

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes June 12, 2019

***** APPROVED 7/10/2019 *****

Attendance:

Board Members:

#1 – Ron Woodard
#2 – Tim Beatty
#3 – Alan Lee
#4 – Jamie Wright

Staff:

Fire Chief Rob Dahlman
FM Ed Ulrich
DC Jamie Mason
Capt. Jim Kusz
Office Admin./HR Lois Smith
Admin. Assist. KrieAnn Kudar

Guests:

Bill Johnson – Depoe Bay Fire Chief
Jeff Cutler
George Blacketer – NLFR
Loren Nordyke – NLFR
Dan Sparrow – NLFR
Cody Peterson – NLFR
Beau Brenneman – NLFR
Doug Strange – NLFR
Dennis Knudson – NLFR
Max Kirkendall
Justin Werner

Absent:

#5 – *Danny Curler*
out of town

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

Approval of Minutes

05/08/2019 Board Minutes

Public Comments: none

The Board Minutes of 05/08/2019 were presented for approval.

Tim Beatty made a motion to approve the Minutes; Ron Woodard seconded the motion. The motion passed. **(See Motion #1)**

Review of Financial Statements and Payment of Bills

Financial Statements

Public Comments: none

The Board reviewed the monthly financial statements. In a memo sent out by Lois Smith on June 10, 2019, the auditors have requested that check numbers be reviewed to ensure they are in proper sequence, and if there are any breaks in the numbers, it be reflected in the Minutes and the reason (voided check, etc.) be given. There was no break in sequence in the presented Financial Statement.

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

Payment of Bills

Public Comments: none

The bills were presented for payment.

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

Budget

Item #1 – Resolution to adopt the 2019/2020 budget

Public Comments: none

Resolution #2019-05 to adopt the budget for fiscal year 2019-2020, make appropriations, impose the tax, and categorize the tax was presented to the Board for review and discussion.

Tim Beatty made a motion to approve the Resolution; Ron Woodard seconded the motion. The motion passed. **(See Motion #4)**

Old Business

Item #1 – Policy Review – Chapter 2/3/4 – Board of Directors

Public Comments: NLFR Fire Marshal Ed Ulrich thanked Chief Dahlman for implementing Policy 4.2 – Board Meeting Agenda. He questioned the wording in Policy 2.1 A2; it was discussed, and he withdrew his objection.

The Policies regarding Board Membership, Duties, and Meetings had been sent for legal review at the request of the Board at the March 13, 2019 Board Meeting. Legal had made quite a few changes to the documents and they were presented to the Board for review and discussion.

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

New Business

Item #1 – SDAO Board Practices Assessment

Public Comments: none

Documents prepared by SDAO after the Board Practices Assessment last month were presented to the Board for review and discussion, and to determine a Plan of Action.

The overall assessment was good, and Chief Dahlman will work on the 3 yellow and red highlighted areas, which include ensuring staff members are given annual evaluations. The staff will put together a Plan of Action to bring to the next Board meeting.

Item #2 – Affidavit of Election Results

Public Comments: none

The Official Abstracts of Votes and the Final Official Election Results for the May 21, 2019 Special District Election regarding the election of three board member positions were presented to the Board. This confirmed the re-election of:

- Ron Woodard to Director #1 position for a 4-year term
- Tim Beatty to Director # 2 position for a 4-year term
- Alan Lee to Director # 3 position for a 4-year term

Dana Jenkins, Lincoln County Clerk, will be notified of the approval of the results, as per ORS 255.295, and the winners will be issued Certificates of Election.

Tim Beatty made a motion to approve the Affidavit of Election Results; Ron Woodard seconded the motion. The motion passed. **(See Motion #6)**

Item #3 – Oath of Office for Newly Elected Board Members

Public Comments: none

Per Policy 2.1.B, the oath of office is to take place during a meeting prior to the new term beginning. As the new terms begin on July 1st, Board President Jamie Wright administered the oaths to Ron Woodard, Tim Beatty, and Alan Lee; each Oath of Office certificate was signed by the individual Board Member and the Board President.

