

**Elsie Vinemaple Fire Protection District (EVRFPD)**

**Special Board Meeting**

**January 26, 2024, 10:00 a.m., Station 1**

**Minutes**

1. **The meeting was called to order at 10:10 a.m.**
2. **Roll Call**. All Board members were present (Carmichael, Hecox, McCann, Morrison, Walsh). Community members present: seven people signed the guest list but several did not, including Mike Wammack and Hans Mulder.
3. **Ad for Interim Chief.** Kerry made a motion to search for an interim chief using assistance from the SDAO roster of interested persons. Staciy seconded the motion. Motion passed 5 yes, 0 no.
4. **Personnel Review**. This item was meant to be a review of current volunteer status but due to the uncertainty of some volunteers this item was tabled.
5. **Discussion of Administrative Tasks.** The Mist-Birkenfeld administrative team had kindly prepared a list of administrative tasks that would need immediate attention. The group reviewed these tasks, and Vivian proposed that they could be divided into five categories: 1) Personnel, 2) Operations, 3) Inventory, 4) Finance, 5) Communication. After some discussion, the following assignments were made:
	1. Wayne - Personnel Tasks
	2. Operations - Ed Van Dyke, Staciy, and Vivian, plus other qualified community members
	3. Inventory -Ed Van Dyke and Ron Weber
	4. Finance - Kerry and Staciy
	5. Communication and Points of Contact - TJ

TJ moved, and Kerry seconded, to appoint the above persons as lead in each designated category, with Board authorization to take actions as needed in a timely manner; and further, in the event of the overlap of tasks wherein a task falls into 2 categories, the Board authorizes the 2 Board members responsible for those respective categories to communicate directly with each other to determine task management. The motion passed 5-0.

Following this item Vivian agreed to accept questions/comments from community members.

1. Hans Mulder verbally requested 6 months leave of absence and returned keys to a white pickup.
2. George Jette verbally requested a leave of absence for 6 months.
3. John Aronhalt verbally requested a leave of absence for 6 months.
4. Kerry made a motion to accept those requests and TJ seconded. Motion passed 5 yes, 0 no.
5. Tanya Wammack requested payment for Mike's last 4 months of fleet maintenance efforts. Vivian said we would check on his payment record and whether a contract was currently in place for his stipend payments. She also explained the concern regarding non-competitive contracts, which are limited by Oregon law to a maximum of $10,000 for the lifetime of the contract.
6. **Other Priorities**.
	1. Tanya Wammack requested that a personal disc she had left in the office at Station 1 be returned to her. Vivian explained that all materials in the office - both electronic and paper - need reviewing for whether they are District property. SDAO will assist with this process.
	2. Staciy asked Hans and Mike to provide computer passwords and keys so the Board could continue working with the budget and keep the department functioning. Both Mike and Hans refused this request. Mike then offered to cooperate with Staciy’s request in return for immediate access to Tanya’s disc. Vivian declined to accept the offer, explaining that passwords and keys are public property and we cannot accommodate what amounts to an unlawful request.
7. **Adjourn**. Kerry moved to adjourn the meeting and Staciy seconded. Motion passed 5 yes, 0 no. The meeting was adjourned at 10:55 a.m.