

YACHATS RURAL FIRE PROTECTION DISTRICT
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MINUTES OF REGULAR BOARD MEETING
APRIL 13th, 2026 AT 10:30 AM

CALL TO ORDER – President Myers called the meeting to order at 10:31 AM.

QUORUM DETERMINED – Those present President Myers, Vice President Tracy, Directors Guenther, Wagaman and D’Alfonso; Fire Chief Geoffrey Mathia; Administrator Deborah Coleman; FF/Paramedics Larmi and Ragsdale; FF/EMT Sanning.

GUESTS – City of Yachats Emergency Preparedness Linn West; Lincoln Chronicle Newspaper Garret Jaros; Pacific West Ambulance Samantha Love; District Patron Edward Drescher and Regina Moore.

PUBLIC INPUT – District Patron Edward Drescher spoke about Community Emergency Response Team in South Lincoln County. Drescher informed the board about a renewed interest in reviving training exercises. Director Tracy asked about the chain of command for CERT. Drescher provided a quick summary of the local CERT chain of command. Director Guenther mentioned that a former YRFPD Board member Betty Johnston has been attending the Yachats Emergency Preparedness Committee Meetings and has some CERT materials for review.

AGENDA CHANGES – Fire Chief Mathia removed Five Minutes with Deborah Coleman but promised to allow time for her to speak after his Chief’s report. Mathia provided a written summary explaining the consent agenda and discussing the advantages of streamlining our meetings. President Myers reminds the Board that they still need to appoint a Board Secretary Treasurer.

CONSENT AGENDA – Director D’Alfonso asked about the place holders within the Consent Agenda and whether we would still provide the individual reports within the Consent Agenda or if they were going to be included in the Fire Chief’s report in future meetings. Chief Mathia mentioned that he plans to still include those separate reports but we may start including them in the Chief’s report for future meetings, leaving only the Minutes & Activity Report.

Minutes from the March 9th 2026 meeting were approved as amended. D’Alfonso asked about the Transient Tax and the House Bill 4148 that passed Oregon State Legislature back in February. Chief Mathia followed up with the response we got from the City Manager Bobbi Price that there is nothing left for allocation to Fire and EMS, they also have strict regulations on how the City spends it.

The Activity Report was discussed. Director Myers asked if the integrated CAD system is helping with streamlining our charting to which Mathia said we have not been able to completely stop manually charting but we hope to learn more about the integration features. The integrated CAD is designed mostly to help our crew with reducing radio time and not missing any chart entries into Image Trend. There are also NERIS upgrades that are still happening. FF/EMT Wittmier is learning the NERIS side for our Fire Calls. Until then we will continue to manually review each call to categorize them in our Activity Report.

Director Myers makes a motion to adopt the Consent Agenda. Wagaman moves to adopt the Consent Agenda, D’Alfonso seconds. Motion carries unanimously.

FIRE CHIEF REPORT – Fire Chief Mathia gave highlights from the report he submitted in our board packet. Mathia took a moment to formally acknowledge Deborah Coleman’s achievements as the District Administrator’s “Assistant” the last year and five months. Mathia expressed his appreciation for Coleman’s work reconnecting communications, receiving grant money for our district, managing deadlines, including all of our Fiscal Year’s budget documents, and a host of other responsibilities.

Coleman briefly reviewed a list of her specific duties and let the board know how much of commitment it is with a lot of moving parts and that she works in her position with honor and pride.

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Mathia had 911 Supply at Station 8200 last week to get our crews fitted for Class B uniforms which we expect to see delivered within the next month.

FF/Paramedic Larmi and Chief Mathia ordered training books from the International Fire Service Training Association for firefighting as well as training material for Emergency Operating Vehicle Course through National Association of Emergency Medical Technicians we need for teaching that course at our station at the end of this month. YRFPD is an approved training facility through NAEMT and we plan to host more classes in the coming months and years.

Chief Mathia informed the board that our FF/Paramedic Larmi is hoping to get YRFPD out on conflagration this summer during wildfire season. Larmi has been getting our response vehicles ready for deployment. Conflagration is a good opportunity for our District to receive revenue.

Mathia spoke about the two car crash incidents that YRFPD responded to last week in coordination with Central Oregon Coast Fire and Seal Rock Fire that proceeded well overall. A rope rescue team member luckily heard the call and instinctively responded to the scene. Our dispatch center, however, should have officially activated the Lincoln County Rope Rescue team to help with the nature of the crash. Mathia plans to reach out to the Willamette Valley Communications Center to inform them about the learning opportunity.