Item #4 – Job Description – Maintenance Technician

Public Comments: former NLFR Volunteer Jeff Cutler asked if a person in this position could respond as a Volunteer in his/her off time (if qualified); the answer was yes.

The revision of the job description for the position recently vacated by Dave Clark included:

- removing firefighter qualifications, as the Maintenance Technician will not be responding to calls as part of his/her job duties
- changing residency requirement from in-District to within a 60-minute response area
- requiring the Maintenance Technician to pass an annual DOT-level physical

Chief Dahlman clarified that the Civil Service Pay Classification of F-2 is for a 40-hour week, not a 53-hour week. Once the Board approves the revised Job Description, it will be sent out to the Civil Service Commission, which is meeting on July 17, 2019.

Tim Beatty made a motion to approve the Job Description; Alan Lee seconded the motion. The motion passed. **(See Motion #7)**

Item #5 – Surplus Equipment

Public Comment: none

The list of the following equipment removed from newly acquired Heavy Rescue 1639 was presented to the Board to review and approve declaring as Surplus:

- Hurst 100' hydraulic hose (x4) – no serial numbers
- Hurst spreader – Serial # 101025
- Hurst spreader – Serial # 63400B
- Craftsman electric drill – Serial # A3359
- Hurst cutter – Serial # 21853
- Hurst cutter – Serial # N1254
- Hurst extension ram – Serial #100658
- Hurst extension ram – Serial # 113658
- Hurst extension ram – Serial # 79682
- Ludell sledgehammer – no serial #
- Hurst extension ram – Serial # 22453
- Hurst extension ram – Serial # 4135M
- Hurst tool adapter – no serial #
- ZHook hand tool – no serial #
- TarHeel hydraulic clamp – Serial # 1018
- Hurst tool adapter – no serial #
- TarHeel hydraulic pump – Serial # P392
- Hale hydraulic pedal cutter – Serial # P12-Hale
- Hurst electric hydraulic pump – Serial # 55233
- Hurst electric hydraulic pump – Serial # 37920
- Hurst electric hydraulic pump – Serial # 004486
- Hurst electric hydraulic pump – Serial # 006831
- Hurst hydraulic pump – Serial # 90062004
- Hurst cutter – Serial # 630101

It was discussed and decided that the equipment might be easier to sell as a lot rather than individually; it can be advertised in the Daily Dispatch.

Ron Woodard made a motion to approve declaring the equipment Surplus Property; Alan Lee seconded the motion. The motion passed. **(See Motion #8)**

Committee / Staff Reports

Effective at the 3-13-19 Board 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; any questions they may have about something in a report will be asked at the Board meeting.

Ron Woodard had a concern regarding Buildings and Grounds: at Station 1500, trees are growing over the sidewalk, which is a hazard, and he suggested contacting Excellence to trim the trees. Chief Dahlman said he would follow up with having the trees trimmed, whether it was by Excellence, or the paid crew currently living on-site.

Chief's Report

Chief Dahlman updated the Board on the following items:

