



ELSIE-VINEMAPLE Rural Fire Protection District
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**Elsie Vinemapple Fire Protection District
Board of Directors Meeting
August 11, 2025
Jewell School Library**

[Link to Zoom Recording](#) / Passcode: m.E?0zZ%

MINUTES

1. **Call to Order and Welcome.** Meeting called to order at 5:00 PM
2. **Pledge of Allegiance.**
3. **Roll Call.** Directors Pitkin, Layman, and Hecox are present. Directors Walsh and Van Dyke are absent and excused. Fire Chief Davis is present. Several community members are in attendance.
4. **Public Comments.** Fire Admin Staicy Morrison expressed her thanks to Director Pitkin for the assistance in putting together information required for the audit.
5. **Approval of Agenda.** Director Layman made the motion to approve the agenda. Director Pitkin seconded the motion. The motion carried 3/0.
6. **Approval of June 16, 2025, Board Meeting Minutes.** Director Pitkin made a motion to table the approval of the minutes from the July 14 Board Meeting. Director Layman seconded the motion. The motion carried 3/0.
7. **Chief's Report.** Chief Davis started by thanking the crew, volunteers and board members who helped complete the cleaning out at Station 1.

The Chief discussed several surplus acquisitions that are in process or in negotiations. Included is a 2017 medic unit that will replace Rescue 3452 as the primary EMS response apparatus. 3452 will be reconfigured to serve as a "rehab" unit that will provide water, food, and shelter during prolonged response operations.

The District is exploring the possibility of acquiring an 8.5' x 24; emergency response trailer fitted with shelter, power generation, etc. The District is anticipating

this trailer will be utilized for community support in the event of a catastrophic event.

As Hood to Coast is looming on the horizon the Chief and crew are putting the plan together to support the event with a First Aid station established at Station 3.

8. New Business

8.1. Surplus Apparatus. The District will be selling a 2015 Nissan Pickup to Cannon Beach Fire for \$8,000 (Purchased for \$5,000). The District will be acquiring a 2016 GMC ½ ton pickup from Hillsboro Fire. Director Layman made a motion to approve the sale. Director Pitkin seconded the motion. The motion carried 3/0.

8.2. Audit Update. Chief Davis provided an update on the status of the audit. The Chief and Admin Morrison expressed frustration with the selected firm's audit process as well as the challenges posed by the lack of accurate accounting conducted during the previous administration.

8.3 Seismic Rehab Update. The Chief advised the Board that he had sent out several copies of the Request for Proposals to interested parties. However, only one firm, WRK, was on hand for the mandatory prebid meeting. WRK will serve as the project manager as we move through the architectural and engineering phases of the project.

8.4 Fundraising – EF Recovery / Bottle Drop. Director Layman provided an overview of the [Oregon Bottle Drop program](#) as a means of fundraising. The Chief will speak to the Firefighters Association leadership to decide who (District or Association) will administer the Bottle Drop funds.

Chief Davis updated the Board on the challenges to be addressed, and the processes being put into place, in order to begin invoicing for response services. The Chief advised the Board that insurance companies routinely underpay for invoices.

8.5 Accounts Payable. Director Pitkin made the motion to approve the Accounts Payable. Director Layman seconded the motion. The motion carried 3/0.

8.6 Project Management. Chief Davis presented the case for the Board to designate the Chief as the Project Manager to oversee the rehabilitation of Station 1. Discussion included establishing and managing a separate bank account for the rehab project. Director Layman made a motion to establish a separate bank account for the rehab project and to add Chief Davis as a signer to the account. All checks being issued from this account to be signed by a Board member. Director Pitkin seconded the motion. The motion carried 3/0.

8.7 Signers on Account. After some discussion, Board Chair Hecox made a motion to add Directors Layman and Pitkin as signers for the District bank account. Director Pitkin seconded the motion. The motion carried 3/0.

9. Old Business.

9.1. Payroll Discussion. Tabled until the entire Board is in attendance.

9.2. Chief's Contract. Discussion included adjustments to holidays, workdays, and sick pay. Director Layman made a motion to extend the Chief's contract until September 30, 2025. Chair Hecox seconded the motion which passed 3/0.

10. Audience Clarifications. None

11. Board of Directors Comments. Director Layman offered to request the school IT dept to attend station 1 to assist in getting the network and connected devices functional.

Director Hecox expressed appreciation for all the work cleaning up Station 1.

12. Motion to Adjourn. Director Pitkin made a motion to adjourn. Director Layman seconded the motion. The motion carried 3/0. The meeting was adjourned at 6:37 PM.

Per EVRFPD Board of Directors