

**NORTH LINCOLN FIRE & RESCUE DISTRICT #1**

**Board of Directors Meeting - Minutes  
May 8, 2019**

**\*\*\* APPROVED \*\*\***

<b><u>Attendance:</u></b>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Rob Dahlman, Interim Fire Chief	Stephanie Blair
#2 – Tim Beatty	Jamie Mason – Division Chief	Nathan Tuttle – NLFR
#3 – Alan Lee	Ed Ulrich – Fire Marshal	Jeff Mathia
#4 – Jamie Wright	Lois Smith – Office Admin.	David Bickerdyke – NLFR
#5 – Danny Curler		Eric Maestas – NLFR
		Loren Nordyke – NLFR
		Dennis Knudson – NLFR
		Jeff Cutler – NLFR
		Dennis Miles - NLFR
		Teresa Stuebgen
		Dan Stuebgen
		Doug Strange – NLFR
		George Blacketer – NLFR
		Bill Johnson – Depoe Bay Fire
		Shanna Cox – NLFR

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

**EXECUTIVE SESSION**

Board President Jamie Wright called the Executive Session to order at 4:02 p.m.

An Executive Session was called to order as authorized by ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body regarding current litigation or litigation likely to be filed.

The Executive Session was closed at 4:31 p.m.

**Budget Hearing**

Jamie Wright opened the Budget Hearing at 4:34 p.m. and called for public comments. There were no public comments. The Budget Hearing was closed at 4:34 p.m.

## Approval of Minutes

The board minutes of 4/10/2019 were presented for approval.

Public Comments: None

Tim Beatty made a motion to approve the minutes; Danny Curler seconded the motion. The motion passed. **(See Motion #1)**

## Review of Financial Statements and Payment of Bills

### Financial Statements

The Board reviewed the monthly financial statements.

Public Comments: None

Danny Curler made a motion to approve the statements as presented; Ron Woodard seconded the motion. The motion passed. **(See Motion #2)**

### Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict with Check #29875 as the check was for his business.

Public Comments: None

Tim Beatty made a motion to approve payment of the bills as presented; Ron Woodard seconded the motion. The motion passed. **(See Motion #3)**

## 2019/2020 Budget

### Approval of 2019/2020 Budget

Rob Dahlman stated that the Board needed to approve the 2019/2020 budget, as approved by the Budget Committee. At the next board meeting the Board will adopt the budget by resolution.

Public Comments: None

Danny Curler made a motion to approve the budget as approved by the Budget Committee; Tim Beatty seconded the motion. The motion passed. **(See Motion #4)**

### Budget Minutes

The minutes of the 4/24/2019 budget committee meeting were presented for approval. Ron Woodard requested that the following be added to the attendance section of the minutes:

Add: Dave Price (unable to attend)  
Peter Lutz (absent)

Public Comments: None

Ron Woodard made a motion to approve the amended minutes; Tim Beatty seconded the motion. The motion passed. **(See Motion #5)**

## **Old Business**

### **Old Business #1 – Policy Review (Sections 2 – 3 – 4 Board of Directors)**

Chief Dahlman made the changes as recommended by legal review. He informed the Board that an ordinance that was passed in 1998 was found that references volunteers and staff members not being eligible to serve as a board director.

Ron Woodard had questions about several sections which were provided in writing to the board with his comments. The only item that the Board discussed was 4.1.A: changing the seven calendar days to five calendar days.

Ed Ulrich also requested that several changes be made to Section 4.4.C: (1) remove the word “if” public comment is to be a part of the meeting... and (2) delete “Fire Chief” from the sentence: “The board president or Fire Chief may decide to place the public commenter’s concerns on a future agenda.”

Chief Dahlman stated that he will make the changes requested and present a revised document at the June board meeting for approval.

There was discussion about making sure that all policies (and updates) are posted on the website after approved.

### **Old Business #2 – Dispatch Services Agreement**

Chief Dahlman updated the Board that discussions with the City are continuing regarding the agreement. No motion is needed at this time.

## **New Business**

### **New Business #1 – Civil Service Commission Appointment**

Bryan Fitzsimmons has agreed to serve another four-year term on the Commission.

Public Comments: None

Danny Curler made a motion to approve the appointment of Bryan Fitzsimmons; Ron Woodard seconded the motion. The motion passed. **(See Motion #6)**

## **New Business #2 – Secretary of State Letter Regarding 2017/2018 Audit**

Rob Dahlman reviewed the letter received from the Secretary of State regarding the District's 2017/2018 audit. A Plan of Action document was prepared by the District's accountant addressing each item that was listed as material weaknesses, significant deficiencies, and other best practices matters. Each item was reviewed by the Board.