- The Automatic Aid Agreement with US Fish and Wildlife has been reviewed and completed and just needs to be signed.
- The Seismic Upgrade and Station Remodel Project will meet the deadline for January, regardless of the discovery of more dry rot on the south wall.
- Bond Purchases:
 - Heavy Rescue 1639 needs radio work and people need to be trained on it. DC Mason is putting together a category book for it.
 - Radio Equipment project is delayed a month by County system failures. Depoe Bay Fire will be part of our system and there will be no cost to them for upgrades.
 - Vehicle Committee is finishing up on vehicle specs; no purchases will be made without Board approval.
- ISO is not affected by the age of vehicles – they only look at pump/ladder/hose testing and safety requirements at the time the vehicle was built.
- The Civil Service Commission will be meeting on July 17, 2019.
- Zach Parker is our newly hired firefighter/EMT and is set to start around the first of July. He comes highly recommended by Aumsville Fire Dept., has ambulance experience.
- Chief Dahlman met with Chief Palmer and Paul Compton of LCPD to fine-tune some details in the Dispatch Services contract, i.e. not all calls are classified as emergency. Our attorney has approved the document; LCPD is taking it back to the City Attorney for review/approval.
- EMS reports
- City of Lincoln City:
 - There is nothing new with Urban Renewal. Chief Dahlman met with retired Chief Baker, who will be a great resource during this process.
 - The Road's End tsunami siren is still inoperable, requires repairs. We have \$1,000 in the maintenance budget; Chief Dahlman is talking with the City about partnering with the District for repairs and maintenance.
 - A Conex box of disaster supplies was delivered to Station 1600. The City says we can get into it if necessary and the key will open all 5 of the boxes in the city.
- NLFR/DBF Consolidation Project:
 - There is a joint Board meeting on 7/16/19 at 5 p.m. at the Gleneden Beach fire station.
 - The tax base will be set by Oregon Department of Revenue.
 - Chief Dahlman and Chief Johnson would like to enter into a 190 Agreement for cross-training and exchanging personnel, will take the idea to both Boards.
- Monies received

- The \$50,000 grant request for radios was denied.
- Building Maintenance:
 - The new light poles at Station 1600 will be installed next Thursday, 6/20.
 - The new phone system at Station 1600 is up and running. Stations 1500 and 1400 will have the same phone number as 1600, become extensions.
 - The training building at Station 1300 was burned down on May 20th. This building needs to be removed from our insurance and from Capital Assets.
- Firefighter Matt Miller is returning to work after July 11th and having passed a physical.
- We added new scheduler/payroll program CrewSense to Target Solutions; this will save time for our Accountant.
- We had a pre-Audit done last Friday (6/7/19) and received a better grade than before; 3 of 6 issues removed, 1 downgraded from material weakness to best practices.
 - As a small agency, we can only segregate duties to the best of our ability.
 - They are sending us a template on policy for intellectual property, we'll check with SDAO as they must have something, as well.
 - Journal entries are coming off.
 - Fire Chief credit card purchases now approved by Board treasurer.
- The Fee Ordinance has been put on hold.
- Yard debris burning may close a week earlier than the usual July 5th date.
- Wildfire Readiness classes being held by Lincoln County Emergency Management on 6/18 and 7/16.
- All Hands Meetings held quarterly – Minutes from the last one attached to Board packet.

For the Good of the Order

Saturday, June 15th is our open house at Station 1600 from 10 a.m. to 2 p.m.

Lois is adding the Board Packet to the NLFR website.

For the Good of the Order – Call for General Public Comments for Non-Agenda Items

Public Comment: Former NLFR Volunteer Jeff Cutler of Lincoln City spoke about union stickers on District engines, wondered which way the department is going; i.e. paid crews vs. volunteers.

Public Comment: NLFR Volunteer Lt. George Blacketer congratulated the 3 re-elected Board members and announced his retirement from the District, effective immediately. He asked to keep his red helmet.

ADJOURNED AT 5:20 p.m.

The minutes were taken, transcribed and submitted by KrieAnn Kudar, Administrative Assistant

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 1 Date: 06/12/2019

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 the Minutes of the 5/8/2019 Board meeting, as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 2 Date: 06/12/2019

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 the monthly financial statements.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 3 Date: 06/12/2019

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 the bills as presented for payment.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 4 Date: 06/12/2019

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 Resolution #2019-05 to adopt the budget for fiscal year 2019-2020.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 5 Date: 06/12/2019

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 corrected Policies Chapter 2/3/4 – Board of Directors

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 6 Date: 06/12/2019

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 the Affidavit of Election Results.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 7 Date: 06/12/2019

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 revised Job Description – Maintenance Technician

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 8 Date: 06/12/2019

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 equipment removed from Heavy Rescue 1639 as Surplus Property.

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

RESULTS

PASSED	FAILED
X	