

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
January 9, 2019**

***** APPROVED 2-13-2019*****

Attendance:

Board Members:

#1 – Ron Woodard
#2 – Tim Beatty
#3 – Alan Lee
#4 – Jamie Wright
#5 – Danny Curler

Staff:

Fire Chief Doug Kerr
Division Chief Jamie Mason
Division Chief Rob Dahlman
Fire Marshal Ed Ulrich
Capt. Jim Kusz
District Clerk KrieAnn Kudar
Office Admin/HR Lois Smith

Guests:

Jeff Cutler
Loren Nordyke

Absent:

Board President Jamie Wright called the regular board meeting to order at 4:00 p.m.

Contract Review Board

The Contract Review Board was opened at 4:00 p.m.

Radio Simulcast System

DC Dahlman reviewed the contact with Day Wireless for the Radio Simulcast System. The contract has already been signed by Chief Kerr. The costs were also discussed.

\$89,539.92 For Simulcast Sites (equipment & shipping, professional services, and licensing and fees) – this will be from bond funds

\$17,545.04 For Optional Oar Avenue Site (equipment & shipping, and professional services) – this will be from bond funds

\$9,902.40 For Annual Preferred Maintenance Plan (RF system infrastructure and subscribers-portable radios) – this will be budgeted for in the 2019/20 budget

Station 1400 Remodel Construction

DC Dahlman updated the Board regarding the remodel at Station 1400. He will have finished prices ready next week.

The Contract Review Board was closed at 4:14 p.m.

Approval of Minutes

12/12/2018 Minutes

The Board Minutes of 12/12/2018 were presented for approval. Ron Woodard made a motion to approve the minutes as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #1)**

12/28/2018 Minutes

The Board Minutes of 12/28/2018 were presented for approval. Ron Woodard made a motion to approve the minutes as presented; Tim Beatty seconded the motion. The motion passed. Danny Curler did not vote as he was not in attendance for this meeting. **(See Motion #2)**

Review of Financial Statements and Payment of Bills

Financial Statements

The Board reviewed the monthly financial statements, as well as the "Payroll Transactions Corrected Balance 11/15/18 to 12/12/2018". Ron Woodard made a motion to approve the statements as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #3)**

Payment of Bills

The bills were presented for payment. Ron Woodard had a question about the payment for Fire Extinguisher Services as a check for the same amount was previously paid. Lois will check on this. If the current check is for the same invoice, the check will be voided. Tim Beatty made a motion to approve payment of the bills as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #4)**

Payment of Additional Check

Check #29605 to AFLAC was presented for approval. The check was written after the financial statements were prepared. A letter was received from AFLAC stating that our payment for November premiums had not been received and was late. The November payment was approved in Motion #4 above. This additional check is for the December premiums which is due. It was stated that it is very important to have insurance premiums paid on time to avoid a disruption of coverage.

Danny Curler made a motion to approve this check; Tim Beatty seconded the motion. The motion passed. **(See Motion #5)**

Budget

The budget calendar for 2019/2020 was presented for approval. Danny Curler made a motion to approve the calendar; Ron Woodard seconded the motion. The motion passed. **(See Motion #6)**

Old Business

Hiring of New Fire Chief

Chief Kerr updated the Board regarding the process and that the evaluation panels will be rating each applicant on a 100-point scale and there will be 5 extra points for veterans.

The Board and staff discussed possible names of individuals to be on the panels. It was requested that Lois contact Special Districts to see if they were going to contact individuals to be on the panels. If so, Lois is to provide the list with contact phone numbers. If Special Districts will not be doing this, Lois will complete the task. Chief Kerr will contact the neighboring chiefs to let them know when the Assessment Center will be held and confirm that they will be able to participate.

Fire Marshal Ed Ulrich read a statement he had prepared indicating that it did not seem proper to have any of the individuals on the panels who either verbally supported or provided a letter of support for either of the possible internal candidates at the 12/5/2018 board workshop meeting.

An updated timeline was provided to all.

New Business

Policy Manual – Section 4.2 – Order of Board Meeting Agenda

It was brought to the attention of the Board by Fire Marshal Ed Ulrich that the board agenda has not been followed as to the order of the items, especially the audience participation which has been at the end of the meeting. The policy indicates that it is closer to the beginning of the meeting. The board members agreed that the policy should be followed. The next board meeting agenda will be in the correct order.

