



## **ELSIE - VINEMAPLE R.F.P.D. # 11**

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### **Elsie Vinemapple Fire Protection District (EVRFPD) Monthly Board Meeting December 20, 2023, 6 p.m. MINUTES**

**Meeting started at 6:25 p.m., after review of Accounts Payable.**

**Board Members Present – Kerry Walsh, TJ Hecox, Vivian McCann, Stacy Morrison, Wayne Carmichael.**

**Staff Present: Mike Wammack, Fire Chief**

**Guests: Susan Robinson-Mulder**

- 1. Approval of minutes from December 7 Special Meeting. TJ moved to accept, Kerry second. Vote 5 approves, 0 not approve.**
- 2. Review of Accounts Payable. Check approval/signature to 12/20/23. Wayne moved to accept, Stacy seconded. Vote 5 approves, 0 not approve.**
- 3. Reports**
  - a. Budget Report**
    - i. Follow-up items from November report**
      - 1. Bank statements requested for construction account. Not available. Move item to Jan Board meeting.**
      - 2. Station 2 electrical 10x higher than Station 1 - why? On November report, Station 2 electrical was listed as \$2229.94, but that amount was actually attributable to the maintenance account, so was incorrectly posted to Station 2 electrical. So, November report needs to be redone to correct all relevant columns.**
      - 3. "other" electrical power - what is that? On November report, this line item was listed as \$1408.07, but we don't have "other" electrical power. Mike reported that the \$1408.07 was actually the YTD total for electrical for all 3 stations. The December report has removed**

**that erroneous column and amount.**

- 4. Internet listed at \$3153.59; needs correction. After some examination of the report, the group determined that this listed amount incorrectly included a check to Hans (#6435) for \$2986.98, which reflected his contract payment of \$900, plus \$2062 for reimbursement of half the water heater that paid out of pocket to the vendor, plus \$24.98 reimbursement for supplies. Mike will make the necessary corrections to the November report.**
- 5. Board members suggested that a separate column for the Construction Account be added to the P&L Budget Overview document.**

**b. Station 2 Reports**

- i. Update from Pitkin Building Design (TJ). TJ reports Deidra Pitkin has the Station 2 plans that were available, which included the original structure (shell) and the concrete foundation calculations. She is now going to work on creating as-built plans to provide to the County, per County request. On Dec 23 laser measurements will be taken by her and Steve Pitkin in Station 2 and used for design purposes. She is aiming to have the as-built plans complete by the end of this month so that the Board can review them at our January meeting. Then, in February, the County and Engineering Review and Coordination will take place, with submittal to the County expected in March.**
- ii. Progress report on Station 2 clean-out (Mike). Mike reported that the request by Deidra Pitkin for Station 2 to be cleaned out so that design/inspection can go forward was completed. Materials moved mostly went to station 1 and into the old Station 2 building. Some were taken to Mike's house and Hans' house.**
- iii. Progress report on records compilation/organization (Mike, Vivian). Mike reports he is still working to locate records pertaining to Station 2. A box containing bids for station 2 was located, but at least one additional box of records is still missing. All records when located will be moved to station 1. Vivian reported that she has set up a Shared Folder on Google for us to put documents related to Station 2. Board members suggested we have an additional Shared Folder for documents not related to Station 2, but still necessary for our filing and sharing purposes. Vivian will do this.**
- iv. Follow up on legal questions - response from SDAO counsel (Vivian). Vivian reports her discussions were on whether bond funded projects require us to use licensed contractors, and on letters of agreement.**

**She is sending a copy of our Policy Manual to them for their review and suggestions.**

- c. **Operations Report (Mike). Mike reported that unit #3425 (pumper/engine) needs pump repair and tires (6). Pump repair est. at 15-20K. Discussion led to a vote to authorize up to \$16K for the pump repair (using True North) and 4k for tires. Also moved was to replace tires on unit # 3451 (Squad)-6 tires, \$4000, plus repair and labor that is also needed for \$1500. TJ moved and Staci seconded. Approve 5, not approve 0. TJ will check on tire discounts from Superior (Longview Wash) and discount County uses. TJ sent link for Goodrich pricing:**  
[https://www.michelinb2b.com/wps/b2bcontent/PDF/US Public Utility Net Price List Updated.pdf](https://www.michelinb2b.com/wps/b2bcontent/PDF/US_Public_Utility_Net_Price_List_Updated.pdf)

**TJ also suggests checking price with Dell tires in Astoria.**

**Mike clarified for the Board what numbers referred to some of the apparatus, and what their operational statuses are:**

- **We currently have 3 engines:**
  - **3425 (currently in the shop; see above),**
  - **3423 (the Freightliner we received from Banks),**
  - **3421, which will be replaced by the new truck we are getting with the grant this summer.**
- **We currently have 3 squads:**
  - **3451 (needs tires, see above), operational but not currently outfitted;**
  - **3450 (newer F-450, not currently in operation),**
  - **3452 (currently operational and outfitted).**
- **We currently have 2 rescues:**
  - **3454 is the newest one, currently operational and outfitted, needs new front tires soon;**
  - **3456 (operational).**

**3464 is small pickup donated from Clatsop County Sheriff's Office, used at Chief's rig.**

**The above list is incomplete, and needs completion for communication/reference purposes.**

#### **4. Old Business**

- a. **EF Recovery as potential income source (Kerry). Kerry reports that the recovery program involves a company in Gig Harbor. They recover full cost for us and charge 22% extra for their efforts (that fee is charged to the insured/insurance, so does not come out of our receivables). General approval expressed and Kerry reported a zoom call will be set up for with them on Friday Jan 5 at 1 p.m. for the group to get more information and ask questions.**
- b. **Purchasing and Dept. Finances - Board oversight in purchasing for now, to**

help make decisions about necessary supplies, equipment, etc. **Vivian reports we will table this to March.**

- b. Contracts (Vivian). **Vivian reports we will table this to January.**
- c. Review of 2022-23 Annual Financial Report (Mike and group). **Move to January.**

5. New Business.

- a. Establishing clear and accurate flow of information between Board and volunteers. **Suggestions included promoting the web site for needed information source. Stacy reported contacting President of Association to discuss Board members attending Association meeting so we can get to know each other.**
- b. Senate Bill 1068 allowing annexation of lands within coverage area (see handout) - introduction only, for future discussion. **Vivian noted this Senate Bill 1068-allows rural fire districts to annex lands within a defined coverage area. pdf copy was provided.**

6. Good of the Order. The next EVFRD Board Meeting will be January 17, 2024 @ 6 p.m. Station 1.

7. Adjourn. 9 p.m. Vote 5 approves, not approve 0.