

# NORTH LINCOLN FIRE & RESCUE DISTRICT #1

## Board of Directors Meeting - Minutes August 14, 2019

**\*\*\* NOT YET APPROVED \*\*\***

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Fire Chief Rob Dahlman	Bryan Daniels – DBFD Assistant Chief
#2 – Tim Beatty	FM Ed Ulrich	Rick DeJager – NLFR
#3 – Alan Lee	Admin Assistant KrieAnn Kudar	Dennis Miles – NLFR
#4 – Jamie Wright	Office Admin/HR Lois Smith	Steven Kha – NLFR
#5 – Danny Curler		Zachary Parker – NLFR
		Janel Gifford – DBFD Board Director
		Robert Batty – DBFD Board President
		Jeff Cutler
		Justin Werner – Lincoln City Home Page

Board President Alan Lee called the regular Board meeting to order at 4:00 p.m.

### EXECUTIVE SESSION

Board President Alan Lee called the Executive Session to order at 4:00 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 with regard to current litigation or litigation likely to be filed.

The Executive Session was closed at 4:15 p.m.

### Approval of Minutes

#### 07/10/2019 Board Minutes

The Board Minutes of 07/10/2019 were presented for approval with the caveat that the adjournment time be amended from 4:15 p.m. to 5:15 p.m.

*Public Comments: none*

Danny Curler made a motion to approve the Minutes as amended; Jamie Wright seconded the motion. The motion passed. **(See Motion #1)**

## **07/16/2019 Boards of Directors Joint Meeting Minutes**

The Minutes from the Depoe Bay Rural Fire Protection District and North Lincoln Fire & Rescue District #1 Boards of Directors Joint Meeting held on 07/16/2019 at the Gleneden Beach Fire Station were presented for approval.

*Public Comments: none*

Tim Beatty made a motion to approve the Minutes as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #2)**

### **Review of Financial Statements and Payment of Bills**

#### **Financial Statements**

The Board reviewed the monthly financial statements. There was one check (#29944) which was voided. This check was a duplicate payment and was marked "Void" and returned by the vendor.

A change in the printouts of the statements was noted; it is due to a recent change in the accounting system and will be addressed by the accountant.

*Public Comments: none*

Danny Curler made a motion to approve the statements as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #3)**

#### **Payment of Bills**

The bills were presented for payment.

*Public Comments: none*

Tim Beatty made a motion to approve payment of the bills as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

### **Old Business**

No old business.

### **New Business**

#### **Item #1 – Resolution #2019-07**

#### **Resolution Authorizing Staff to Continue Discussions with Depoe Bay RFPD and Develop Options for Combining Services of the Fire Districts**

This Resolution was recommended by George Dunkel at the last combined meeting with Depoe Bay RFPD, and presented to the Board for review, discussion, and approval.

*Public Comments: none*

Danny Curler made a motion to approve the Resolution; Jamie Wright seconded the motion. The motion passed. **(See Motion #5)**

### **Item #2 – Waiver of Conflict – Legal Representation**

Local Government Law Group has been asked by North Lincoln Fire & Rescue District #1 and Depoe Bay RFPD to represent both Districts jointly regarding a proposed IGA for shared services. Local Government Law Group has provided a Waiver of Conflict for both Districts to review and sign.

Depoe Bay RFPD approved the Waiver of Conflict at their Board meeting the night before; as their Waiver was signed by their Board president, Chief Dahlman requested that the District Board president be the one to sign the Waiver for North Lincoln Fire & Rescue District #1 rather than by him as the Fire Chief.

*Public Comments: none*

Tim Beatty made a motion to approve and sign the Waiver of Conflict as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #6)**

### **Item #3 – Job Descriptions - Updated**

Job descriptions for the following positions have been reviewed and updated to correctly reflect the duties of the job:

- Division Chief – Maintenance
- Administrative Assistant
- Division Chief – Training Officer / Volunteer Coordinator

Board members suggested some grammatical and other changes, which will be made. They also chose to approve all 3 job descriptions at once, rather than individually.

*Public Comments: none*

Ron Woodard made a motion to approve the updated job descriptions with the changes; Jamie Wright seconded the motion. The motion passed. **(See Motion #7)**

#### **Item #4 – Length of Service Awards Program (LOSAP)**

LOSAP reports were prepared for April, May, and June; included for the Board's review were the Activity Report (showing all Volunteer members), the Qualified Report (showing Volunteer members who qualified for a contribution), and the Contribution Report.

*Public Comments: none*

Tim Beatty made a motion to approve the LOSAP reports; Danny Curler seconded the motion. The motion passed. **(See Motion #8)**

#### **Item #5 – Approval of LOSAP Contribution Check**

A check for the LOSAP contributions was prepared after the financial reports were completed; check # 30177 in the amount of \$9,450.00 was presented to the Board for review, approval, and signatures.

*Public Comments: none*

Tim Beatty made a motion to approve the check; Danny Curler seconded the motion. The motion passed and the check was signed. **(See Motion #9)**

### **Committee / Staff Reports**

*Note: Effective at the 3-13-2019 board meeting, staff will not go over or read their board reports at the 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. There were no reports submitted by the Volunteer Association or the Firefighters' Union for the 8/14/2019 meeting.*

#### **Buildings and Grounds / Equipment and Communications**

- Ladder truck 55 is going to Eugene for repair.
- One of the newly acquired Humvees will go to Newport on 8/19/19 to be sandblasted and painted to match other Water Rescue Humvee (red with black hood). A jet ski rack will be built and installed and then it goes to Tillamook for communication equipment to be installed. When that one is done, the other will go.

