

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes April 12, 2017

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Jamie Wright
Alan Lee
Danny Curler

Staff:

Don Baker
Doug Kerr
Rob Dahlman
Jim Kusz
Lois Smith

Guests: None

Absent:

Board President Tim Beatty called the meeting of the Board of Directors to order at 4:00 p.m. at the St. Clair Fire Station.

Approval of Minutes – Board Meeting

The minutes of the 03/08/2017 board meeting were approved as presented. The motion was made by Ron Woodard and seconded by Danny Curler. The motion passed.
(See Motion #1 for the voting record.)

Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict with Check # 27987 as the check was for his business. Ron Woodard made a motion to approve payment of the bills; Al Lee seconded the motion. The motion passed.
(See Motion #2 for the voting record.)

Old Business

1. Budget Committee

Several names were given for possible budget committee members. Ron Woodard made a motion to appoint Pete Lutz for Position #3 and Larry Garrison for Position #2. Danny Curler seconded the motion. The motion passed. Phone calls will be made to the new members. Both positions have terms that have one year remaining (2017/2018 budget).
(See Motion #3 for the voting record.)

2. 2015/2016 Audit

The completed 2015-2016 audit was presented to the Board for review and approval. There were a few comments regarding the auditor's comment letter.

The Board requested that staff check our policies to see if we have a policy regarding the use of intellectual District property. The Board requested that Chief Baker find out about insurance on District funds; Chief Baker will review this with the District's insurance agent of record and report at the next meeting.

Ron Woodard made a motion to approve the audit; Jamie Wright seconded the motion. The motion passed. *(See Motion #4 for the voting record.)*

New Business

1. Job Descriptions

Three job descriptions were presented to the Board for review:

- Firefighter and Firefighter/Paramedic
- Lieutenant/Shift Supervisor
- EMS Coordinator/Division Chief

Rob Dahlman reviewed the process of developing these job descriptions. The proposed salaries were discussed. Ron Woodard made a motion to approve the job descriptions; Danny Curler seconded the motion. The motion passed. *(See Motion #5 for the voting record.)*

2. District Personnel Policies

In anticipation of firefighters being hired in the near future, several personnel policies needed to be updated:

Policy 8.2 – Appointments, Qualifications, and Separation
Policy 8.3 – Payroll, Scheduling, and Overtime Practices
Policy 8.5 – Time Off
Policy 8.7 – What the District Expects From You

There was discussion on each proposed change/addition. There was discussion especially about the proposed amount of sick leave an employee could accrue. It was requested that staff investigate to see if the District can require all employees to be non-smokers.

Ron Woodard made a motion to approve the policies as presented; Al Lee seconded the motion. The motion passed. *(See Motion #6 for the voting record.)*

3. LOSAP – Waiting Period Waiver

A request was presented to the Board to have the 180-day waiting period waived for receiving LOSAP funds upon resigning from the District for one of our volunteers. Ron Woodard made a motion to approve the waiver; Al Lee seconded the motion. The motion passed. The waiver request will now go to OFDDA for their board's approval. *(See Motion #7 for the voting record.)*

COMMITTEE REPORTS

Building & Grounds

- Doug Kerr reported that work on the fueling station at Station 1300 has begun.
- There was discussion about the roofing project at Station 1600. One bid was received. Rob Dahlman reported that there have been discussions with the bidder regarding the proposed contract. Chief Baker indicated that there needs to be a Contract Review Board held in order to approve the bid. There will be a Contract Review Board Meeting at the May 17th board meeting. Ron Woodard made a motion to move forward with the process of intent to award the contract; Danny Curler seconded the motion. The motion passed. (*See Motion #7 for the voting record.*)
- There were discussions about various other building/grounds items: (1) tree issues at Station 1300, (2) trees at Station 1700 leaning towards neighboring shed, (3) water leak at Station 1500, and (4) water problem at Station 1400 which Doug Kerr will check into and report at the next meeting.

Equipment & Communications

Chief Baker briefly discussed the county-wide communications plan and updated the Board on the simulcast grant which he is closing out.

Staff Reports

Public Relations/Safety

Doug Kerr indicated that Jim Kusz's report is included in the board books, as well as the minutes from the last Safety Committee Meeting.

Training

Doug Kerr reported that Jamie Mason has been involved in the confined spaces training for the past two weekends and indicated that Jamie has done an excellent job with this project.

EMS Report - Rob Dahlman reviewed the items listed in his board report.

Assistant Chief's Report

Doug Kerr gave kudos to Rob Dahlman for the projects he has been working on. He also reported on the following:

- Update on what the staff has been doing regarding the upcoming Local Option Levy Measure.
- Working with Chief Baker on the 2017/18 budget.
- Eclipse Planning.
- Working with Chief Baker on the transition to Fire Chief.
- Alarm response.

Chief's Report

Most of the items on Chief's report have already been reviewed, except the recent Water Rescue Roundtable, which he discussed with the Board.

Public Comment – None

For the Good of the Order

Friday 4/14 Chamber Lunch – Danny Curler will attend; Chief Mason and Rob will also attend. Annual reports and Local Option Levy flyers will be handed out.

Tim Beatty adjourned the meeting at 6:05 p.m.

The minutes were taken, transcribed and submitted by Lois Smith, Office Administrator

Not Yet Approved

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 1 Date: 04/12/2017

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 03/08/2017, 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: 04/12/2017

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 payment of the bills as presented in the financial report. Danny Curler declared a conflict with Check #27987 as the check is for his business.

	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: 04/12/2017

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:

Approve appointment of the following to the Budget Committee:

Position #2 – Larry Garrison

Position #3 – Pete Lutz

	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: 04/12/2017

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

MOTION:

To approve the 2015-16 Audit.

	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: 04/12/2017

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 job descriptions for:

- Firefighter and Firefighter/Paramedic
- Lieutenant/Shift Supervisor
- EMS Coordinator/Division Chief

	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: 04/12/2017

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 updates to the following Personnel Policies:

Policy 8.2 – Appointments, Qualifications, and Separation

Policy 8.3 – Payroll, Scheduling, and Overtime Practices

Policy 8.5 – Time Off

Policy 8.7 – What the District Expects From You

	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: 7 Date: 04/12/2017

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 the LOSAP Waiver of the 180-day waiting period for a volunteer who recently resigned.

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

RESULTS

PASSED	FAILED
X	