Our current SCBA bottles are being hydrostatically tested until we begin staggered replacements next Fiscal Year 2026-2027. We will include SCBA bottle replacement costs in our budget in the event we do not receive the Assistance to Fire Fighters Grant. We do however hope to utilize government funding to assist with this large expense.

Director Myers asked about our volunteer roster and how many we are up to today. Mathia says we have up to nine, including four that are EMR or EMT certified. Chief Mathia brought up the Draft 190 Agreement he would like the board to review under our Ongoing business. Mathia said this is going to help us focus on having our own staffing needs met as well as helping our neighboring districts.

Mathia said we hope to hear back about the \$35k Wildfire Season Staffing Grant by the end of next week which has always helped our District with paid staffing needs during the hot, dry summer months.

Our transfer from QuickBooks desktop to online will be a primary focus for us this month with electronic payroll being the priority. Coleman added that there will be some reprogramming that needs to happen within the online platform. Myers asked if the multi-user feature for online Quickbooks is working yet which Coleman and Mathia both responded there have been no issues. Auditors will have restricted access. Electronic payroll processing approval will be addressed in Resolution 2026-10.

Morning briefings have been implemented to help review our daily and weekly tasks with shift crews. The 90 minute morning briefings have helped open lines of communication and initiate coordination with our crew.

Chief Mathia spoke about two successful meetings with Yachats City Manager, Mayor and emergency manager. One of the meetings they discussed on the 4th of July BBQ YRFPD plans on hosting behind the commons this year. We hope to see a good turnout as this will also be a fundraising opportunity and we are looking for volunteers to help at the event.

LIAISON – City of Yachats Emergency Preparedness coordinator Linn West gave a brief summary of the report he provided in our board packet. West says they applied for a grant with the Oregon Department of Human Services two years ago to supply the City with a twenty-foot conex, stocked with radios, food, water and generators to be placed at the top of Horizon Hill road. They hope to hear back from ODHS soon.

RESOLUTION – President Myers read Resolution 2026-10 to Adopt an Electronic Payroll process. Director D’Alfonso asked about Section 2 wondering if it is a physical signature. Coleman and Mathia both responded that moving forward it will be an electronic signature in the form of an email notification. Director Wagaman moved to adopt Resolution 2026-10 as written, Director D’Alfonso seconded. Motion carried unanimously.

President Myers read Resolution 2026-11 to transfer \$10,000 from the General Fund contingency to office expense to cover unforeseen separation costs from South Lincoln Ambulance and required technology updates. Discussion was held about the statutory limitations for moving funds. The transfer is considered permissible by resolution based on the 15% statutory limit within the fund. Director Myers entertains a motion

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to approve. Director Tracy moves to adopt Resolution 2026-11 as written, Director Wagaman seconds. Motion carried unanimously. Resolution 2026-10 to transfer \$10,000 from the \$75,000 contingency in our general fund to the 924 Office Expense chart of account.

OLD BUSINESS – President Myers updated the YRFPD Board Policy Manual by replacing all District Administrator instances with Fire Chief. Myers says the manual itself needs more revisions and additions however the most pressing issue was remedied. The Board Policy Manual will be reviewed before the next regular board meeting on May 11, 2026. Myers also reminded the Board that normally Director positions are voted on at the first meeting of every new Fiscal Year; however, with the vacancy of the secretary treasurer since January, Myers opened nominations for Secretary Treasurer. Director Wagaman nominated Paula, Director Tracy seconded. Director Paula D’Alfonso accepted the position of Treasurer Secretary of the YRFPD Board of Directors.

ONGOING BUSINESS – Chief Mathia spoke with South Lincoln Ambulance board members Shelby Knife and Frankie Petrick about the future of YRFPD and SLA. The current agreement with SLA runs through June 30th of this year and an extension appears unlikely without structural changes. Mathia is attempting to acquire SLA assets with a contingency plan. He projects consolidation of assets to require an entire year to be completed. YRFPD will need to bid with the Lincoln County Ambulance Service Area County Commissioners and the ASA will need to be awarded to YRFPD if YRFPD plans to continue transporting or running advanced life support calls. Mathia believes SLA is entertaining the draft for consolidation. We may need to partner with Pac West to help with the ambulance service initially during the transition. Mathia does not project SLA to continue providing the service in the next Fiscal Year unless they agree to our contingencies. Mathia believes there are some missed opportunities for billing at a sustainable rate and hopes to speak with Knife and Petrick soon. The Ambulance Service Review Committee is conducting the mandatory plan review that happens every five years. The ASA plan must be submitted to the Oregon Health Authority by the end of this summer and will go out for bid in February with a county decision due in April of 2027. Mathia is ahead of the game and plans to write a proposal for YRFPD to bid on the ASA to present to the County Commissioners. Mathia also has already applied for a Federal Medicaid ID and service provider number for YRFPD through OHA.

