

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
September 11, 2019**

***** APPROVED *****

| <u>Attendance:</u> | | |
|-----------------------|-------------------------------|--------------------------------------|
| Board Members: | Staff: | Guests: |
| #1 – Ron Woodard | Fire Chief Rob Dahlman | Bill Johnson – DBFD Fire Chief |
| #2 – Tim Beatty | FM Ed Ulrich | Bryan Daniels – DBFD Assistant Chief |
| #3 – Alan Lee | Admin Assistant KrieAnn Kudar | Bryan Nordyke – NLFR |
| #4 – Jamie Wright | Office Admin/HR Lois Smith | Dan Sparrow – NLFR |
| #5 – Danny Curler | | Matt Miller – NLFR |
| | | Eric Maestas – NLFR |
| | | William Wenger |

Board President Alan Lee called the regular Board meeting to order at 4:00 p.m. A moment of silence was observed in remembrance of 9/11.

EXECUTIVE SESSION

Board President Alan Lee called the Executive Session to order at 4:01 p.m.

An Executive Session was called to order as authorized by ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Executive Session was closed at 4:34 p.m.

Approval of Minutes

08/14/2019 Board Minutes

The Board Minutes of 08/14/2019 were presented for approval as amended.

Public Comments: none

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

Review of Financial Statements and Payment of Bills

Financial Statements

The Board reviewed the monthly financial statements.

The Board was pleased with the report of seismic grant money received, which was added by the accountant. They also liked the breakdown of each payment into the separate accounts.

Public Comments: none

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

Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict as Check #30203 was for his business.

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 #3)**

Old Business

Consolidation Update (to be kept in Old Business)

Chief Dahlman reported to the Board on the consolidation process.

- The first Steering Committee will be held September 12th at 5 p.m. at the St. Clair Fire Station.

New Business

Item #1 – Policy – Ownership of Intellectual Property

Writing and implementing this policy satisfies a previous audit deficiency. This policy will not be subjective to Collective Bargaining. The Board reviewed the draft policy and it was suggested the ORS citing be removed as it wasn't applicable. The policy will be included in the 1st Chapter of the District's Policies & Procedures.

Public Comments: none

Ron Woodard made a motion to approve the policy with the caveat that it be assigned a number and date; Tim Beatty seconded the motion. The motion passed. **(See Motion #4)**

Item #2 – Policy – Public Records

The 2019 Best Practices includes having a public records policy; this policy will enable the District to receive a 2% discount on liability insurance.

Staff reviewed the current public records policy and compared it to the SDAO sample policy. Changes were made and reviewed by the Board. Changes made to the policy will be mirrored in the Fee Schedule.

Public Comments: Fire Marshal Ed Ulrich asked if it was appropriate to add records requests by subpoena, and he was assured it does fall into the fee schedule.

Danny Curler made a motion to approve the policy with the changes as discussed; Tim Beatty seconded the motion. The motion passed. **(See Motion #5)**

Item #3 – Job Descriptions – Office Administrator/Human Resources

The job description for Office Administrator/Human Resources has been reviewed and updated to accurately reflect current job duties of the position. The Board reviewed and made one change in wording.

Public Comments: none

Ron Woodard made a motion to approve the updated job descriptions with the change; Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

Item #4 – Surplus Items

The following items have been presented to the Board to review and approve declaring as surplus equipment:

- 1) MSA SCBA equipment broken down as follows:
 - 41 Self-contained Breathing Apparatus Systems (SCBA)
 - 101 H-45 SCBA Cylinders
 - 65 P-100 HEPA Filters
 - 50 SCBA Mask Filter Adapters
 - 3 Rapid Intervention Team (RIT) Rescue Systems w/Masks
 - 3 H-60 SCBA Cylinders for RIT Systems
 - 34 SCBA Masks

- 2) 2008 Ford Escape Hybrid
VIN #1FMCU59H88KC65414
License Plate #E243755 / Mileage 61,025

The Board reviewed the items and approved declaring as surplus the SCBA (collectively as one item) and the Ford Escape. The SCBA will be picked up by Woodburn Fire District and donated to Mexico, and Charleston Fire District has an interest in the Ford Escape.

