



**Elsie-Vinemapple Rural Fire Protection District**  
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**Elsie Vinemapple Fire Protection District  
Board of Directors Meeting  
January 12, 2026  
Jewell School Library**

[Link to Zoom Recording](#) / Passcode: E.q2#tP^

**MINUTES**

1. **Call to Order and Welcome.** Meeting called to order at 5:00 PM
2. **Pledge of Allegiance.**
3. **Roll Call.** Directors Walsh, Pitkin, Van Dyke, and Layman are present. Fire Chief Davis and Fire Admin Gitts are present. Director Hecox is absent and excused. Several community members are in attendance.
4. **Public Comments.** No public comments were presented.
5. **Approval of Agenda.** Director Walsh made the motion to approve the agenda adding item 9.4 – Station 2 Update to the agenda. Director Van Dyke seconded.

Roll call vote: Van Dyke – Aye; Pitkin – Aye; Layman – Aye; Walsh – Aye  
Motion Passed.

6. **Approval of December 8, 2025, Board Meeting Minutes.** Director Van Dyke made a motion to approve the minutes of the December 8 Board Meeting with changes to 6.1 and 7.1 Sustained to “Abstained”. Director Layman seconded the motion.

Roll call vote: Van Dyke – Aye; Pitkin – Aye; Layman – Aye; Walsh – Aye  
Motion Passed.

7. **Accounts Payable.** The board reviewed Accounts Payable. Several vendor billing and account issues were discussed, including Waste Management, Jackson Oil, and CenturyLink. Clarification and documentation were requested prior to payment on certain invoices. Chief Davis provided an overview of the LOSAP program and an update on the status of the program with respect to the District.

Director Van Dyke made the motion to approve accounts payable contingent upon receipt of required documentation. Director Pitkin seconded the motion.

Roll call vote: Van Dyke – Aye; Pitkin – Aye; Layman – Aye; Walsh – Aye  
Motion Passed.

8. **Chief’s Report.** Chief Davis and Fire Admin. Gitts updated the Board on the status of training and District apparatus. Chief advised that the District responded to 21 calls in the last month including EMS, MVA and public assist. Chief discussed improvements in the administration of the District including streamlining accounts payable and record keeping. The contracting process for the reconstruction of Station 2 was briefly discussed.

9. **New Business**

**9.1 2023-2024 Report in Lieu of Audit.** The board reviewed the 2023–2024 Report in Lieu of Audit. Minor corrections were identified, including verification of long-term debt figures and bond coverage amounts, which will be updated and provided to the board prior to submission. Discussion included asset tracking and the need for the District to implement a tracking system and process for depreciation of assets.

Director Pitkin made a motion to approve the 2023-2024 Report in Lieu of Audit pending verification and inclusion of the bond and long-term debt data. Director Van Dyke seconded the motion.

Roll call vote: Van Dyke – Aye; Pitkin – Aye; Layman – Aye; Walsh – Aye  
Motion Passed.

**9.2 Board of Directors Statement Regarding Report in Lieu of Audit.** Chief Davis read the following statement into the record:

*“The Board of Directors of the Elsie-Vinemaple Rural Fire Protection District is proceeding with a Report in Lieu of Audit for the fiscal year ending June 30, 2024, in accordance with ORS Chapter 297 and the reporting requirements of the Oregon Secretary of State, Audits Division.*

*The District qualifies for this reporting option, and the Board has determined it is an appropriate and cost-effective approach for this fiscal year due in part to a transition in administration during the reporting period.*

*This decision does not reduce the Board’s fiduciary responsibility, and the Board remains responsible for financial oversight and will continue to evaluate audit requirements in future fiscal years.”*

**9.3 Fire Station 1 Seismic Rehabilitation Contracting Method.** Chief Davis discussed contracting options for the Fire Station 1 seismic rehabilitation project. The Chief recommended proceeding with a Construction Manager/General Contractor (CMGC) process. Continued work with WRK to develop and advertise a Request for Qualifications (RFQ) was discussed.

Director Van Dyke made a motion to approve proceeding with the GMGC contracting method for the Station 1 seismic rehabilitation project. Director Layman seconded the motion.

Roll call vote: Van Dyke – Aye; Pitkin – Aye; Layman – Aye; Walsh – Aye  
Motion Passed.

**9.4 Station 2 Update.** Chief Davis briefed the board of a meeting with Clatsop County management and their desire to see the construction of Station 2 completed. The Chief discussed the condition and rehabilitation needs of Fire Station 2 focusing on potential financing options for building improvements, including exploring loan options supported by Transient Lodging Tax (TLT) revenue, government-backed lending programs, and grant opportunities. Staff were directed to obtain accurate cost estimates, verify existing long-term debt figures, and research viable financing options to bring them back to the board for further consideration.

## **10. Old Business.**

**10.1 SAM.gov Account.** Tabled

**11. Audience Clarifications.** Wayne Carmichael asked for clarification on financing operations. Chief Davis provided an overview of the options available.

Ron Weber asked for clarification of the benefits of asset depreciation as it relates to Fire Districts.

**12. Board of Directors Comments.** The Board expressed gratitude for the Chief's efforts in generating revenue through responses and events, the efforts of the volunteers and the ongoing training as well as the efforts to move forward with completion of Station 2. Chief Davis provided an update on Medix positioning an ambulance at Station 1.

**13. Motion to Adjourn.** Director Pitkin made a motion to adjourn. Director Van Dyke seconded the motion.

Roll call vote: Van Dyke – Aye; Pitkin – Aye; Layman – Aye; Walsh – Aye  
Motion Passed. The meeting was adjourned at 6:03 PM.

**Per EVRFPD Board of Directors**