



ELSIÉ-VINEMAPLE Rural Fire Protection District

42644 Loyd Lane

Seaside, Oregon 97138 [www.elsie-](http://www.elsie-fire.com)

[fire.com](http://www.elsie-fire.com)

(503) 468-6312

Elsie Vinemable Fire Protection District

Board of Directors Meeting

October 13, 2025

Jewell School Library

[Link to Zoom Recording](#) / Passcode: HVV.f6FN

MINUTES

1. **Call to Order and Welcome.** Meeting called to order at 5:00 PM
2. **Pledge of Allegiance.**
3. **Roll Call.** Directors Walsh, Hecox and Pitkin are present. Director Van Dyke is absent but will be logging in via Zoom when able. Director Layman is absent and excused. Fire Chief Davis and Fire Admin Gitts are present. Several community members are in attendance.
4. **Public Comments.** Wayne Carmichael announced that he has been appointed to the Clatsop County Planning Commission representing District 5 which includes the south county areas surrounding Jewell and Elsie.
5. **Approval of Agenda.** Director Walsh made the motion to approve the agenda with two minor numbering changes. Director Pitkin seconded the motion. The motion carried 3/0.
6. **Approval of September 8, 2025, Board Meeting Minutes.** Director Pitkin made a motion to approve the minutes of the September 8 Board Meeting. Director Walsh seconded the motion. The motion carried 3/0.
7. **Recognition.**
 - 7.1 **Resignation of Administrative Assistant Stacy Morrison.** Chief Davis expressed his appreciation and thanked Stacy for stepping in to fill the position

when the administration of the District changed in January 2024.

7.2 Hiring Administrative Assistant Brittany Gitts. Chief Davis welcomed firefighter / EMR Brittany to administrative team.

8. **Chief's Report.** Chief Davis updated the Board on the response to the Knob Point fire which included a 14-hour deployment of two EVRFPD personnel and a Type 6 brush apparatus to support operations. He reported that during the deployment the apparatus suffered a flat tire which has been replaced by a spare. While looking into the tire situation it was found that the tire installed on the apparatus were the wrong size, purchased in the past from a vendor with ties to District personnel. The correct tires will be purchased (estimated cost ~\$3k) and installed in December.

Chief announced the upcoming Firefighter 1 Academy that is scheduled to begin on November 2 and be completed in January, a first for the Elsie-Vinemaple department. The goal of the academy is to provide District volunteers with FF2 and Driver/Operator certifications as well as HAZMAT awareness training. Emergency Medical Responder (EMR) training will also be incorporated into the training schedule.

In conjunction with Cannon Beach and Hamlet fire districts, EVRFPD participated in an application for an Assistance to Firefighters Grant (AFG) for the purchase of much needed personal protective equipment. The application was successful providing the Districts with thirty-seven sets of both structural and wildland fire gear, wildland web gear, emergency fire shelters, and traffic vests. EVRFPD will receive 15 sets of the gear valued at ~\$188K with a cost share to the District of \$5,896.43.

The Chief discussed accounting changes designed to boost efficiency, accountability, and cost to the District. He discussed the ongoing struggle to recreate the accounting for the 2023-2024 financial audit. Missing receipts, uncategorized expenses, deposits with no records and a general lack of organized accounting are the root of the struggle. The auditors have been advised that the information available for the audit should be assembled by the end of November.

To boost service to the community through improved communications the Chief will be discontinuing the Century Link telephone service that provides the landline telephone to the District. Two [First Net](#) telephones will be acquired and carried by the Chief and the Fire admin which will provide persons calling the department an immediate response. A new Clatsop county telephone number will be assigned to the District to facilitate the upgrade.

In recognition of Breast Cancer Awareness month all District personnel will be wearing pink hats for the month of October.

9. New Business

9.1. Board Clerk Duties. In the interest of efficiency Chief Davis discussed transferring board administrative functions to the Fire Administrative Assistant. These duties to include developing the agenda, drafting minutes of board meetings, organizing, and maintaining binders for the board members. Director Walsh made the motion to transfer board administrative duties to the Fire Administrative Assistant. The motion carried 3/0.

NOTE: Director Van Dyke was able to log in and join the meeting at 5:43PM.

9.2. Station 2 – Request for Quotation. To plan for the level of work and expense required to correct deficiencies and complete construction of Station 2 it is necessary to solicit quotations from qualified contractors. Working with Chief Davis, Director Pitkin developed plans and documents that will be issued to contractors to develop the actual scope and costs. As the process was discussed; Director Pitkin walked the board and community members through the bid documents, explaining the need and the expectations. Director Walsh made a motion to approve release of RFQ documents to interested contractors. Director Hecox seconded the motion. The motion carried 4/0.

9.3 1946 Fire Engine. An antique 1946 vintage fire engine with a storied past here in the Valley is stored in the old Station 2 building. The engine is in disrepair due to neglect and improper storage. Community members have looked at the engine and there is some discussion about relocating the engine to a better location where it can be cleaned and possibly restored. Director Hecox advised there is a potential for moving the engine to Jewell School where it could be employed as a shop class. Ideas for the use of the engine were discussed, i.e., parades, static display, etc.

10. Old Business.

10.1 Payroll Discussion. Discussion was held regarding potential actions related to payroll and paying of bills. Since the District is in the process of changing Administrative assistants, the decision was made to table the discussion until the new admin was in place and available to participate in the discussion. Director Hecox made the motion to table the discussion. Director Van Dyke seconded the motion. The motion carried 4/0.

Director Walsh raised a question about the potential for liability in the event the 2023-2034 financial audit exposes serious issues. Consensus was that the fact that we are taking significant steps toward accuracy and accountability that the potential for administrative action was minimal.

10.2 Board of Directors Training. Director Pitkin discussed upcoming training to be conducted by the Oregon Government Ethics Commission in Seaside on October 29. Ethics training is a requirement for board members who serve boards with an annual

budget of more than \$1MM. Certified board training serves the District through individual professional development as well as credit towards SDAO insurance premiums.

11. Audience Clarifications. Wayne Carmichael asked about the timeline for the Station 2 RFQ and the process forward once the District has determined the course to be employed. Direction Pitkin addressed the matter.

12. Board of Directors Comments. Director Walsh expressed appreciation for all the excellent work resulting in new volunteers, professional training, and significant success with the grants being awarded.

Director Pitkin agreed and added her appreciation for the professionalism of the department's leadership.

Director Hecox discussed the development of Medix staging an ambulance and crew at Station 1 on a daily basis. This development will reduce response times to incidents requiring an elevated EMS response, or transport to a hospital.

13. Motion to Adjourn. Director Walsh made a motion to adjourn. Director Pitkin seconded the motion. The motion carried 4/0. The meeting was adjourned at 6:19 PM.

Per EVRFPD Board of Directors