

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes March 13, 2019

***** NOT YET APPROVED *****

Attendance:

Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Robert Batty
#2 – Tim Beatty	Fire Marshal Ed Ulrich	Depoe Bay Board President
#3 – Alan Lee	Capt. Jim Kusz	Bill Johnson
#4 – Jamie Wright	District Clerk KrieAnn Kudar	Depoe Bay Fire Chief
#5 – Danny Curler	Office Admin/HR Lois Smith	Jeff Mathia
		Jeff Cutler – NLFR
		Dennis Knudson – NLFR
		Jerry Sneed – NLFR

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

EXECUTIVE SESSION

An Executive Session was called to order as authorized by ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent. A draft employment contract for Fire Chief Rob Dahlman was handed out to board members to review and discuss. After discussion and requested changes/corrections, it was the consensus of the Board to go forward with the contract and approve it outside of the Executive Session, as required.

The Executive Session was closed at 4:19 p.m.

Approval of Fire Chief Contract

Ron Woodard made a motion to approve the employment contract that was reviewed during the Executive Session. Danny Curler seconded the motion. The motion passed. **(See Motion #1)** After the changes are made, board members (Jamie Wright and Alan Lee) will be contacted for signatures.

Contract Review Board

The Contract Review Board opened at 4:31 p.m.

Chief Dahlman reviewed the Intergovernmental Agreement with the City of Lincoln City for dispatch services. There was discussion about the agreement and the cost. There were questions and answers regarding dispatch services provided by Lincoln City

Police Department and Willamette Valley Communications in Salem. There were several changes that the Board wished to have made to the agreement. The Board also requested that Chief Dahlman have legal review the agreement after the changes have been made. Chief Dahlman was requested to bring the final agreement to the next board meeting for approval.

The Contract Review Board closed at 4:41 p.m.

Approval of Minutes

02/13/2019 Board Minutes

The Board Minutes of 02/13/2019 were presented for approval. Ron Woodard made a motion to approve the minutes; Danny Curler seconded the motion. The motion passed. **(See Motion #2)**

02/27/2019 Workshop Minutes

The Workshop Minutes of 2/27/2019 were presented by Depoe Bay RFPD for approval and signature. Ron Woodard made a motion to approve the minutes; Tim Beatty seconded the motion. The motion passed. **(See Motion #3)**

Review of Financial Statements and Payment of Bills

Financial Statements

The Board reviewed the monthly financial statements, as well as the "Payroll Transactions Balance 02/14/2019 through 3/13/2019". Ron Woodard made a motion to approve the statements as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #4)**

Payment of Bills

The bills were presented for payment. Danny Curler made a motion to approve payment of the bills as presented; Ron Woodard seconded the motion. The motion passed. **(See Motion #5)**

Chief Dahlman discussed with the Board the policy of paying bills only after receipt of item(s). The exceptions could be receiving a discount if paid prior, if a deposit is requested, etc.

Public Comments

Ed Ulrich, as a citizen and not as a staff member, provided the Board with a written request to change to the policy of public comments during board meetings.

The change requested is that there be public comments allowed before voting on each motion, in addition to when a non-agenda item is discussed.

Changes will be made to Policy 4.4.C and presented to the Board for approval at the April board meeting.

Budget

Vacant Position on the Budget Committee

There was discussion regarding the vacant position on the Budget Committee. There was no response from the ad placed in the paper. However, one individual expressed an interest – Nancy Oksenholt. After a brief discussion, Ron Woodard made a motion to appoint Nancy Oksenholt to the Budget Committee. Al Lee seconded the motion. The motion passed. **(See Motion #6)**

2019/2020 Budget Calendar Change

Chief Dahlman requested that the Board to change the date of the first budget committee meeting from April 10th to April 24th to allow more time to complete the budget documents. Danny Curler made a motion to approve the change. Ron Woodard seconded the motion. The motion passed. **(See Motion #7)** Lois Smith will update the calendar and distribute it to the budget committee members.

Old Business

Consolidation Discussion

Chief Dahlman discussed items that the Board might consider discussing prior to a study being requested by ESCI and/or SDAO. Documents were provided that listed NLFR Strengths and Weaknesses, and organizational opportunities. There was also a document that was written by Chief Don Baker after the original ESCI study was completed.

It was the consensus that a financial impact study should be completed.

Another joint workshop should be held as soon as the budgets have been prepared, perhaps in May. A proposed date will be presented at the April board meeting.

