



ELSIE - VINEMAPLE R.F.P.D. # 11

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Elsie-Vinemapple Rural Fire Protection District Board of Directors Meeting January 17, 2023 Minutes

Pledge of Allegiance

Board members present: Wayne Carmichael (Chair), Vivian McCann, Ed VanDyke, Sharon VanDyke

Absent: TJ Hecox

Fire Department members present: Mike Wammack, Hans Mulder

Community Members present: Sue Robinson

Wayne opened the meeting at 7:05 p.m.

Approval of December minutes:

Wayne read the December minutes. Ed moved to approve as written; Sharon seconded. The motion was approved unanimously (4-0).

Budget report/vote:

1. The December budget, presented at last month's meeting, contained some miscalculations that were not able to be resolved at the meeting; thus, the Board had voted to table approval of that month's budget pending resolution.
 - a. Hans said he went through the accounting and found some transposed numbers in a couple of places as well as a check that hadn't been entered. Hans and Mike will prepare an updated December budget report that shows the corrected numbers and a reconciled balance, and they will send it to us by email.
 - b. The December budget remained tabled pending receipt of the updated reports.(See attached Dec Budget corrections)
2. Hans provided the January budget report. Sharon moved to accept the budget report; Ed seconded. Motion passed.

Review and Pay Bills/Vote.

Wayne and Ed reviewed the bills and signed checks.

1. Vivian requested that several of the budget report documents we get at the meetings be sent electronically for better record keeping and tracking. Specifically, the monthly transaction detail by account and the budget overview for the year, as well as the list of account balances, are the ones that would be most useful.
2. There was no motion to pay the bills. (Note: To be corrected at Feb Board meeting)

Old Business

1. Station 2 Updates.

- a. Septic System Updates (Mike, Ed). Good news and bad news: They dug holes, which looked good, but then it rained and they filled up before the County could get out to inspect. So, now we continue waiting until the dry season, and will have to dig new holes, because (per Mike) the water line will show in the current holes after it evaporates, and if the inspector sees that it will be an immediate fail.
 - b. Water System Updates (Mike, Wayne, Hans). Tim from Precision Pump came out and put elbows onto the pipes, and bundled them, so we know where they are, and then the pads can be poured for the pump, and the pump house.
 - c. Roof. Hans reported that the roofer came out and fixed the roof, but then when we got a lot of rain it appeared to leak in new places, and some insulation was wet. That could be due to ice that got underneath and melted, so Mike suggests we monitor the situation to see if it's a problem before calling them again.
 - d. Station 2 Interior. Hans reported that the kitchen is done, and the bathroom is nearing completion.
2. **Station 1 Roof Repair (Mike, Ed)**. We reviewed bids for re-roofing Station 1, and compared prices, materials, warranties, etc. Ed moved to accept the bid from DK Construction for the metal roof, as long as he was authorized to install Metallion Industries Loc-Seam roofing, and it will be warranted for 40 years per the brochure we were given. Sharon seconded. Motion passed 4-0. Wayne asked what fund the money will come from; Mike said it would come out of Capital Outlay building improvements, which has \$15,000 in it.
 3. **Stipends for Primary Department Volunteers**. Vivian moved that George Jette be appointed for the Groundskeeping position that was approved at the last meeting. Sharon seconded. Wayne asked what fund the money would come from; Mike said that the stipends he and Hans receive are from Contract Services in the Materials and Services budget, and are paid quarterly. This will be handled the same way. The motion passed 4-0.

4. **Streamline Web Service.** Vivian has been working on the website, and the ensuing discussion included the following:
- a. How can we make this website most useful to community members?
 - b. Vivian is setting up the site so viewers can join our mailing list and receive email updates from us.
 - c. What do we provide to the community that they need to contact us for (e.g., burn permits, other permits?) That process could be initiated on the webpage.
 - d. Station 2 - should we post an accounting of funds spent on it so far? Also, what pics do we have to show the various stages of building?
 - e. How can people donate? (Paypal, credit card, etc?) Is it tax-deductible? Mike said the department used to be a 501(c)(3) and he will reinstate it as such. He will send Vivian the info.
 - f. Vivian requested info to invite volunteers, information on the cadet program, and access to some pics from Station 1 files. Those items should all be part of the website.
 - g. Wayne notes that our website is the face of the Department to the community, if/when we look for more support to improve our budget.
 - h. Wayne also noted he has been asked where the money from the Station 2 Bond was used for. There is some perception that it was much more than the actual \$300,000. Several of the group have photos of various parts of the construction process. Vivian offered to set up a Google shared folder, and everyone agreed to share their photos by submitting them into the folder. Then, Vivian can use them on the website.
 - i. When the website is ready to go, Vivian will send a link to the site to the Board and Mike and Hans and they will have a week to review and offer feedback before we go live.

