

# NORTH LINCOLN FIRE & RESCUE DISTRICT #1

## Board of Directors Meeting Minutes June 8, 2016

### Attendance:

#### **Board Members:**

Ron Woodard  
Tim Beatty  
Jamie Wright  
Carol Smith  
Danny Curler

#### **Staff:**

Don Baker  
Doug Kerr  
Lois Smith

**Guests:** none

**Absent:** no absentees

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Board President Ron Woodard called the meeting of the Board of Directors to order at 6:00 p.m. at the St. Clair Fire Station.

### Approval of Minutes – Board Meeting

The minutes of the 05/18/2016 board meeting were approved as presented. The motion was made by Carol Smith and seconded by Tim Beatty. The motion passed.  
(See Motion #1 for the voting record.)

### Payment of Bills

The bills were presented for payment. In addition to the payments reflected in the financials, there were two handwritten checks to approve which were written after the financials were completed.

Check #27237 & Check #27238 (for Petty Cash-Conflagration and Pacific West Ambulance-memberships)

Danny Curler made a motion to approve payment of all bills; Tim Beatty seconded the motion. The motion passed. (See Motion #2 for the voting record.)

### Old Business

#### Salary Survey – Clerical

Doug Kerr reviewed the results of the salary survey conducted by himself and KrieAnn. There was discussion about how the comparison agencies were chosen. After several minutes of discussion, Ron Woodard suggested that we move on to the resolutions listed under new business.

## New Business

- (1) Resolution #2016-04 to Adopt the 2016-2017 Budget, Make Appropriations, Impose the Tax, and Categorize the Tax.

After Ron Woodard read the resolution, a motion was made by Danny Curler to approve the resolution; Tim Beatty seconded the motion. The motion passed. (See Motion #3 for the voting record.)

- (2) Resolution #2016-05 to Authorize Intra-Fund Transfer of \$40,000 From General Fund Contingency to General Fund Personnel.

After Carol Smith read the resolution, a motion was made by Tim Beatty to approve the resolution; Jamie Wright seconded the motion. The motion passed. (See Motion #4 for the voting record.)

- (3) Resolution #2016-06 to Appropriate Conflagration Money for Payroll Expenses.

After Danny Curler read the resolution, a motion was made by Carol Smith to approve the resolution. Danny Curler seconded the motion. The motion passed. (See Motion #5 for the voting record.)

- (4) Resolution #2016-07 to Appropriate Funds to General Fund Capital Outlay for Purchase of Vehicle & Equipment (Command Unit).

After Jamie Wright read the resolution, a motion was made by Tim Beatty to approve the resolution. Danny Curler seconded the motion. The motion passed. (See Motion #6 for the voting record.)

- (5) 2016-2017 Salary Schedule

The 2016-2017 Salary Schedule was presented for review. After discussion, Danny Curler made a motion to approve the salary schedule; Jamie Wright seconded the motion. The motion passed. (See Motion #7 for the voting record.)

- (6) Clerical Positions - Salaries

After review and discussion of the proposed salaries for the District Clerk and the Office Administrator, Tim Beatty made a motion to approve the recommended salaries for 2016/2017 at Step 5 for both positions as shown below (and will be incorporated into the salary schedule). Danny Curler seconded the motion. The motion passed. (See Motion #8 for the voting record.)

	<u>Annual</u>	<u>Hourly</u>
District Clerk	\$47,668	\$22.92
Office Administrator	\$52,486	\$25.23

(7) Fire Chief Contract

Chief Baker reviewed with the Board the comments made from legal counsel on his proposed contract for 2016/2017. After discussion, Chief Baker said he would take out the sentence: *“The termination of the Fire Chief’s services requires a unanimous vote of the Board of Directors.”* It was pointed out that the section numbers were out of sequence. Lois said it would be corrected.

Danny Curler made a motion to approve the amended contract (after the two changes were made); Tim Beatty seconded the motion. The motion passed. (See Motion #9 for the voting record.)