The Draft 190 Agreement with Seal Rock Rural Fire Protection District was presented. Chief Mathia and Chief Ewing both think this is a step in the right direction to help our South county residence with response crews. We are training with both neighboring districts to our north to maintain skills. Myers asked if this mutual aid agreement will affect our auto-aid agreement with Central Coast as there is a difference in how the agreements affect ISO ratings. Mathia says if the board would like another month to review the 190 he is open to allowing for more time. Several spelling errors and typos were found during a quick Board review but Mathia hopes to revise and refine the agreement prior to our next regular Board meeting on May 11, 2026.

The Board goals spreadsheet for Fiscal Year 2026-2027 was reviewed and briefly discussed. Myers said Chief Mathia got the spreadsheet updated with more goals in each of the areas. Director D’Alfonso asked how the SCBA bottle purchasing will be staggered. Mathia says he plans to replace four at a time staggered over two to three budget cycles. Myers reiterated each line item number within the categories asking about the PERS review for the administrative position. Mathia says this will be affected by the ambulance decision. Myers entertains a motion to accept the Board Goals for Fiscal Year 2026-2027 as presented. Director Guenther pointed out typos that need correcting. Director D’Alfonso moves to adopt the 2026-2027 FY Board Goals with corrections, Wagaman seconded. Motion carried unanimously.

NEW BUSINESS – Myers speaks about the missed opportunity to advertise or promote our local option tax renewal. He reminded the board that it is their job to get the word out in a neutral way. Myers asks for approval to write a statement that he can post twice before the ballots go out. Wagaman says he thinks it is important that we explain the renewal is only a continuation of funding to maintain our current services. Guenther reminds the Board about former Treasurer Hallahan’s previous ballot measure statements that could perhaps help Myers with his wording. Guenther mentions the first pushback we ever received on the increase was due to the lack of incremental increases by the board to adjust for cost-of-living increases. Coleman asks the Board if they would be open to scheduling more Tax Levy training workshops. Myers says after this next budget process and once

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we have a five-year financial forecast in place, he believes we will want to schedule workshops to discuss local option taxes.

DISBURSEMENTS – Financial statements were reviewed. Balance Sheet reflects a \$1.472 million in cash with reserves at \$391,000.00. Myers thanks Chief Mathia for pointing out the lack of a YRFPD credit card. Mathia had to use his personal credit card while we waited for Oregon Coast Bank to send a new one in the mail. Mathia thanked the board for reimbursing him promptly. Myers asked what the C&S Fire Safety \$458.00 purchase was for to which neither Mathia or Coleman had a direct answer. D’Alfonso asked if we could adjust the width of the Memo section to show more of the description. Coleman says she will work on better formatting. Myers asks about the water bill and why there is a typo in station number. Mathia agrees to correct it. D’Alfonso asked about the SLA staffing payments and why they did not show up on this checks and deposits report. South Lincoln Ambulance will start to receive an invoice from YRFPD to help with consistency on their payments. Myers pointed out the 924-2056 Office Expense category on the Actual versus Budget and asked why there was a \$10.00 amount in there to which Coleman mentioned more than likely it’s an adjusting entry error which she can recategorize to the correct chart of account. Mathia comes back in the room to explain the water bill splits that the \$120.40 was a part of our regular \$167.30 bill that got missed in the previous month and the \$94.30 was for Corona court station. Coleman reminded the board that we are 99.1% of our Audit and Legal budget for this fiscal year and asked if the board wanted to move funds from the 936 Elections to the 1-934 Audit and Legal chart of account to accommodate the municipal auditors final bill that we have yet to receive for fiscal year 2024-2025.

ADJOURNMENT – As there was no further business to discuss, the meeting adjourned at 12:26 PM. Our next Regular Meeting will be on May 11, 2026 at 1:00 PM.

Minutes written and prepared by _____.
Deborah Coleman

Director

Director