5. **Follow-up on Grants.**

- a. SCBAs - Mike reports we didn't receive that grant, but we will try again when available.
- b. Fire apparatus grant that we received for the Engine:
 - i. Mike reported he is close to nailing down the details for the truck, which will be ordered from True North. It's a 3000 gallon pumper tender with an FC-94 custom cab that seats 5 persons. It has a turning radius that is 20% tighter than the other options, a roomier cab, and a larger motor.
 - ii. The price is coming in at \$639,330 with the specs that Mike wants. We have \$630K to spend from the grant, and with our 5% contribution we can spend up to about \$660K. With the remaining balance of funds, we should be able to add hoses and other equipment that we'll need to equip it.
 - iii. Delivery time, once a contract is signed, is 475 days.
 - iv. We have 3 bids, but each one is for a different product. The grant doesn't require 3 bids for the identical product, per Mike. Mike is getting feedback

from Banks and Cannon Beach FD on the bid, and working with Chiefs from those districts to fine-tune the truck order.

- v. Vivian moved to accept the bid, pending confirmation from the granting agency that we aren't required to have multiple bids for the exact same product. Ed seconded. Motion passed unanimously.

6. Annual Award Banquet. Tabled to the next meeting, pending hearing what TJ had worked out with Camp 18.

7. Accounting and Budget Practices Wayne would like to start a discussion about the budget with the County to explore possibilities for increasing our tax revenue. He will reach out to the County Commissioner, for our zone, who may provide some direction.

New Business

1. Mike opened a discussion of contributions to the Oregon College Savings fund for our cadets.
 - a. Effective July 22 of last year, accounts for the cadets have been opened, and the idea is to contribute the same amount to the cadets' College Savings fund as the adult volunteers receive into their Retirement funds. The amount for each cadet is listed at \$200/year as a base, plus an additional factor based on the number of calls that cadet responded to that year.
 - b. However, Mike notes that we have 2 cadets who are graduating seniors, so each of them only have one year's worth of fund contributions (when they have been cadets for several years), and he would like them to receive an amount more commensurate with their years of service.
 - c. Mike proposed using the Hood to Coast income to retroactively add money to the accounts for those two seniors. We received \$3150 from the Hood to Coast, and Mike proposed that money be divided equally between the two seniors to make up for the years they volunteered but didn't receive contributions.
 - d. The two cadets are Justin Wammack and Jordynn Joines.
 - e. The group agreed that it would be nice to support the cadets with the Hood to Coast funds. There was some concern about giving all the funds to just the two seniors, though, rather than dividing it proportionally among all the cadets.
 - f. We have the 2021 stats with their responses, and Mike is finalizing the 2022 response numbers. Based on the figures from those two years, it was suggested that we calculate distribution of the funds so that each cadet gets funds proportionate to their responses over the past 2 years.

Good of the Order

1. Billing for fires.

- a. Mike reported that we billed \$2100/day for 2 days at the Wage Road fire, and for 2 days at the Fishhawk Lake fire. In addition we billed Seaside for the half-day we responded to the large Seaside fire.
 - b. We've been paid for Fishhawk, but not the other two yet.
 - c. Distribution of the income: Once received by EVRFPD, responders for that incident get an hourly wage for the incident, and the remainder stays in the Department.
2. Mike reports that we responded to 224 calls last year.
 3. Hans reports that he drove 7470 miles for the department last year, and volunteered 1523.7 hours.
 4. Mike reported that 4 firefighters participated in a 2-day Heavy Extrication class at Banks FD last weekend.
 5. Mike is working with Jewell School to ensure that cadets are able to leave school for incidents, as long as they have a 2.0 GPA and are attending training.

Adjourn

Vivian moved to adjourn the meeting. Wayne seconded. The meeting adjourned at 9:56 p.m.