

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes July 12, 2017

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Jamie Wright
Al Lee
Danny Curler

Staff:

Doug Kerr
Jamie Mason
Lois Smith

Guests: none

Absent: none

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.

Oath of Office & Appointment of Board Officers

The official oath of office was administered to the recently elected board members: Alan Lee, James Wright, Danny Curler. It was noted that the District's name was incorrect on the oath; Lois will contact Lincoln County Elections to have them correct it and resend to us for signatures.

Ron Woodard made a motion to appoint the following board officers:

President – Jamie Wright
Vice-President – Tim Beatty
Treasurer – Al Lee

Danny Curler seconded the motion. The motion passed.
(See Motion #1 for the voting record.)

After the vote, Jamie Wright conducted the meeting as the President.

Approval of Minutes – Board Meeting

The minutes of the 06/14/2017 board meeting were approved as presented. The motion was made by Ron Woodard and seconded by Tim Beatty. The motion passed. Danny Curler abstained from voting as he was not in attendance at the June board meeting.
(See Motion #2 for the voting record.)

Payment of Bills

The bills were presented for payment. Tim Beatty 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

1. Seismic Upgrade Projects

Two resolutions were presented to the Board, as well as two contracts; one for the Rose Lodge Station and the other for the Bob Everest Station.

Resolution #2017-03: A resolution to authorize the Seismic Rehabilitation Project for the Rose Lodge Station 1200 through a Grant from Oregon Business Development Department.

Resolution #2017-04: A resolution to authorize the Seismic Rehabilitation Project for the Bob Everest Station 1400 through a Grant from Oregon Business Development Department.

Danny Curler made a motion to approve both resolutions; Ron Woodard seconded the motion. The motion passed.
(See Motion #4 for the voting record.)

Ron Woodard made a motion to approve the two contracts with Oregon Business Development Department; Tim Beatty seconded the motion. The motion passed.
(See Motion #5 for the voting record.)

2. Tax Anticipation Loan

Chief Kerr updated the Board regarding the tax anticipation loan. We expect to receive information from David Ulbricht next week regarding the process and timeline. The Board will be updated at the next board meeting.

New Business

1. Donations (2)

Two donations have been received. One was from the City of Lincoln City in the amount of \$150 for the July 4th BBQ where Lincoln City Police are invited to attend. The second donation in the amount of \$100 was from a private citizen; the reason for the donation is unknown at this time. Danny Curler made a motion to approve transferring the \$250 to the Volunteer Association. Tim Beatty seconded the motion. The motion passed. (See Motion #6 for the voting record.)

2. Surplus Items

Two items were requested to be declared as surplus property. One is an old storage tank and the other is the old fuel tank; both were from the Otis Station. Neither item has any dollar value.

Tim Beatty made a motion to declare both items as surplus property. Ron Woodard seconded the motion. The motion passed.
(See Motion #7 for the voting record.)

3. Auditing Services

Requests for Proposals for Auditing Services was recently done. One proposal was received – from Pauly, Rogers and Co., P.C. The following are the fees for performing the audits for the District:

	FYE 6/30/17	FYE 6/30/2018	FYE 6/30/2019
Annual Audit	\$4,900	\$5,100	\$5,300
Financial Statements	\$1,450	\$1,600	\$1,600
Total	\$6,350	\$6,700	\$6,900

There was some discussion about the timeliness of the previous audit that this firm provided to the District. Ron Woodard requested that we include some wording regarding their completing the audit timely; Lois will include this information in a letter to them.

Ron Woodard made a motion to accept the proposal from Pauly, Rogers and Co., P.C.; Danny Curler seconded the motion. The motion passed.
(See Motion #8 for the voting record.)

4. Chief Baker’s Class A Uniform

Chief Baker requested that he be able to keep the Class A uniform that he was issued. Ron Woodard made a motion to declare the uniform as surplus property with no value and to approve his request; Danny Curler seconded the motion. The motion passed. (See Motion #9 for the voting record.)

5. Policy Change – Vacation Benefits (in Section 8.5 – Time Off)

It was brought to the District’s attention again by the CPA firm who prepares our payroll that the District’s policy allowing employees to sell-back up to 40 hours of vacation time annually (Section 8.5.A.6) is in violation of IRS regulations. Tim Betty made a motion to approve eliminating the sell-back of vacation hours. Ron Woodard seconded the motion. The motion passed. (See Motion #10 for the voting record.)