Public Comments: None

Ron Woodard made a motion to approve the Plan of Action to submit to the Secretary of State and to authorize Jamie Wright to sign the letter. Danny Curler seconded the motion. The motion passed. **(See Motion #7)**

## **New Business #3 – Ordinance Review – Cost Recovery Ordinance**

Ed Ulrich and Rob Dahlman presented information to the Board regarding a proposed ordinance to recover costs for various things the District provides, such as permits, inspections, etc. This is for information only at this point; no motion is needed at this time.

## **New Business #4 – Approval of Radio Purchase**

A purchase of non-budgeted radios for water rescue in the amount of \$514.50 was presented to the Board for approval. There was discussion about spending authority.

Public Comments: None

Danny Curler made a motion to approve the purchase and to give spending authority for bond purchases the same as was approved for station remodel purchases. Ron Woodard seconded the motion. The motion passed. **(See Motion #8)**

## **New Business #5 – Length of Service Awards Program (LOSAP)**

LOSAP reports for the quarter of January, February, and March 2019 were presented to the Board for review. The contribution report was also presented for review. The total amount for the quarter is \$11,715.

Public Comments: None

Tim Beatty made a motion to approve the reports and to approve the check to OFDDA in the amount of \$11,715. Al Lee seconded the motion. The motion passed. **(See Motion #9)**

## Committee / Staff Reports

Rob Dahlman updated the board on the following items:

- Discussion of issues with apparatus.
- The correct light poles for Station 1600 have arrived and are waiting to be installed.
- Budgeted items for the training tower. Jamie Mason discussed the highline project and that they are trying to get the costs lowered.
- Save the Date – June 15 – Community Appreciation and Life Safety Event.
- The old burn tower at Station 1300 will be used for a Burn-to-Learn activity on Monday, May 20<sup>th</sup>.
- There is a burn ban in effect now through Saturday morning.
- Jamie Mason discussed the new Heavy Rescue; it might be here as early as next Tuesday.

## Chief's Report

Rob Dahlman updated the board on the following items:

- The auto aid agreements are now in place with Depoe Bay Fire and Nestucca Fire.
- The Station 1200 grant has been closed out.
- Update on Station 1400 remodel.
- Discussed radio equipment project.
- Civil Service Commission – need to update job descriptions.
- Surplus Property – Dave McKee will be preparing a list of all District surplus property.
- Updated the Board regarding the Equal Pay Act that staff is working on.
- Urban renewal update.
- Stipend payments to volunteers.
- Matt Miller – update.
- Financial – PERS indicated that Dave Clark was incorrectly classified in PERS since 2003 and have required a payment of close to \$43,000.

## For the Good of the Order – None

Jamie Wright adjourned the meeting at 5:55 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: 05/08/2019

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 minutes of 4/10/2019, 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: 05/08/2019

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 monthly financial reports, 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: 05/08/2019

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

MOTION:

To approve payment of the bills, as presented. Danny Curler declared a conflict with Check #29875 as it 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: 4            Date: 05/08/2019

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 the 2019/2020 budget as approved by the Budget Committee.

	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: 05/08/2019

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 Budget Committee minutes of 4/24/2019, 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: 6            Date: 05/08/2019

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 re-appointment of Bryan Fitzsimmons to the Civil Service Commission for a four-year term.

	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: 05/08/2019

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 Plan of Action document for the Secretary of State regarding the 2017/2018 audit and to authorize Jamie Wright to sign the letter to the Secretary of State.

	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: 05/08/2019

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 a radio purchase for water rescue in the amount of \$514.50 and to authorize the same spending authority for bond purchases as was approved for Station 1400 remodel purchases.

Note: Below was approved at the March board meeting for Station 1400 remodel purchases:

<b>Amounts up to \$10,000</b>	<b>Fire Chief</b>
<b>Amounts between \$10,001 and \$25,000</b>	<b>One Board Member</b>
<b>Amounts between \$25,001 and \$50,000</b>	<b>Two Board Members</b>
<b>Amounts over \$50,001</b>	<b>Requires approval of the Board</b>

	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: 05/08/2019

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

MOTION:

To approve the Length of Service Awards Program (LOSAP) quarterly reports (January-February-March 2019) and to approve Check #29908 in the amount of \$11,715 for the quarterly contributions.

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

RESULTS

PASSED	FAILED
X	