**COMMITTEE REPORTS**

**Building & Grounds**

- Doug Kerr reported that staff has been working on the changes at Station 1600 for the station name change.
- Doug Kerr reported that he followed up with Gary Fromm (Otis property owner) regarding his request to use property at Station 1300. Mr. Fromm is putting his request on hold at this time. The District will not be doing anything on this until Mr. Fromm makes contact with us.
- Doug Kerr and Chief Baker discussed the fact that a few properties which are in Lincoln City but not in our District in the Roads End area. One property owner has requested to be annexed into the District and staff will be working on getting this accomplished. Letters will be sent out to the other property owners asking if they want to be annexed also.

**Equipment & Communications**

Doug Kerr informed the Board that the Maintenance Division is working on upgrading radios and working on the purchase of helmets with radio interface for water rescue.

**Public Relations/Safety**

Doug Kerr indicated that the Safety Committee Meeting minutes were included in the board books.

Doug Kerr reminded the Board of the St. Clair Station dedication and open house on Friday.

Doug Kerr informed the Board that the annual Touch-a-Truck is scheduled for this Saturday.

## **Training**

Doug Kerr reported that DC Mason is gearing up for the September Recruit Academy and is currently working on a confined space program, from writing the training program to building the props.

## **Assistant Chief's Report**

Doug Kerr discussed the recent fire on May 14<sup>th</sup> and that he did a follow-up on the fire that was on June 2<sup>nd</sup>. He also discussed alarm activity.

## **Chief's Report**

- Chief Baker informed the Board that he would have his succession plan ready to present at the next meeting.
- Chief Baker reported that there was an error on the publication of the LB-1, which has been corrected. The only requirement that the Dept. of Revenue said we had to do was to inform the Board of the publication error.
- Chief Baker informed the Board that there is a Statewide Water Rescue Summit being planned, as well as a smaller meeting with local agencies.
- Chief Baker indicated that the City of Lincoln City declined to participate in an intergovernmental agreement with NLFR for IT services. Chief Baker will be contacting the County so see if an agreement would be possible.
- Chief Baker reported that there is a conflagration going on right now – 13 miles northwest of Sisters with 2300 acres currently involved. Our conflagration members are gearing up to be ready if called to deploy.

**Public Comment** – None

**For the Good of the Order** – Danny Curler informed the Board that he would not be at the July meeting.

Ron Woodard adjourned the meeting at 7:45 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: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
X	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
	Danny Curler		Danny Curler

MOTION:

To approve the board meeting minutes of 05/11/2016, as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 2            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
X	Danny Curler		Danny Curler

MOTION:

To approve payment of bills as presented, plus two handwritten checks no included in the financial statements (#27237 and 27238).

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 3            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
X	Danny Curler		Danny Curler

MOTION:

To approve Resolution #2016-04 to Adopt the Budget, Make Appropriations, Impose the Tax, and Categorize the Tax.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 4            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright	X	Jamie Wright
	Danny Curler		Danny Curler

MOTION:

To approve Resolution #2016-05 Authorizing Intra-Fund Transfer of \$40,000 from General Fund Contingency to General Fund Personnel.

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

RESULTS

PASSED	FAILED
X	



NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 5            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty		Tim Beatty
X	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
	Danny Curler	X	Danny Curler

MOTION:

To approve Resolution #2016-06 to Appropriate Conflagration Money for Payroll Expenses.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 6            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
	Danny Curler	X	Danny Curler

MOTION:

To approve Resolution #2016-07 to Appropriate Funds to General Fund Capital Outlay for Purchase of Vehicle & Equipment (Command Unit).

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 7            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty		Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright	X	Jamie Wright
X	Danny Curler		Danny Curler

MOTION:

To approve 2016/2017 Salary Schedule

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 8            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
	Danny Curler	X	Danny Curler

MOTION:

To approve change in 2016/2017 clerical salaries for District Clerk and Office Administrator (both at Step 5).

	<u>Annual</u>	<u>Hourly</u>
District Clerk	\$47,668	\$22.92
Office Administrator	\$52,486	\$25.23

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 9            Date: 06/08/2016

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Carol Smith		Carol Smith
	Jamie Wright		Jamie Wright
X	Danny Curler		Danny Curler

MOTION:

To approve Fire Chief Contract for 2016/2017, as amended.

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

RESULTS

PASSED	FAILED
X	