6. Accounting Agreement

The agreement with Bryan F. Fitzsimmons, CPA for the fiscal year ending 6/30/2018 was presented to the Board. The hourly rate was increased from \$90 per hour to \$93 per hour. Ron Woodard made a motion to approve the agreement; Danny Curler seconded the motion.

(See Motion #11 for the voting record.)

COMMITTEE REPORTS

Building & Grounds

Chief Kerr updated the Board on the following:

- Status of the fuel tank and the security fencing at Station 1300
- Apparatus testing – Ladder 55 will be returning to the District the end of next week.
- Hose testing was completed this week.
- Upgrades at Station 1400 for the firefighter quarters are continuing.
- A board member asked about the status of the surveying at Station 1200. Chief Kerr will check on it and report at the next meeting.
- A board member inquired about the tree that was cut down at Station 1200. Chief Kerr informed the board that it was a tree on District property which was encroaching on a neighboring structure.
- A board member inquired about the water leak at Station 1500. Chief Kerr reported that several individuals from the City checked into the matter and could not locate any serious leak problem; it is a non-issue.

Equipment & Communications

- Chief Kerr reported that items such as radios, pagers, etc. were being purchased for the new employees coming on board next month.
- Chief Kerr reported that Rob Dahlman is working on the Pulse Point App.

Staff Reports

Public Relations / Safety

- Jim Kusz's report was included in the board packets.
- Chief Kerr informed the board that he will be working with Jim to get information out to the media regarding our new firefighters being hired.
- The Safety Committee meeting report which was included in the board packet was reviewed.

Training

- Jamie Mason reported that he recently attended an IC Interface training class in Washington which is a pre-requisite for the ICS Train-the-Trainer class being held soon in Emmitsburg, Maryland which he will be attending. This will enable him to train our members in this area.
- The hiring process has been taking up most of his time right now.
- The Recruit Academy has been changed to Spring 2018.

EMS

No EMS report this month. Chief Kerr indicated that Rob Dahlman has been working with Jamie Mason on the hiring process.

Chief's Report

- Chief Kerr thanked the board for hiring him as the new Fire Chief.
- A board member inquired about plans to hire a replacement Assistant Chief. Chief Kerr indicated that the plan to hire a Fire Marshal will probably begin in October and an Assistant Chief in next year's budget.
- Three applications were received for the EMS Division Chief position. Two of them were not qualified. The third was Rob Dahlman; he will be hired effective July 17th.
- Three applicants have been given a condition of employment letter for the Lieutenant positions stating they will be hired pending the background investigation, physical, drug test, and essential functions test. The three individuals are: David Bickerdyke, Beau Brenneman, and Rick DeJager. The start date will be August 1st. It is anticipated that the firefighters will be starting on August 7th.
- Chief Kerr gave the board an update on the eclipse planning.
- Chief Kerr reported on the alarm response for June and discussed the structure fire at Roads End.

Public Comment – None

For the Good of the Order – None

Jamie Wright adjourned the meeting at 5:30 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: 07/12/2017

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 appointment of the following board officers:

- President – Jamie Wright
- Vice-President – Tim Beatty
- Treasurer – Alan Lee

	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: 07/12/2017

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 minutes of the 6/14/2017 board meeting, 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: 07/12/2017

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 bills, as listed in the financial statements.

	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: 07/12/2017

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 following two resolutions to authorize the Seismic Rehabilitation Projects through grants from Oregon Business Development Department:

Resolution #2017-03 – Rose Lodge Station 1200

Resolution #2017-04 – Bob Everest Station 1400

	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: 07/12/2017

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 two contracts with Oregon Business Development Department for the Seismic Rehabilitation Projects for Rose Lodge Station 1200 and Bob Everest Station 1400.

	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: 07/12/2017

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 transferring two donations totaling \$250 to the Volunteer Association.

	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: 07/12/2017

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 declaring an old storage tank and fuel tank from the Otis Station as surplus property.

	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: 07/12/2017

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 proposal from Pauly, Rogers and Co., P.C. for auditing services for the FYE 6/30/17, FYE 6/30/18, and FYE 6/30/19.

	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: 07/12/2017

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 giving Don Baker the Class A uniform that he was issued.

	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: 10 Date: 07/12/2017

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 removing the policy regarding the sell-back vacation option.
 (Section 8.5.A.6 will be removed effective immediately)

	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: 11 Date: 07/12/2017

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 accounting agreement with Bryan F. Fitzsimmons, CPA for the fiscal year ending 6/30/2018 at \$93.00 per hour.

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

RESULTS

PASSED	FAILED
X	