 and shifting subsequent items accordingly. The termination of the auditor (originally Item 9.2) was designated as an information item rather than an action item.

Motion 5.1

Director Pitkin moved to approve the agenda as amended. VanDyke seconded.

Vote: Walsh-yes, Layman-yes, VanDyke-yes, Hecox-yes, Pitkin-yes.

Motion Passed.

6. Approval of Minutes – November 10, 2025**Motion 6.1**

Director VanDyke moved to approve the November 10, 2025 meeting minutes as presented.

Director Layman seconded.

Vote: Walsh-yes, Layman-yes, VanDyke-yes, Hecox-yes, Pitkin-abstained from voting.

Motion Passed.

7. Accounts Payable

The board reviewed Accounts Payable. Most checks had been processed, with several pending authorized signatures. Staff reported that reconciliation efforts were nearing completion, with only the final pages of transactions remaining. Plans were discussed to implement autopay for recurring utility bills to improve efficiency and reduce administrative burden. Payables to be emailed to board Thursday before meeting. Board requested that we bring the hard copies of the bills to the meeting.

Motion 7.1

Director VanDyke moved to approve Accounts Payable. Director Layman seconded.

Vote: Walsh-yes, Layman-yes, VanDyke-yes, Hecox-yes, Pitkin-abstained from voting.

Motion Passed.

8. Chief's Report

Chief Rob Davis provided operational and administrative updates. Highlights included continued financial reconciliation, improvements to reporting systems, equipment and computer upgrades, and progress on training and reporting requirements. Plans were discussed to ensure improved access controls for financial systems and to transition the older office computer for volunteer training and report writing.

9. New Business**9.1 2023–2024 Audit / Report in Lieu of Audit**

Staff recommended filing a Report in Lieu of Audit for FY 2023–2024 due to low expenditures, noting it is a two-page filing that meets statutory requirements and is more cost-effective than a full audit. The board discussed extending this approach to FY 2024–2025, with the intent to conduct a full comprehensive audit following completion of the Station 1 project, when financial activity will be more complex. It was clarified that funds already paid to Clear Trails would be applied toward preparation of the report if this option is selected and if this is possible with Clear Trails.

The board decided to table this item and move it to a special board meeting for further discussion and formal action. It was also decided that Agenda Items 9.1 (2023–2024 Audit / Report in Lieu of

Audit), 9.2 (Termination of Auditor), and 9.5 (Financial Responsibilities) would be addressed at the special meeting.

9.2 Termination of Auditor

The termination of the current auditor was discussed as an information item. No action was taken at this meeting. Further discussion and potential action were deferred to a special board meeting.

9.3 Board Portal

Staff provided an overview of the board portal used for document organization, including board duties, policies, audits, and training materials. Directors were encouraged to review materials and provide feedback on needed updates.

9.4 SAM.gov Account

The board discussed the need to recover access to the district's SAM.gov account, which is currently tied to former contacts. Director Pitkin, with assistance from Chief Davis, will work to recover access and report back at the January meeting.

9.5 Financial Responsibilities

The termination of the current auditor was discussed as an information item. No action was taken at this meeting. Further discussion and potential action were deferred to a special board meeting.

10. Old Business

10.1 2025 SDAO Risk Management Regional Training Series

Information was provided regarding upcoming SDAO regional training opportunities. No action was required.

10.2 District Phone Number Change

The recent district phone number change was noted. Recruitment materials and public-facing documents will be updated accordingly.

11. Audience Clarifications

No audience clarification questions were presented.

12. Board of Directors' Comments

Directors expressed appreciation for staff efforts in improving organization, financial accountability, and overall district operations. Positive feedback was provided regarding leadership and progress.

13. Motion to Adjourn

Motion 13.1

Director Layman moved to adjourn the meeting. Director Pitkin seconded.

Vote: Unanimous.

Meeting adjourned at approximately 6:13 PM.

Minutes respectfully submitted by:

Brittany Gitts, Fire Administrator

Approved by: _____