

Elsie-Vinemaple Rural Fire Protection District

42644 Loyd Lane
Seaside, OR 97138
www.elsie-fire.com

Board of Directors Meeting Minutes

Date: *November 10, 2025*

Location: Jewell School Library

Time: 17:00

1. Call to Order

Chair **TJ Hecox** called the meeting to order at 17:01.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Present:

- Chair **TJ Hecox**
- Director **Kerry Walsh**
- Director **Joanie Layman**
- Director **Ed Van Dyke**
- Fire Chief **Rob Davis**
- Fire Administrator **Brittany Gitts**

Excused:

- Director **Deidra Pitkin**

A quorum was established.

4. Public Comment

No public comments were presented.

5. Approval of Agenda

Motion 5.1

Director Walsh moved to approve the agenda with the additions of Audit and Donations.

Director Layman seconded.

Vote: Walsh – Yes, Layman – Yes, Van Dyke – Yes, Hecox – Yes.

Motion Passed.

6. Approval of Minutes – October 13, 2025

Motion 6.1

Director Layman moved to approve the October 13 minutes as presented.

Director Walsh seconded.

Vote: Walsh – Yes, Layman – Yes, Van Dyke – Yes, Hecox – Yes.

Motion Passed.

7. Approval of Minutes – October 16, 2025

Motion 7.1

Director Walsh moved to approve the October 16 minutes as presented.

Director Layman seconded.

Vote: Walsh – Yes, Layman – Yes, Van Dyke – Yes, Hecox – Yes.

Motion Passed.

8. Accounts Payable

- Discussion regarding printed vs emailed AP lists for board review.
- Clarification given on a past-due medical invoice caused by a missed submission.

Motion 8.1

Director Van Dyke moved to approve Accounts Payable.

Director Layman seconded.

Vote: Walsh – Yes, Layman – Yes, Van Dyke – Yes, Hecox – Yes.

Motion Passed.

9. Chief's Report

Chief **Rob Davis** presented updates:

Chief Rob Davis presented updates on district operations and administrative matters. He reported that the district's current physician oversight contract costs \$2,340 annually and has shown limited accountability. He recommended transitioning to a new county-wide doctor consortium that will cost approximately \$600 per year and includes QA review and training; most districts in the county already participate in this system.

Motion 9.1.1: Director Walsh moved to approve the district's transition to the new doctor consortium, and Director Van Dyke seconded. The motion passed with a vote of Walsh – Yes, Layman – Yes, Van Dyke – Yes, Hecox – Yes.

Chief Davis also discussed the reduction of the advisor position cost from \$2,400 to \$600 annually.

Motion 9.2.1: Director Layman moved to approve the advisor position cost reduction, and Director Walsh seconded. The motion passed unanimously.

Further updates included completion of PPE fitting for 15 responders and progress in the new Firefighter Academy. Chief Davis noted that the district has been designated as an evacuation center under the county Emergency Operations Plan, with a coordination meeting scheduled with the school in December. He also reported continued efforts to secure CAD access from the Astoria Police Deputy Chief, the submission of the ARPA annual report, and progress toward the district's 2026 insurance renewal.

Chief Davis informed the board that the current office computer is underperforming and recommended replacing it with a laptop capable of meeting administrative and QuickBooks needs. He stated that the district will transition to computer-printed checks by the end of the year, and that an updated Profit & Loss format will be provided in the December board packet.

10. New Business

10.1 SDAO Conference

- SDAO conference scheduled for February 6–8 in Seaside.
 - Chief Davis will email details.
 - Brittany Gitts will coordinate board registrations.
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10.2 District Phone Number

- Recruitment materials must be updated with new district phone number.
 - Poster redesign may include new imagery.
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10.3 Donations

- Thanksgiving & Christmas baskets: \$300 collected to date.
- District to prepare holiday baskets for local families.
- Donation items due to Brittany by the 20th.

Motion 10.3.1

Director Walsh moved to approve the holiday basket program and proceed with preparations.

Director Van Dyke seconded.

Vote: Unanimous.

Motion Passed.

10.4 Audit

Chief Davis reported:

- ClearTrails identified significant gaps in FY 2023–2024 documentation inherited from previous administration.
- Missing budget records, unexplained deposits, poor file organization.
- Auditor offered two options:
 1. Attempt full 23–24 audit (risk: state ADAP involvement)
 2. File a disclaimer for FY 23–24 and proceed with a clean FY 24–25 audit

Motion 10.4.1

Director Layman moved to file a disclaimer for FY 2023–2024 and proceed with the FY 2024–2025 audit.

Director Van Dyke seconded.

Vote: Walsh – Yes, Layman – Yes, Van Dyke – Yes, Hecox – Yes.

Motion Passed Unanimously.

Chief Davis will notify ClearTrails and request process documentation.

11. Old Business

11.1 Board Clerk Duties

- Discussion on transition of board clerk functions to LC Fire admin roles.
 - No motion required.
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11.2 1946 Fire Engine

- Proposed move of the historic 1946 engine to the school barn.
- Must verify whether lead-based paint is present before student involvement.
- Transportation options discussed (trailer vs tow).

No motion taken.

12. Audience Clarification

No public comments or clarification questions were presented.

13. Board of Directors' Comments

General comments provided:

- Appreciation expressed for volunteer training efforts.
- Positive remarks regarding organization and support from district staff.

(No action required.)

14. Motion to Adjourn

Motion 14.1

Director Walsh moved to adjourn the meeting.

Director Layman seconded.

Vote: Unanimous.

Meeting adjourned at: 17:55.

Minutes respectfully submitted by:

Brittany Gitts, Fire Administrator

Approved by: