

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

### **Board of Directors Meeting - Minutes May 17, 2017**

#### **Attendance:**

##### **Board Members:**

Ron Woodard

Tim Beatty

Jamie Wright

**Absent:** Danny Curler

Alan Lee

##### **Staff:**

Don Baker

Doug Kerr

Jamie Mason

Rob Dahlman

Jim Kusz

Lois Smith

##### **Guests: None**

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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.

#### **Contract Review Board**

The Contract Review Board was opened. Discussion was held regarding the Station 1600 Reroof Project. The bid received from P & G Roofing, Inc. was identified as the lowest responsible, responsive bidder for this project. Ron Woodard made a motion to accept the bid from P & G Roofing, Inc. in the amount of \$101,975.00. Jamie Wright seconded the motion. The motion passed. *(See Motion #1 for the voting record.)*  
The Contract Review Board was closed.

#### **Approval of Minutes – Board Meeting**

The minutes of the 04/12/2017 board meeting were approved as presented. The motion was made by Ron Woodard and seconded by Jamie Wright. The motion passed.  
*(See Motion #2 for the voting record.)*

#### **Payment of Bills**

The bills were presented for payment. Jamie Wright made a motion to approve payment of the bills; Ron Woodard seconded the motion. The motion passed.  
*(See Motion #3 for the voting record.)*

#### **Old Business – No Old Business**

## **New Business**

### 1. LOSAP Quarterly Contribution & Check

LOSAP documents for the quarter (1/1/2017 through 3/31/2017) were presented to the Board. The documents were the Activity List, the Qualified List, and the list with contribution amounts. After the documents were reviewed and discussed, Jamie Wright made a motion to approve the quarterly reports. Ron Woodard seconded the motion. The motion passed. *(See Motion #4 for the voting record.)*

Check #28069 to OFDDA (LOSAP) in the amount of \$15,595.00 was presented for approval. Ron Woodard made a motion to approve the check. Jamie Wright seconded the motion. The motion passed. *(See Motion #5 for the voting record.)*

### 2. Crime Insurance Policy

Chief Baker discussed the recommendation made in our last audit that the amount of coverage for the comprehensive crime policy should be increased. The District currently has \$100,000 in coverage; the next step would be \$250,000. The cost to increase coverage to \$250,000 would be approximately \$200 per year.

Ron Woodard made a motion to approve increasing this coverage to \$250,000. Jamie Wright seconded the motion. The motion passed. *(See Motion #6 for the voting record.)*

### 3. \$100 Donation

A donation check in the amount of \$100 was received. Jamie Wright made a motion to approve transferring the donation to the Volunteer Association. Ron Woodard seconded the motion. The motion passed. *(See Motion #7 for the voting record.)*

## **COMMITTEE REPORTS**

### **Building & Grounds**

Station 1600 Reroofing Project – Rob Dahlman informed the Board that the project is ready to begin. P & G Roofing will need a check for the materials. He also informed the Board that a couple of forms will need to be completed and mailed to the State, one of which will require a \$250 check. (Lois will make sure these items are taken care of.)

Station 1300 Fueling Station – Doug Kerr updated the Board on the project. Two tanks are ready to be installed and should be done sometime in June. Security cameras will be in next year’s budget (2017/2018).

Apparatus Testing – Doug Kerr reported that apparatus testing is near the end of the process.

Station 1600 Carpeting – Rob Dahlman reported that the new carpeting for Station 1600 should be completed by the next board meeting.

### **Equipment & Communications**

IGA Maintenance of the Simulcast System – Chief Baker updated the Board regarding the agreement. There was discussion about the Equipment Replacement Fund – whether it should be closed or not. Chief Baker recommended to keep it as it is for now.

## **Staff Reports**

**Public Relations / Safety** – Jim Kusz’s report was included in the board packets.

### **Training**

#### **Hiring Process**

Jamie Mason informed the Board that 65 applications were received for the Firefighter positions and 27 applications were received for the Lieutenant positions; 60 applicants will be forwarded for testing.

Jamie Mason is currently working on the process of hiring a Division Chief for EMS Coordinator.

Volunteer Lieutenant Testing – will take place in June.

Certifications – 34 certification applications were submitted to DPSST.

**EMS** – Rob Dahlman reviewed the items in his monthly board report. There was discussion about the August eclipse planning. There was also discussion about the Government Emergency Medical Transport (GEMT) process.

### **Assistant Chief’s Report**

Election results and the upcoming budget – Discussion about the results of the election and the 2017/18 budget.

Grants – The District received two Seismic Grant Awards for Station 1400 and Station 1200.

Hiring Process – Kudos to Jamie Mason and Rob Dahlman for their work regarding the upcoming hiring of Firefighters and Lieutenants.

Fire Chief Contract – Working on a contract for the Board to review; will have it ready for the June board meeting.

Presentation to Volunteer – A shadow box award was presented to Captain Tom Gakstatter for his years with the District. Tom recently resigned after 24 years with TND and NLFR.

OFCA Spring Conference – Both Chief Baker and Chief Kerr attended the conference. Volunteer Firefighter Phil Rilatos was sworn in as a member of the Oregon State Fire Marshal's Honor Guard.

## **Chief's Report**

### Civil Service Commission

Chief Baker updated the Board regarding the recent Civil Service Commission meeting where Section 10 of the Rules were modified regarding the testing process. Chief Baker indicated that the Board needed to also approve the modification. Ron Woodard made a motion to approve the modification to Section 10. Jamie Wright seconded the motion. The motion passed. *(See Motion #8 for the voting record.)*

### Safer Grant

Chief Baker reported that Rob Dahlman has submitted for a Safer Grant which would provide partial funding for three Firefighters for three years. Grants will be awarded sometime between June and September.

### Tax Anticipation Note

Chief Baker informed the Board that the District will need to contact local bankers to obtain options regarding borrowing between \$350,000 and \$500,000 for five months. It will be needed this year (2017/18) and possibly the following year (2018/2019).

### 2015/16 Audit Update

Chief Baker informed the Board that he would be discussing several items with the auditor regarding their suggestions in the audit:

- De Minimis Use Policy (cell phones, etc.)
- Intellectual Property Policy
- Accounting Practices
- Fidelity Insurance Coverage

Chief Baker informed the Board that the District policies should be more specific about who handles District funds.

**Public Comment** – None

**For the Good of the Order**

- Chief Weiland, Nestucca Fire Chief will be retiring on June 30<sup>th</sup> and that Jim Oeder will be the new chief on July 1<sup>st</sup>.
- Depoe Bay Fire will have an open house at their newly remodeled station in Depoe Bay this Sunday.
- Pacific West Ambulance is holding a BBQ at the Gleneden Beach Station on Sunday.

Lois reminded the Board that the Budget Committee Meeting will be next Wednesday 5/24 at 6:00.

Tim Beatty adjourned the meeting at 5:56 p.m.

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 1            Date: 05/17/2017

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 awarding the Station 1600 reroofing contract to P & G Roofing, Inc. in the amount of \$101,975.00.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 2            Date: 05-17-2017

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 minutes of 4/12/2017 as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 3            Date: 05/17/2017

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

MOTION:

To approve payment of the bills as presented in the financial report.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 4            Date: 05/17/2017

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

MOTION:

To approve the quarterly LOSAP reports for the period 1/1/2017 through 3/31/2017.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 5            Date: 05/17/2017

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 Check #28069 in the amount of \$15,595.00 for LOSAP contributions for the quarter 1/1/2017 through 3/31/2017.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 6            Date: 05/17/2017

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 increasing the District's crime insurance coverage from \$100,000 to \$250,000.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 7            Date: 05/17/2017

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

MOTION:

To approve the transfer of a \$100 donation to the Volunteer Association.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 8            Date: 05/17/2017

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 modification of Civil Service Commission Rules, Section 10 regarding the testing process.

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

RESULTS

PASSED	FAILED
X	

