



ELSIE-VINEMAPLE Rural Fire Protection District

42644 Loyd Lane
Seaside, Oregon 97138
www.elsie-fire.com
(503) 755-2233

**Elsie Vinemable Fire Protection District
Board of Directors Meeting
March 10, 2025
Jewell School**

[Link to Zoom Recording](#) / Passcode: y^.yFM9t

MINUTES

- 1. Call to Order and Welcome.** Meeting called to order at 5:02 PM
- 2. Pledge of Allegiance.**
- 3. Roll Call.** Directors Layman, Pitkin, Van Dyke and Hecox are present. Director Walsh is logged in via Zoom. Fire Chief Davis and Admin Morrison are present. Several community members are in attendance.
- 4. Approval of Agenda (Action Item).** Director Layman made the motion to approve the agenda. Director Van Dyke seconded the motion. The motion carried 5/0.
- 5. Approval of February 10, 2025 Board Meeting Minutes (Action Item).** Board Chair Hecox made the motion to approve the minutes from the February 10 Board Meeting. Director Layman seconded the motion. The motion carried 3/0 with Director Van Dyke and Director Pitkin abstaining.
- 6. Public Comments.** Ron Weber advised the Board of the status of his communication with respect to the Weyerhaeuser Giving Fund grant application for water storage reservoirs. Chief Davis advised Mr. Weber he would assist with the provision of documentation required from the District.
- 7. Chief's Report (Davis).** The Chief updated the status of the Command Vehicle that was damaged by a falling tree during response to a downed powerline. A claim has been filed with insurance and repairs are scheduled to be completed.

Chief Davis deferred the balance of his report which will be covered under his State of the District report (see 9.3 below).

8. Old Business

8.1. US Bank Account Update (Davis / Morrison). Tabled

8.2. Station 2 Update (Pitkin / Davis). Chief Davis reported on the cleanup of the building and ongoing work with a consignment company to sell off unnecessary equipment with a 50/50 split on any sales. Items not under consignment are being offered to Habitat for Humanity who are scheduled to meet on Tuesday 3/11.

The report included details on the completed plans developed by Director Pitkin, the immediate phased approach developed in conjunction with the Chief that is designed to secure the appropriate permits to allow the construction and repairs required to obtain occupancy with running water and functional sanitation facilities.

The master plan for the facility is nearing completion. Plans are in place to submit for a grant to complete the estimated \$250-300K construction upgrades required to finish the project.

Overhead lighting of the apparatus bays has been upgraded to high bay LED fixtures to provide adequate illumination for responding crews.

8.3. Board Duties and Responsibilities Policy Manual (Layman). Director Layman led the discussion of finalizing the verbiage in the Board Duties and Responsibilities Policy manual. Minor corrections and the consent agenda format were addressed. Chair Hecox made the motion to adopt the Policy manual with the two minor corrections noted during the review. Director Van Dyke seconded the motion. The motion carried 5/0.

8.4. Volunteer Recruitment (Walsh / Senz). Director Walsh advised the Board that the Jewell School shop class had informed Director Layman that the school would be able to assemble sandwich sign boards in April. The sign boards require two each 24" x 36" weather resistant message posters for display. Chief Davis took on the task of developing recruitment posters for the signs.

9. New Business

9.1. IRS 501 C-3 Foundation (Action Item). The Board discussed the District support of the development of a non-profit volunteer firefighters association. Board Chair Hecox made the following motion: "to authorize the formation of an IRS 501 C-3 foundation. The purposes of this foundation will be outlined in the Articles of Incorporation and the final draft of the Articles will be presented to the Board for adoption. Director Van Dyke seconded the motion. The motion carried 5/0.

9.2. District Document Storage (Action Item). Director Pitkin led a discussion regarding establishing a Board portal on the District website where Board specific documents and materials can be securely stored. Action on this agenda item was table pending results of questions raised by the Board.

9.3. State of the District Address (Information Item). Chief Davis provided a comprehensive report on the progress made to date in restoring the District to a functional department through massive cleanup of District facilities, repairs to dysfunctional equipment, and surplus of obsolete apparatus.

The Chief reported on the excellent financial status of the District that has been achieved through sensible fiscal management, selling of surplus and generous donations.

The complete hour-long report can be found in the Zoom recording linked above commencing at 00:41:00 and ending at 01:40:00.

9.4. Declaration of Surplus (Action Item). Chief Davis requested the Board authorize the declaration of the following as surplus:

1. 2005 Chevrolet Pickup
2. 2015 Nissan Frontier
3. 1994 Ford Pickup
4. 1996 Ford Pickup
5. 1994 Ford Van
6. 1992 Spartan Fire engine

Board Chair Hecox made the motion to declare the items listed as surplus. Director Van Dyke seconded the motion. The motion carried 5/0.

9.5. Authorization of Contingency Fund Expenditure (Action Item). Chief Davis advised the Board that he had secured a quotation for hydraulic extraction tools in the amount of \$9,999. The estimated value of the equipment purchased at retail is approximately \$50,000. The sale of the tools (used for demonstration) is through the manufacturer Holmatra and includes a day of training. Director Walsh made the motion to approve the purchase of the tools. Director Pitkin seconded the motion. The motion carried 5/0.

10. Board of Directors Comments. Board members thanked the chief and volunteers for all the efforts made to date.

11. Accounts Payable (Action Item). Director Walsh made the motion to accept the Accounts Payable. Director Van Dyke seconded the motion which carried 5/0.

12. Good of the Order

13. Motion to Adjourn. Director Layman made the made a motion to adjourn. The motion, seconded by Director Pitkin, carried 5/0. The meeting was adjourned at 7:02 PM.

Per EVRFPD Board of Directors