Public Comments: none

Tim Beatty made a motion to approve declaring the items as surplus; Danny Curler seconded the motion. The motion passed. **(See Motion #7)**

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

- We have an Agreement with County Shops in Newport to work on our apparatus; they are not certified to work on pumps.
- Engine 7 is running well.
- We have renewed our Agreement with State Surplus.
- Conflagration supplies went missing, so the locks have been changed and the door reinforced. Personnel were cautioned to be aware of unauthorized people loitering on District property.

Public Relations and Safety

- There is a community 9/11 event taking place at the Cultural Center this evening at 6 p.m.

Fire Marshal

- FM Ulrich is breaking new ground with upholding fire codes in the District.

Training

- All new SCBA were put in place by the time the old ones expired.

Chief's Report

Chief Dahlman updated the Board on the following items:

- Emerick is taking care of the sign damage at Station 1400. We are looking into purchasing an electronic reader board to place under the station sign; initial price at the higher end is \$21,000, will try to simplify.
- Update on the Seismic Upgrade and Remodel at Station 1400 – asphalt is scheduled by September 18th as paving isn't done after October 1st due to weather. There is an estimated \$40,000 left in contingency money.
- Update on the Radio System Upgrade – September 16th cold installation at Highland, and Otter on the 17th. We will need to order new firefighter-safe portables; \$50,000 has been earmarked for this so we will order as many as we can and purchase more later if necessary.
- Maintenance Technician position – Bob Schroeder was hired contingent upon his physical scheduled for September 16th.
- EMS Report – update on transports and money received.
- Current Grant Requests – We applied for an AFG to purchase a Direct Capture Exhaust System at Station 1400. Cost is \$64,000 so if grant is not awarded, we may have to purchase for only 3 bays instead of all 5.
- No update on Urban Renewal.
- Ladder 55 – the cost to repair came in higher than initially estimated as more damage was discovered, so DC McKee will need to decide if we want to file an insurance claim.
- Having Mutual Aid Agreements in place is beneficial when applying for grants.
- The District's paid lieutenants are now captains. This is a title change only to match the rest of the county.
- Chief Dahlman attended the Depoe Bay Fire board meeting the night before, and their crews attended fire training with ours for 3 hours on Monday.
- Budget Committee members Dave Price and Jerry Cooksey will be contacted to see if they will renew their positions when their terms expire.
- Chief Dahlman had an email from the Energy Trust of Oregon notifying him of an almost \$3,000 rebate incentive for installing solar panels on the roof of Station 1400.

For the Good of the Order

- There are 34 recruits countywide in the Fire Academy, 10 of them with NLFR.
- President Lee was thanked for observing the moment of silence in remembrance of 9/11.

Call for General Public Comments for Non-Agenda Items

None

Ron Woodard made a motion to adjourn the meeting; Danny Curler seconded the motion. The motion passed. **(See Motion #8)**

ADJOURNED AT 5:43 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: 09/11/2019

| 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 approve the minutes of August 14, 2019, as amended.

| | 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: 09/11/2019

| 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 monthly financial statements 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: 09/11/2019

| 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. Danny Curler declared a conflict as Check #30203 was for his business.

| | 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: 09/11/2019

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

MOTION:

To approve Policy – Ownership of Intellectual 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: 5 Date: 09/11/2019

| 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 Policy – Public Records

| | 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: 09/11/2019

| 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 approve Job Descriptions – Office Administrator/Human Resources

| | 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: 09/11/2019

| 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 designating as surplus:

- 1) MSA SCBA equipment
- 2) 2008 Ford Escape Hybrid

| | 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: 09/11/2019

| 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 adjourn the meeting at 5:43 p.m.

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

RESULTS

| PASSED | FAILED |
|--------|--------|
| X | |