Civil Service Commission

It was recommended that Jeri Knudson be appointed to the vacant position on the Civil Service Commission. Ron Woodard made a motion to approve the appointment; Danny Curler seconded the motion. The motion passed. **(See Motion #8)**

New Business

New Business – Item #1: Resolution #2019-01 regarding an employee's final pay upon separation

In 2016, the Board approved a resolution to require 50% of the separating employee's final paycheck be made as a payment to the employee's Health Reimbursement

Account (HRA). The resolution indicated that the Board could review and change this annually. It was requested that the word “annually” be removed from the resolution. Lois Smith will research and see if this is a requirement. After some discussion, Danny Curler made a motion to approve the resolution to reflect that the separating employee’s final paycheck to include all unused vacation hours, unused holiday hours, unused wellness hours, and any unused accrued compensatory time in the form of a check or direct deposit to the employee. Ron Woodard second the motion. The motion passed. **(See Motion #9)**

New Business – Item #2: Resolution #2019-02 to appropriate funds received for conflagrations

Funds have been received for the following conflagrations:

- \$ 7,281.63 – Substation Fire
- \$34,355.83 – Sugarpine/Miles Fire
- \$ 9,933.00 – Ramsey Canyon Fire

The resolution would allow these funds to be appropriated to the following accounts:

- \$37,544.00 – to Account 5000 / Personnel Services
- \$14,025.00 – to Account 6800 / Equipment Operations and Maintenance

Ron Woodard indicated that a minor change needs to be made to the resolution: 2nd paragraph reads: ...was mobilized on a State Conflagration fire and;
This should read: ...was mobilized on several State Conflagration fires and;

Ron Woodard made a motion to approve the resolution, as amended. Tim Beatty seconded the motion. The motion passed. **(See Motion #10)**

New Business – Item #3: Resolution #2019-03 to establish purchasing authority and spending limits

Chief Dahlman reviewed the need to have this resolution in place. There was discussion about the possibility of having an electronic purchase order system in the future. Chief Dahlman indicated that any purchases made from a board member would require a purchase order.

Ron Woodard made a motion to approve the resolution with the following numbers inserted into the document:

Budgeted Items: Provided such purchases and items were considered and approved as part of the District’s budget process:

The District Fire Chief is hereby authorized to:

Exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$150,000. Contracts over \$150,000 require approval from the District Board.

Recommend that the District Board approve or disapprove contract awards or contract change orders and amendments in amounts over \$150,000.

Division Chiefs are hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$5,000.

The Fire Marshal is hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$5,000.

Shift Lieutenants are hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$500.

The Office Administrator is hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$5,000.

Maintenance Technicians are hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$2,000.

Tim Beatty seconded the motion. The motion passed. Danny Curler abstained from voting due to his business. **(See Motion #11)**

New Business – Item #4: Resolution #2019-04 to authorize the use of unused sick leave to increase retirement benefits for employees covered under the Public Employees Retirement System (PERS)

A representative from PERS contacted our accountant requesting a copy of our resolution to authorize an employee to use unused sick leave towards retirement benefits. No such resolution could be found. This resolution needs to be forwarded to PERS as soon as possible after approval so that Doug Kerr's PERS retirement can be calculated. This applies only to employees who are in PERS Tier 1 and Tier 2.

Danny Curler made a motion to approve the resolution. Ron Woodard seconded the motion. The motion passed. **(See Motion #12)**

Committee / Staff Reports

Beginning with this meeting, staff will not go over or read their board reports at the board meeting. The board members will have already reviewed the submitted reports prior to the meeting. If the board has questions about something in a report, it will be asked at the board meeting.

Chief's Report

Chief Dahlman updated the Board regarding the completion of the Seismic Upgrade at Station 1200 and the relocation of staff at Station 1600.

Chief Dahlman updated the Board regarding the union contract and that it should be ready to present at the April board meeting.

Chief Dahlman updated the Board regarding bond purchases.

Chief Dahlman informed the Board of items from previous board meetings that were not completed, which are as follows:

October 2018 Board Meeting

- Lois Smith was to have prepared Informational packets for new board members, new budget committee members, and civil service commission members. Chief Dahlman reported that this has not yet been done.
- Lois Smith was to have updated board policies section 2 and 3 regarding board meetings. As of this date, it has not been done. The Board requested that after this is done, that legal should review the policy and then it could come to the Board for approval.

January 9, 2019 Board Meeting

- Lois Smith was to have updated board policy section 4.2 regarding the order of the board meeting agenda. This has not yet been done.