Chief's Report

Chief Kerr reported on the following items:

Bond – Staff is continuing to make purchases, including a heavy rescue, radio equipment, SCBA replacement and SCBA compressor. Chief Kerr gave kudos to DC Mason for his efforts in the purchase of the heavy rescue.

February Board Meeting – Chief Kerr recommended to the Board that the February 13th board meeting be held at Rose Lodge Station 1200. The seismic upgrade will be finished prior to that; it would give the Board an opportunity to see the finished station. The Board agreed to hold the meeting at Station 1200.

Union Contract – The draft contract agreement is continuing to be reviewed; the next meeting will be on January 10th.

District Projects – An update on various projects was given.

Alarm Response – Chief Kerr reviewed with the Board the number of alarms for December and for the year 2018. He also provided a graph showing alarms over the past years.

Structure Fires – Chief Kerr briefly discussed the recent fires in the District.

Staff Reports

Public Relations / Safety Report

Captain Kusz reported on the public education events, classes and other information:

- Smoke alarm installation project with Red Cross will be conducted again this year.
- Disaster preparedness classes scheduled for 1/24 and 1/31.
- Taft High Teen CERT training scheduled for 1/17 and 1/18.
- Media and news coverage were reviewed.
- Support Team projects were reviewed.
- No incidents to report (Safety Committee meeting minutes were included; the next meeting will be on 1/21).

Training Report

DC Mason reported on the following items:

- COCTOA – In August, there will be a Technical Rescue Academy which will be open to all of Oregon. There will be no cost to COCTOA members; others will pay a fee which will generate revenue for COCTOA.
- Firefighter Academy – Graduation is scheduled for 2/28 at the St. Clair Station 1600 at 6:30 p.m. There are 18 total students; 8 are with NLFR.
- Highline Anchor Project – Update
- SCBA Evaluation – Moving forward with purchasing MSA SCBA.
- DPSST District Accreditation Agreement – completed (3-year agreement).
- STCCF Grant for development of a life fire training structure – discussion of what will be involved.
- Vehicle Committee – Update on vehicle purchase planning, including a rescue vehicle. DC Mason and Capt. Clark traveled to Virginia to inspect a used rescue vehicle which was purchased. DC Mason presented printed information about the vehicle and showed photos. Chief Kerr said that Chief Mason did a great job in locating and purchasing this vehicle.

EMS Report

DC Dahlman discussed the following with the Board:

- Station 1200 and 1400 seismic upgrade and remodel update.
- State of Oregon – EMS Section sent a letter indicating the District is in compliance with electronic reporting regarding patient encounters.
- GEMT plan approved by the Federal Government; Oregon is moving forward.
- EMS ambulance billing and number of transports reviewed.
- Still waiting for delivery of exterior light poles.

Fire Marshal Report

Fire Marshal Ulrich reported on the recent fires in the District and information about determining the cause.

Public Comment – None

For the Good of the Order

Capt. Kusz recommended that the District hold an annual open house and recruitment event.

ADJOURNED AT 6:00 p.m.

The minutes were taken, transcribed and submitted by

Lois Smith

Office Administrator

North Lincoln Fire & Rescue District #1

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 1 Date: 01/09/2019

Motion Made By:		Motion Seconded By:	
X	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Danny Curler		Danny Curler

MOTION:

To approve the minutes of the 12/12/2018 meeting, as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 2 Date: 01/09/2019

Motion Made By:		Motion Seconded By:	
X	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Danny Curler		Danny Curler

MOTION:

To approve the minutes of the 12/28/2018 meeting, as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler			X	Not at 12/28 meeting

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 3 Date: 01/09/2019

Motion Made By:		Motion Seconded By:	
X	Ron Woodard		Ron Woodard
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Danny Curler	X	Danny Curler

MOTION:

To approve the monthly financial statements, as well as the “Payroll Transactions Corrected Balance 11/15/18 to 12/12/2018”

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 4 Date: 01/09/2019

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Danny Curler	X	Danny Curler

MOTION:

To approve the bills as presented for payment.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 5 Date: 01/09/2019

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Danny Curler		Danny Curler

MOTION:

To approve Check #29605 to AFLAC for the December premium payment.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 6 Date: 01/09/2019

Motion Made By:		Motion Seconded By:	
	Ron Woodard	X	Ron Woodard
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Danny Curler		Danny Curler

MOTION:

To approve the 2019/2020 Budget Calendar

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler	X			

RESULTS

PASSED	FAILED
X	