

YACHATS RURAL FIRE PROTECTION DISTRICT  
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MINUTES OF THE BOARD OF DIRECTORS' REGULAR MEETING  
OF JANUARY 11, 2021

**Call to Order:** President Katherine Guenther at 10:32 AM called the virtual meeting to order.

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

**Attendance:** Those present: Directors – Katherine Guenther, Betty Johnston, Drew Tracy, Donald Tucker and Ed Hallahan; Shelby Knife, Assistant to District Administrator; District Administrator and Fire Chief, Frankie Petrick.

**Agenda changes or additions:** None.

**Guests:** Quinton Smith.

**Public Input:** None.

**Minutes:** The minutes of the Regular Meeting of December 14, 2020 were read and approved as corrected.

**Liaison Report:** Liaison Bob Bennett joined at 11:16 AM. He reported that the Emergency Preparedness Committee will be scheduling connex inspection on February 8<sup>th</sup> and 9<sup>th</sup>, with no time set at this date. Petrick and/or Johnston will plan to be in attendance to verify YRFPD and SLA contents in the containers.

**Correspondence:** Lincoln County Commissioners signed a year extension of Ambulance Service Area assignments. The county ordinance will need to be rewritten/updated after the Ambulance Service Committee has completed their work. That ordinance will be done by county legal counsel and reviewed by the Oregon Health Authority. The work for updating was slowed considerably by the COVID pandemic and work sessions will be resuming in February.

Petrick has no hint that any company might be interested in obtaining South County for their ASA. We will be required to update some equipment and that will be paid for by South Lincoln Ambulance (SLA).

Director Tracy enquired who covered our District today if we are on a call. Petrick reported that we have a mutual aid agreement with Pacific West Ambulance to that end for medicals and the county wide mutual aid fire agreement for fire suppression.

**Equipment Maintenance:** All fire equipment is status quo. Unit 19 (8239) will be going to Power for a problem with the in-cab heater in the near future. That expense, of course, is SLA's obligation.

**Training Team Report:** Rob Dahlman was here to do the data inspection for reaccreditation required by Department of Public Safety Standards and Training. Dahlman found no problems and anticipates that we will get the new paperwork back within a couple of months.

**Activity Report:** The month of December saw us with 98 responses. General medicals - 49, 13 of which dispatch was not able to ascertain the problem with, 36 that were cardiac or breathing related; GLFs 15 – most of which were seniors that fell in their home or while shopping; Mutual aids – where the crew and ambulance sits in Waldport or Seal Rock for up to a couple of hours waiting for PacWest to get enough ambulances, and Public assists with 10 each; Car crashes 6 – 2 in our response area and 4 to the north; Burn complaints 3 – obnoxious smoke from illegal burning, Cold fire investigation – as a result of the structure fire, Wire down, CPR, Water rescue and Structure fire – fully involved before 911 was activated, with 1 each.

**District Administrator/Fire Chief Report:**

YRFPD received CARES money for the purchase of a security system, a CPR chest compression device (known as a Lucas Device) and reimbursement for some time that Knife has spent on the COVID pandemic.

In the “YRFPD Yearly Award Contribution” that was presented last meeting, there were two employees left off the summary. Those two employees received money along with the rest and a corrected copy is included with these minutes. Of note, the LOSAP funds have not yet been deposited for Knife and Petrick.

**Old Business:** YRFPD filed the report about creek plantings with State of Oregon as required. The poor soil conditions have worked against us. In as much as we can’t use fertilizer due to the possibly of contaminates running into the creek, we will be bringing in more plantings before March 1. The idea will be to have those plants acclimated before the dry months of late June through September of next year.

Ordinance No. 2020-001 was once again discussed. Director Hallahan moved to address discussion of the ordinance by title only. Director Johnston seconded. Motion carried unanimously. Information concerning the need for an ordinance was previously received from District Patron Quinton Smith and Petrick believes his questions were answered. Petrick received no other questions or concerns.

Director Tucker moved to adopt Ordinance No. 2020-001 “Adopting Cost-Based Fees and Rates for District Provided Services; Allowing for Future Board Amendment of adopting Fees and rates by Resolution; and Repealing any Conflication for Provisions of Previous Ordinances”, Director Hallahan seconded, motion passed unanimously.

Director Tucker asked for an update on the generator status. Petrick let the Board know that December was a busy month and that she had not completed the asked for information. Director Tucker asked that we schedule a meeting between CLPUD, the electrician and our agency to make sure that we in fact can use the power from the generator we received from a grant for this building. Petrick will contact CLPUD and the electrician.

**Ongoing Business:** President Guenther updated the Board on her meeting last Tuesday with

the appraiser from Coos Bay for the property at 215/217/219 W Second Street. She has no idea of the time frame for the report as yet but expects that it will be soon. President Guenther did show him the entire building and property. There is some issue with gaining access to the building through the front door; and the many items that are still in the building. Petrick advised that she will get busy with moving out items that yet are to come to the new station or upriver station. Some items that are in the building are items that were donated over the years that we will “garage sale” out. Petrick reported that we will try correcting the front door lock issue this week or next. We have the door lock from years ago that we will try to place on the front door so showing the property won’t be an issue. That will include a key for the bunkhouse as well. Director Guenther further showed the appraiser some similar properties the he already identified around town that might help him with values. Due to a prior arrangement between City of Yachats and YRFPD, Director Guenther will update City Manager, Shannon Beaucaire, of current status with the appraiser.

Future funding Status Update – Director Hallahan recapped the need for “Team Money” committee to gather data for having an open discussion about future funding requirements.

**New Business:** Discussion of Petrick’s Performance Appraisal was held. The Board was given a form to assess Petrick’s performance previously. The scores were collected and averaged which gave her an outstanding for the period of 01/01/2020 through 12/31/2020. District Administrator evaluation can be done in Executive Session. Petrick has always had hers done in open session. In as much as Petrick did not want to put any one Director on the spot, she excused herself from the balance of the meeting. Questions and comments that came before the Board during the discussion include but not limited to: What were the prior years of possible raises? Were they taken? Should an increase be granted as a bonus or true raise? How does LOSAP for Volunteers figure into the equation? Do we need a better checklist for Board perusal? The Board decided to postpone discussion until the February regular meeting and asked Knife to compile a historical review of Petrick’s pay including LOSAP for the last 10 years along with a salary survey for District Administrators in Oregon.

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

**Adjournment:** As there was no further business the meeting was adjourned at 12:31 PM. The next meeting will be a Special Meeting and will be held at 10:30 AM on January 25<sup>th</sup>, 2021.

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

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director