January 23, 2019 Workshop Meeting

- The minutes were recorded incorrectly on Motion #2 regarding who can sign future documents (for the Seismic/Remodel Projects) and the dollar amounts. The motion incorrectly approved the following:

Amounts up to \$10,000	Board President <u>and</u> DC Rob Dahlman
Amounts between \$10,001 and \$25,000	Board President <u>and</u> Board Treasurer
Amounts over \$50,000	Needs to be approved by the Board

The motion should have been as follows:

Amounts up to \$10,000	DC Dahlman (<i>now Chief Dahlman</i>)
Amounts between \$10,001 and \$25,000	One Board Member
Amounts between \$25,001 and \$50,000	Two Board Members
Amounts over \$50,001	Requires approval of the Board

Ron Woodard made a motion to approve the amendment. Tim Beatty seconded the motion. The motion passed. **(See Motion #13)**

For the Good of the Order – None

ADJOURNED AT 6:20 p.m.

*The minutes were taken, transcribed and submitted by
Lois Smith, Office Administrator / Human Resources*

North Lincoln Fire & Rescue District #1
 NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 1 Date: 03/13/2019

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 Fire Chief employment contract for Rob Dahlman, as amended.

	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: 03/13/2019

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 minutes of the 2/13/2019 board 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: 3 Date: 03/13/2019

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 1/27/2019 joint workshop 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: 4 Date: 03/13/2019

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 monthly financial statements, as well as the “Payroll Transactions Balance 2/14/2019 through 03/13/2019.

	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: 03/13/2019

Motion Made By:		Motion Seconded By:	
	Ron Woodard	X	Ron Woodard
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Danny Curler		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: 6 Date: 03/13/2019

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

MOTION:

To approve appointment of Nancy Oksenholt to the Budget Committee for the budget years 2019/2020, 2020/2021, and 2021/2022.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 7 Date: 03/13/2019

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 revising the budget calendar to reflect 4/24/2019 as the date for the budget committee meeting.

	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: 8 Date: 03/13/2019

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 appointment of Jeri Knudson as a member of the Civil Service Commission.

	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: 9 Date: 03/13/2019

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 Resolution #2019-01 regarding an employee’s final pay upon separation. The policy will be changed to reflect that 100% of the employee’s final pay will be paid to the employee with no amount to the Health Reimbursement Account (HRA).

	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: 10 Date: 03/13/2019

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 Resolution #2019-02 to appropriate funds received from conflagrations totaling \$51,570.01 to the following accounts:

\$37,544.00 to Acct 5000 / Personnel Services

\$14,025.00 to Acct 6800 / Equipment Operations and Maintenance

	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: 11 Date: 03/13/2019

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 Resolution #2019-03 to establish purchasing authority and spending limits for District Officers and employees as listed below:

Budgeted Items: Provided such purchases and items were considered and approved as part of the District's budget process:

The District Fire Chief is hereby authorized to:

Exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$150,000. Contracts over \$150,000 require approval from the District Board.

Recommend that the District Board approve or disapprove contract awards or contract change orders and amendments in amounts over \$150,000.

Division Chiefs are hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$5,000.

The Fire Marshal is hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$5,000.

Shift Lieutenants are hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$500.

The Office Administrator is hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$5,000.

Maintenance Technicians are hereby authorized to exercise all authority of the Contracting Agency under the District's Public Contracting Rules up to a maximum of \$2,000.

	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: 12 Date: 03/13/2019

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 Resolution #2019-04 to authorize the use of unused sick leave to increase retirement benefits for employees covered under the Public Employees Retirement System (PERS); Tier 1 and Tier 2 only.

	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: 13 Date: 03/13/2019

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 amend a previous motion recorded incorrectly at the 01/23/2019 workshop meeting regarding who can sign future documents (for the Seismic/Remodel Projects) and the dollar amounts. The motion incorrectly approved the following:

Amounts up to \$10,000	Board President and DC Rob Dahlman
Amounts between \$10,001 and \$25,000	Board President and Board Treasurer
Amounts over \$50,000	Needs to be approved by the Board

The motion should have been as follows:

Amounts up to \$10,000	DC Dahlman (<i>now Chief Dahlman</i>)
Amounts between \$10,001 and \$25,000	One Board Member
Amounts between \$25,001 and \$50,000	Two Board Members
Amounts over \$50,001	Requires approval of the Board

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

RESULTS

PASSED	FAILED
X	