#### **Public Relations and Safety**

- There were a lot of people at National Night Out on August 6<sup>th</sup> – Capt. Kusz did a good job putting together NLF&R's participation.
- Ron Woodard asked if the District sends out information on defensible space when out-of-district fire service private contracts are renewed. Brochures have not been sent in the past, but they will begin with the annual renewals in September.

## Fire Marshal

- The final report from the Otis Café fire is in, thanks to recovered video footage. The video is being held for evidence now, will be used for training later.

## Training

- The next Fire Academy beginning in September consists of 7 people from NLF&R plus 10 county-wide. Volunteer applications are still being accepted.

## **Chief's Report**

Chief Dahlman updated the Board on the following items:

- Vehicle damage to Station 1400 – when replacing the sign, it'd be a good opportunity to lift it up and put an electronic reader board underneath. Quotes from a company in Albany have been requested and sign ordinances with the City of Lincoln City are being investigated.
- Update on the Seismic Upgrade and Remodel at Station 1400 – work is currently 2 weeks behind, but once the CMU walls are up, they will work 5 to 6 days a week to complete the project.
- Update on the Radio System Upgrade – we've started putting in the equipment.
- The annual Civil Service Commission met July 17th.
- The Maintenance Technician position closed 8/9/2019. Of the 9 applicants, 4 are scheduled to meet with the Oral Board Friday, August 23rd. Oral Board will consist of DC McKee, DC Strange, and an as-yet named third person hopefully not affiliated with the District. Points will be given for veterans and volunteers and 3 applicants will move on to the Chief's interviews; hope to have someone in place by September 15th.
- EMS Report – update on transports and money received.
- Current Grant Requests - No response from FEMA on Assistance to Firefighters Grant yet, was applied for last October.
- No update on Urban Renewal.
- Building Maintenance – door code has been changed at all locations.
- Surplus property – old SCBA compressor, fill station and CAFS system have all been sold. At the next meeting, all old SCBA will be declared surplus. The District will keep 10 for training purposes (drill holes in to take out of service) and Woodburn Fire Department will take the rest to Mexico with their surplus.

- Firefighter Matt Miller is back to work.
- Accounting changes – the District moved to QuickBooks Online; a centralized purchase order book has been placed in the office. Any purchase over \$500 requires a purchase order.
- Best Practices Assessment – Chief Dahlman put together a document detailing, would like input back from the Board at the meeting. Jamie Wright though it was well-covered, and Ron Woodard suggested all portions of Policies and Procedures and SOGs be reviewed, some each year. District will work with DBFD so they are compatible.
- Chief Evaluation – Chief Dahlman asked for the Board to evaluate his performance as a group at the 6-month mark; this will be done in an Executive Session at the September board meeting.
- NLFR/DBFD Consolidation Project – discussion on the 190 Agreement; IGA will set the tone for the consolidation. DBFD appointed 2 board members and 1 alternate to the Steering Committee, NLFR appointed Ron Woodard and Alan Lee, with Danny Curler as the alternate. Questions were raised as to the makeup of the new Board – how many, where are they located, etc. Questions for legal counsel include will the Steering Committee meetings be considered public meetings, and will Minutes be taken.

### **For the Good of the Order**

*Public Comments: Jeff Cutler asked if the new Board is required to have 5 members or if it can consist of 7. Lincoln County legal counsel Wayne Belmont didn't know yet, but had said equal representation from Rose Lodge to Otter Rock is important. George Dunkel prefers that all be members at large.*

### **Call for General Public Comments for Non-Agenda Items**

None

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: 08/14/2019

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

MOTION:

To approve the minutes of July 10, 2019, as amended to change the adjournment time from 4:15 p.m. to 5:15 p.m.

	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: 08/14/2019

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 from the Depoe Bay Rural Fire Protection District and North Lincoln Fire & Rescue District #1 Boards of Directors Joint Meeting held on 07/16/2019 at the Gleneden Beach Fire Station, as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright			X	Not present at meeting.
Curler	X			

RESULTS

PASSED	FAILED
X	



NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 3            Date: 08/14/2019

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 financial statements as presented, with Check #29944 voided due to duplicate payment, and change in the printouts of the statements noted and to be addressed by the accountant.

	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: 08/14/2019

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 5            Date: 08/14/2019

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

MOTION:

To approve Resolution #2019-07 Authorizing Staff to Continue Discussions with Depoe Bay RFPD and Develop Options for Combining Services of the Fire Districts

	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: 08/14/2019

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 and sign a Waiver of Conflict – Legal Representation, allowing shared representation by Local Government Law Group of both Depoe Bay RFPD and North Lincoln Fire & Rescue District #1 regarding a proposed IGA for shared services.

	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: 08/14/2019

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 review and approve the reviewed and updated job descriptions for the positions of:

- Division Chief – Maintenance
- Administrative Assistant
- Division Chief – Training Officer / Volunteer Coordinator

	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: 08/14/2019

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 review and approve the LOSAP reports for April, May, and June 2019.

	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: 08/14/2019

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 review and approve a check written for LOSAP contributions, prepared after the financial reports were completed, in the amount of \$9,450.00.

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

RESULTS

PASSED	FAILED
X	