

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
September 12, 2017**

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Al Lee
Danny Curler

Staff:

Doug Kerr
Jamie Mason
Rob Dahlman
Lois Smith

Guests: none

Absent: Jamie Wright

Board Vice-President Tim Betty called the meeting of the Board of Directors to order at 4:00 p.m. at the St. Clair Fire Station.

Approval of Minutes – Board Meeting

The minutes of the August 9, 2017 board meeting were approved as read. The motion was made by Ron Woodard and seconded by Danny Curler.
(See Motion #1 for the voting record.)

Payment of Bills

The bills were presented for payment. Danny Curler stated he had a conflict with two checks made out to his business (Checks #28332 and #28383). Ron Woodard made a motion to approve payment of the bills; Al Lee seconded the motion. The motion passed. *(See Motion #2 for the voting record.)*

The following checks were presented for approval which were not included in the financial reports:

Check #28389	\$374.02	David Clark
Check #28390	\$433.10	Bend Inn & Suites

Ron Woodard made a motion to approve payment of these two checks; Danny Curler seconded the motion. The motion passed. *(See Motion #3 for the voting record.)*

Old Business

1. Tax Anticipation Loan
Chief Kerr updated the Board regarding the tax anticipation loan. Resolution #2017-05 was presented to the Board. After being read by Al Lee, Danny Curler

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

2. Seismic Rehabilitation Project

Rob Dahlman discussed the project with the Board.

Station 1200 – There will be no remodel done at this station, only the seismic upgrades.

Station 1400 – There was discussion about possible remodeling to be done at this station. The Board was presented with several options regarding obtaining Architecture/Engineering design drawings.

There was discussion about a possible election in May 2018 for a bond to cover the remodel project, apparatus replacement, and SCBA's. It was requested by the Board that Doug Kerr contact a firm to assist with getting the information out to the public and how much it would cost. It was discussed that a workshop might be in order to further discuss the possible election for a bond. No decision or date was decided on at this point.

Ron made a motion to approve going forward with Option A; Al Lee seconded the motion. The motion passed. (See Motion #5 for the voting record.)

Option A is as follows:

Phase 1

- Architecture/Engineering
- Seismic Upgrade design and construction oversight for 2 stations
- Design for additional Station 1400 remodel project
- Bond election preparation

Phase 2

- Potential construction oversight for additional project

Request for bids will be advertised beginning 9/20/2017.

New Business

1. Fire Service Contracts

Two fire service contracts were presented to the Board for approval. Ron Woodard suggested two minor changes in wording be made to the contracts on

page two. Ron Woodard made a motion to approve the contracts with the changes; Danny Curler seconded the motion. The motion passed.
(See Motion #6 for the voting record.)

2. Letter to Bank of the West

It was requested by our accounting firm to send a letter to the Bank of the West where the District has two checking accounts to authorize the bank to email the bank statements to Lois Smith each month so that Kathie Gordon-Brooks can reconcile the accounts when she is at Station 1600 preparing the financial reports for the Board. Ron Woodard made a motion to approve the letter being sent; Danny Curler seconded the motion. The motion passed. The letter was signed by Tim Beatty.
(See Motion #7 for the voting record.)

COMMITTEE REPORTS

Building & Grounds / Equipment & Communications

Chief Kerr updated the Board regarding the fuel station at Station 1300, the annual apparatus testing, and that the paid crews will be doing various projects at the stations.

Staff Reports

Public Relations / Safety – See Jim Kusz’s report and safety committee minutes. Doug Kerr reported that the MDA Fill-the-Boot raised a little over \$12,500.

Training – Jamie Mason informed the Board regarding the following:

- Training for the 24-hour crews and the volunteers
- Recently attended classes in Emmitsburg which enables him to train ICS classes
- Volunteer Lieutenant testing soon
- Haz-Mat grant in process for the deadline of 12/5
- Academy will begin in February; recruitment drive to open soon
- Graduates from last Academy will be off the probationary period this month

EMS – Rob Dahlman informed the Board regarding the following:

- Safer grant – working with accounting on the tracking of funds for the required reports
- Reviewed repair needs of one of the Zoll monitors
- Ambulance transports (5 last month)

- Working on Seismic grant and request for proposals for remodel and preparing the contract. Working with legal counsel.
- Oregon Health Authority inspection of our ambulance and administrative paperwork. The District passed the inspection.

Chief's Report

- Thank you - Chief Kerr gave a special thank you to Jamie Mason and Rob Dahlman for all the extra work they have been doing. He also gave a thank you to the rest of the staff.
- Highway Billing – Chief Kerr discussed information received from EF Recovery which is a firm that takes care of billings for organizations. It would include more than the highway billings we currently do. A resolution will be needed to move forward which Chief Kerr will have for the next board meeting.
- 24-hour crews – Chief Kerr mentioned the positive comments he has heard regarding our new crews at Station 1400. Danny Curler requested that Chief Kerr convey the Board's appreciation and thanks to the crew and to the volunteers. Chief Kerr is currently working on analyzing the new response times.
- Eclipse Planning – Many hours from the operational staff were spent in planning for this event. Danny Curler said it was a good drill.
- August Alarms were reviewed.

Public Comment – None

For the Good of the Order – None

Tim Beatty adjourned the meeting at 5:43 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: 09/13/2017

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 minutes of the 08/09/2017 board minutes, as read.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 2 Date: 09/13/2017

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 in the financial statements. Danny Curler declared a conflict with Checks #28332 and #28383 as they are for his business.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright				absent
Curler			X	no vote

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 3 Date: 09/13/2017

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 payment of two checks written after the financial reports were prepared.

Check #28389 \$374.02 David Clark
 Check #28390 \$433.10 Bend Inn & Suites

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 4 Date: 09/13/2017

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 Resolution #2017-05 for the Tax Anticipation Loan.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 5 Date: 09/13/2017

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 going forward with Option A on requesting proposals for the Architecture/Engineering for the seismic upgrade and the Station 1400 remodel.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 6 Date: 09/13/2017

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 two new fire service contracts, with change in wording on the second page.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 7 Date: 09/13/2017

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 authorizing Bank of the West to email the monthly bank statements to Lois Smith so accounting will have them in a timely manner to reconcile the accounts.

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

RESULTS

PASSED	FAILED
X	

