

YACHATS RURAL FIRE PROTECTION DISTRICT  
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MINUTES OF THE BOARD OF DIRECTORS' REGULAR MEETING  
OF FEBRUARY 10, 2020

**Call to Order:** President Katherine Guenther at 10:34 AM called the meeting to order.

**Quorum:** It was determined that a quorum was present.

**Attendance:** Those present: Directors – Katherine Guenther, Betty Johnston, and Ed Hallahan; Shelby Knife, Assistant to District Administrator; District Administrator and Fire Chief, Frankie Petrick. Director Tucker was not in attendance.

**Agenda changes or additions:** None.

**Guests:** Alex Cox.

**Public Input:** None.

**Minutes:** The minutes of the Regular Meeting of January 27, 2020 were read and approved as read.

**Liaison Report:** None given.

**Correspondence:** Application received from Drew Tracy offering to fill the vacant position on our Board. Petrick will contact him and invite him to the next meeting.

**Equipment Maintenance:** Everything okay at this time.

**Training Team Report:** Petrick talked to the DPSST re-credentialing individual at the Seaside SDAO Conference and he is ready to come down whenever we are ready for him.

**District Administrator/Fire Chief Report:** Petrick recapped several classes she attended over the week-end at the SDAO Conference at Seaside. “Navigating the Oregon Ethics Law” was a class reminding everyone of key points in ORS Chapter 244. “Emerging Cyber Threats” which provided some ideas on how to make us have a safer online presence and to be aware of the cost of ransom payments, fraudulent transactions and business interruption. “Buckle up! New Labor Laws May Make a Bumpy Ride ...” which has several laws that have a significant impact on Special Districts. “Why you need an Accessible Website..” is important to any public agency that has a website. Petrick shared information from those as well as talked to Shelby and Katherine about how to get compliant with our website. We will also be reviewing the Fair Equity requirements and the new Harassment Regulations to make sure we are on the correct path. All in all it was an informative week-end.

**Old Business:** Due to labor negotiations in late 2018 some employees did not get a COLA. Discussion was held about how to fix that. Director Hallahan moved to award a COLA of 3.5% to those individuals that are still working here that did not receive one due to negotiations retroactive to December 1, 2018. Director Johnston seconded. Motion carried unanimously.

The December 2019 COLA was discussed as well. President Guenther moved to award a 2.9% COLA to regular personnel retroactive to December 1, 2019. Director Hallahan seconded. Motion carried unanimously. For this motion, regular personnel is defined as all full time staff and part time staff that receive a paycheck most every month. This excludes two intermittent personnel.

The District Administrator performance appraisal form is somewhat outdated and a new form will be created. However, for this year the old form was used. Petrick received a score of 5 and a raise was indicated. Director Hallahan moved to grant a raise of 5% to Petrick, retroactive to December 1, 2019. Director Johnston seconded. Motion carried unanimously.

Evaluation forms will be given to employees for review with their raise being retro to December 1, 2019 as well. Evaluation forms will be given out soon.

Petrick reviewed the lighting at the station. We will be obtaining blinds for the first bay and perhaps the weight room and continue to monitor. We have to be careful that we continue to maintain lighting in the building to meet Oregon Fire Code as well as not have our lighting be an annoyance to the neighbors.

We will be looking at how best to light our sign and will make a final decision about that when the landscaping is complete. That should be happening sometime in February or first of March.

Petrick reviewed the amount for Bucher and Knife for EMT Class completion and awarded them \$400.00 each. Checks will be given for that amount as well as a grateful “thank you”.

**Ongoing Business:** Last week we had a significant amount of rain and had an issue with our water running onto a property to the North. We provided a temporary fix until a permanent one can be completed. We will address that very soon as well as gating the overflow parking area to prevent folks driving into that area at night looking for camping spots. We will also be looking at concrete barriers to prevent overzealous drivers from crashing into the property to the north when the overflow parking area is being used.

**New Business:** Liaison Bennett brought a request to the Board at the last meeting to place a sign designating a tsunami assembly area. Discussion resulted in Director Hallahan moving to allow City of Yachats to post assembly area signage at a location agreed upon by YRFPD and City of Yachats. Director Johnston seconded. Motion carried unanimously.

The vacant Board Director position will hopefully be filled by Drew Tracy at the next meeting.

Director Johnston asked about the status of a Facebook page. Petrick replied that we are continuing to research and determine the best avenue by which to safeguard YRFPD.

**Disbursements:** The bills were reviewed. Director Johnston moved to pay the bills. Director Hallahan seconded. Motion carried unanimously.

**Adjournment:** As there was no further business the meeting was adjourned at 12:48 PM. The next meeting will be at 10:30 AM on February 27, 2020.

Minutes written and prepared by \_\_\_\_\_.  
Frankie Petrick

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director