



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

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Elsie-Vinemapple Rural Fire Protection District Board of Directors Meeting August 15, 2023 Minutes

Pledge of Allegiance

Board members present: Wayne Carmichael (Chair), TJ Hecox, Vivian McCann, Stacey Morrison. Absent: Kerry Walsh.

Fire Department members present: Mike Wammack (partial), Hans Mulder

Community Members present: Sue Robinson

Wayne opened the meeting at 7:10 p.m.

Approval of July minutes:

Wayne read the July minutes. Stacey noted that there had been an issue with egress at the end of the 4th of July party. Next year it will be important to set up taped-off rows, or do something similar, to make parking more organized so people can leave when they desire. TJ moved to approve the minutes as read, with the addition in tonight's minutes of Stacey's note about the parking on 7/4; Vivian seconded. The motion was approved 4-0.

Treasurer's Report. Hans presented the budget report. Several errors and discrepancies were noted:

1. \$403.22 was listed as income in 3 places: for donations, for EMS services, and also for timber tax. Hans clarified that it was timber tax; thus it was noted that the report should delete that amount from the other two categories, and the total income column recalculated.
2. Upon further review, the actual source of the \$403.22 was uncertain, as we didn't have a deposit matching that amount. Hans said it was his estimate of the month's portion of the annual timber tax income of \$5000. He also said we budget \$5000/year each for EMS and donations, and the \$403.22 represents the single month portion of those items as well. But, one-twelfth of \$5000 is \$416.66, so those numbers still don't match. These questions were not resolved.

3. Taxes were listed as \$1375.85 for July, which is also the first month of the budget year. Consequently, the year-to-date amount for taxes should be \$1375.85 to match, but was listed instead as \$11,769.01. This needs to be checked into and clarified/corrected.
4. Vivian moved to table approval of this month's budget report pending resolution of the above issues, as well as clearer understanding and collaboration of the Board on accounting and budgetary issues and processes. TJ seconded. Motion passed 4-0.

Approval of Accounts Payable.

1. In the maintenance account reimbursement charges, a charge to Camp 18 on 7/9 for \$85.01 was questioned. It was learned that the lunch had been purchased for several volunteers following a fire. Stacy noted that it is standard practice in business to document those details and names of recipients with the receipt, especially because we are dealing with public monies. Most businesses use a simple form for this information, and include the completed form with the receipt. TJ supported the importance of this practice, and suggested we adopt it. All Board members agreed. The expenditure was approved this time, but going forward we will not accept charges like this without a list of participants.
2. Other questions regarding items on the maintenance account were asked and answered.
3. TJ and Vivian signed checks. TJ moved to accept the bills, with the proviso that future receipts include names of participants as above. Stacy seconded. Motion passed 4-0.
4. Hans said a check was written on June 13 for the college savings fund for the cadets, but was made out to "College Fund," and Mike was concerned the college fund group wouldn't accept it because it is a Savings plan. So, we were asked to void Check 6398 for \$4829.19, and re-issue the same as Check 6411 on 8/15 to the Oregon College Savings plan. Wayne so moved, TJ seconded. Motion passed 4-0.

Old Business

1. Station 2 Updates

- Septic system updates (TJ, Mike, Wayne): A decision was made to hire a contractor to dig the pits and get the permits for the septic system. That, along with the inspection, has been completed. The contractor who performed this charged \$800, and is submitting a bid for installation of the septic system that he will discount by \$800 if we hire him. We are also obtaining bids from Mike McEwen and Robert Martens.
 - Water System Updates (Mike, Wayne, Hans): None.
2. **Follow-up on the various grants. (Mike).** Mike was absent, so no report was provided.
 3. **Policy Manual Review.** Wayne asked to postpone the policy manual issue pending discussion of Workshop attendance. (see New Business, below).

- 4. Budget Assistance** (Stacy, group). Stacy has many years of experience handling budgets and financials in the business world, and volunteered to spend some time learning about our Department budget and financials with the goal of helping streamline and organize our processes. The group expressed appreciation and support for this idea. Stacy will start by meeting with Hans a few times to get familiar with current practices. This new practice will support the Board's expressed need and desire to gain "clearer understanding and collaboration of the Board on accounting and budgetary issues and processes" as noted in the motion above to table approval of this month's budget report.

New Business

- 1. Special Districts Association of Oregon workshops for Board Members.** Stacy and Vivian expressed interest in attending SDAO training workshops coming up later this month and in September. The workshops are entitled, "Board Member Duties, Liabilities, and Responsibilities," and "Board Member Relations, Expectations, and Ethics." Several other Board members were familiar with SDAO and the support it provides, and TJ has attended a couple of their workshops in his role as a Board member for the School District. Each costs \$75/person, with the cost waived for one attending member of each Board. Wayne moved to support payment of \$150 for the workshops to send Vivian and Stacy to both workshops (with one person free for each session); TJ seconded. Motion passed 4-0.
- 2. Board Member Roles.** After 7 years, Wayne would like to step down as Board Chair. Vivian agreed to take on the Chair role, and Wayne will become Secretary. Stacy shared that the Banks Fire Board follows traditional practice of designating the positions of Chair, Vice Chair, Secretary, Treasurer, and one "at large" or "alternate," and decide together who fills which role and for how long.
- 3. Content of Meetings.** Stacy noted that the Banks Board hears reports of how many calls, nature of calls, etc. as a routine part of their meetings each month, and said she found it useful to learn what the department was busiest with, where the resources went, etc. Vivian suggested we could put this on the list of changes to consider as we move forward and work on refining our policies and procedures.
- 4. Annual Budget.** Discussion centered around possible means of additional funding. In order to increase our tax income, Mike said the FD would have to be disbanded in order to ask for a new levy to obtain greater tax income; clearly, that would be risky, as we would need to have enough voters voting in that election in addition to a majority supporting the levy. Beyond that, Wayne said Leanne at the County office told him the only way to get more money from the County is to engage in a persistent and long term campaign with the Commissioners.

Adjourn

TJ moved to adjourn the meeting. Vivian seconded. The meeting adjourned at 8:35 p.m.