

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
September 12, 2018**

APPROVED 10-10-2018

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Jamie Wright
Al Lee
Danny Curler

Staff:

Doug Kerr
Jamie Mason
Rob Dahlman
Ed Ulrich
Jim Kusz
Lois Smith
KrieAnn Kudar

Guests: None

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

Approval of Minutes

The Board Minutes of 08/08/2018 were presented for approval. Ron Woodard made a motion to approve the minutes as presented; Tim Beatty seconded the motion. The motion passed. (See Motion #1)

Review of Financial Statements and Payment of Bills

The Board reviewed the monthly financial statements. Ron Woodard asked if the budget column in the financial reports could be filled in instead of having zeros. Lois indicated that she would check with the District's accountant. Tim Beatty made a motion to approve the statements as presented; Ron Woodard seconded the motion. The motion passed. (See Motion #2)

Resolution #2018-06 – Resolution Authorizing an Additional Inter-Fund Loan (\$50,000) from the General Fund to the Capital Projects Fund.

It was requested that the Board approve an inter-fund loan to the Capital Projects Fund so that an invoice related to the seismic rehabilitation project could be paid in a timely manner. If the funds from the bond sale are received by the end of this week, the loan will not be necessary. Danny Curler made a motion to approve the resolution. Ron Woodard seconded the motion. The motion passed. (See Motion #3)

The bills were presented for payment. Danny Curler declared a conflict as Check #29309 was for his business. Ron Woodard made a motion to approve payment of the bills as presented; Tim Beatty seconded the motion. The motion passed. (See Motion #4)

BUDGET

Resolution #2018-03 AMENDED – To adopt the budget, make appropriations, impose the tax and categorize the tax

There were errors on the Resolution that was approved on June 13, 2018. The \$5,000 error on LB-10 – Capital Projects Fund was corrected on the LB form. However, the correction was not shown on the resolution. In addition, there was wording in the Imposing the Tax section that needed to be removed (“*and at the rate of \$.19 per \$1,000 of assessed value*”) The corrected resolution will be sent to Lincoln and Tillamook Counties.

Ron Woodard made a motion to approve the resolution. Danny Curler seconded the motion. The motion passed. (See Motion #5)

OLD BUSINESS

Update on Bond Sale – Chief Kerr updated the Board regarding the sale of the bonds and that he attended a meeting in Portland earlier today to sign all the paperwork. The funds should be in our local bank by tomorrow and will then be transferred to the Local Government Investment Pool (LGIP).

Update on the Seismic Project – Chief Kerr and Rob Dahlman updated the Board on the project:

- Station 1200 – the work is on-going.
- Station 1400 – in the review process; working the city, meeting on 10/5 with the City. Jamie Wright indicated that he will be able to attend the meeting.

NEW BUSINESS - NONE

COMMITTEE REPORTS

Building & Grounds

Rob Dahlman reported that the LED light project at Station 1600 is almost finished. He also reported on the light pole at Station 1600 which recently fell in the parking lot. It will cost approximately \$5,300 for two poles to be installed.

Equipment & Communications

Chief Kerr reported that a vendor will be providing demo radios to try. The District will have funds from the bond to pay for new radios.

Staff Reports

Public Relations / Safety Report

Jim Kusz reported on the following:

- A grant has been submitted through the Siletz Tribal Charitable Contributions fund for a \$14,000 Simulator Digital Fire Extinguisher Training System.
- The “Get Ready” event is this Saturday, September 15, at Station 1600.
- 2018 Fire Prevention Week will be held the week of October 8th. The theme this year is “*Look. Listen. Learn. Fire Can Happen Anywhere.*”
- The District now has the side-by-side residential sprinkler trailer; Support Service members will be repairing it.
- There will be another *Disaster Preparedness for the Pacific Northwest* class at Oregon Coast Community College on October 11th and October 18th.
- There have been articles in the News Times and News Guard regarding volunteer recruitment.
- The Safety Committee Meeting minutes were included in the Board books for review. There were no incidents or accidents to report.
- Fill-the-Boot took place on September 1st.

Training Report

DC Jamie Mason informed the Board regarding the following:

- Update on the county-wide Firefighter Academy which begins on October 2nd.
- Update on the Highline Anchor Project.
- Update on the Haz-Mat Program.
- DC Mason has accepted the position of chairman of the Local Emergency Planning Committee (LEPC); the next meeting will be on October 31st at Station 1600.
- Will soon be renewing the District’s accreditation agreement with DPSST.
- Update on the District’s Technical Rescue Program.
- Update on the hiring process for Firefighter. Interviewed 12 applicants. Of those applicants, 6 moved on to Chief interviews. One has been given a conditional job offer by Chief Kerr.

EMS Report

DC Rob Dahlman reported the following to the Board:

- Update on the Energy Trust of Oregon project for Station 1400.
- Working on a contract with the union, had a discussion with one of the District attorneys; will have a draft contract soon.
- Update on transports and billings.
- A replacement Zoll Monitor has been purchased.

Fire Marshal Report

Ed Ulrich reviewed the following with the Board:

- Update on the burn ban.
- Kudos given to Capt. Jim Kusz for his efforts during the first “National Night Out” in Lincoln City.
- Discussion regarding illegal fireworks.
- Discussion on inspections.

Chief’s Report

Chief Kerr reported on the following items:

- Update of the hiring process for a Firefighter EMT.
- Update on EF Recovery who will soon be doing the highway billings and collections for the District.
- Update on this summer’s conflagration.
- Update on maintenance projects.
- Review of alarm response.

EXECUTIVE SESSION

The Executive Session was opened at 5:10 p.m. by President Jamie Wright, who read the following:

“The Board will now go into an Executive Session. This Executive Session is authorized by ORS 192.660(2)(f) to discuss a record exempt from public disclosure, specifically an attorney-client privileged memo pertaining to District liability issues; and ORS 192.660(2)(b) to discuss possible discipline of a public employee”

EXECUTIVE SESSION (continued)

Copies of the correspondence from the District's attorney, Christy Monson, was handed out to Board Members, which they each read.

Board members asked questions which Chief Kerr answered. A phone call was placed to Christy Monson, who reviewed the District's liability regarding the personnel issues. More questions were asked by the Board and answered by Christy Monson. She then reminded Lois that at the end of the Executive Session the copies of the legal correspondence must be gathered from the Board members and shredded.

The Executive Session was closed at 6:35 p.m.

The regular board meeting was re-opened.

The Board requested that Lois draft a reprimand as discussed and forward it to Jamie Wright for approval.

ADJOURNED AT 6:40 p.m.

The minutes were taken, transcribed and submitted by

Lois Smith

Office Administrator

North Lincoln Fire & Rescue District #1

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion and Voting Record

Motion: 1 Date: 09/12/2018

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 08/08/2018 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: 2 Date: 09/12/2018

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, 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: 09/12/2018

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 #2018-06 – Resolution to Authorize an Additional Inter-Fund Loan (\$50,000) from the General Fund to the Capital Projects Fund; only to be processed if needed.

	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: 09/12/2018

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 payment of the bills as listed in the financial statements. Danny Curler declared a conflict with Check #29309 as it is 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: 5 Date: 09/12/2018

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 Resolution #2018-03 AMENDED to adopt the 2018/2019 budget, make appropriations, impose the tax, and categorize the tax. This was necessary due to an error.

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

RESULTS

PASSED	FAILED
X	