

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
October 10, 2018**

APPROVED 11-14-2018

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Jamie Wright
Al Lee
Danny Curler

Staff:

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

Guests: None

Absent:

Jamie Mason

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

Approval of Minutes

The Board Minutes of 09/12/2018 were presented for approval. Ron Woodard made a motion to approve the minutes as corrected; Danny Curler seconded the motion. The motion passed. (See Motion #1)

Review of Financial Statements and Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict as Check #29382 and 29309 were 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 #2)

The Board reviewed the monthly financial statements. Ron Woodard made a motion to approve the statements as presented; Tim Beatty seconded the motion. The motion passed. (See Motion #3)

Budget - None

Old Business

Open Positions

Jamie Wright inquired about the Civil Service Commission and that since one of the members resigned, a new person needed to be found to fill that position. He also

inquired about the Budget Committee and Board of Directors. He requested that a packet be put together for each of these that would explain the duties of the position, what the District expected of the person, time commitment, etc. Board members would like to have these packets to hand out to individuals who might be interested in serving. Lois Smith indicated that she will get this project started.

The question came up regarding doing background investigations on individuals who wish to serve. It was requested that this be researched, probably through SDAO. Lois will contact SDAO.

New Business

POLICY: District Building Preventative Maintenance

Chief Kerr discussed the proposed policy that was recommended by SDAO. The Board agreed that it was a good policy. However, the Board felt that a few corrections need to be made on the checklist form so it fits our circumstances. Chief Kerr and DC McKee will make changes and forward to Lois.

Ron Woodard made a motion to approve the policy (with the changes to be made to the form); Danny Curler seconded the motion. The motion passed.
(See Motion #4 for the voting record)

Payment of Inter-Fund Loan

At the August 2018 board meeting, the Board approved a \$50,000 loan from the General Fund to the Capital Projects Fund for the remodel, pending receipt of bond funds. A second \$50,000 loan was approved at the September 2018 board meeting in the event it was needed prior to receipt of the bond funds. A total of \$56,000 was used. The amount to be paid back to the General Fund, which includes interest, is \$56,229.19.

Danny Curler made a motion to approve this amount to be paid; Ron Woodard seconded the motion. The motion passed. (See Motion #5 for the voting record)

Chief's Report

Bond

Chief Kerr updated the Board regarding the bond process since the last board meeting. The funds were in the District's account on September 13th in the amount of \$6,898,270.25. The cost to voters will be approximately 16 cents per thousand.

Seismic Upgrade / Station Remodel Projects

Chief Kerr updated the Board regarding the progress on the seismic upgrades at both stations. He also updated the Board regarding the planning and permit process for Station 1400. Chief Kerr thanked Rob Dahlman for his work on these projects.

Hiring of Firefighters

Chief Kerr updated the Board regarding the hiring of two new firefighters to replace two who moved out of the area for other employment.

Conflagration

Chief Kerr informed the Board that he submitted bills to the State of Oregon for the District's conflagration response on the three fires this past summer. The District will be reimbursed for the use of our Engine (\$17,011) and personnel costs (\$36,261).

Confederated Tribes of the Siletz Indians – Contribution Letter

Chief Kerr reported to the Board that he submitted the annual letter on September 18th informing them of the District's response to their properties and requested a contribution of \$120,000. There has not been a response as of today. Chief Kerr will be sending a follow-up letter.

Projects of the District

Chief Kerr and Rob Dahlman reported on various projects currently in process, including the following:

- Ed Ulrich and Rob Dahlman are working on the logistics of temporarily moving staff to Station 1600 while the seismic upgrade and remodel is being done at Station 1400.
- Chief Kerr reported on the proposed relocation of the paid firefighters.
- Chief Kerr thanked Rob Dahlman for his work regarding communications with West Valley Fire.

Alarm Response

Update on alarm response for September.

Union Agreement

Ron Woodard asked Chief Kerr about the status of the agreement with the union. Chief Kerr reported that a draft contract is being worked on. Chief Kerr gave kudos to the union for their willingness to move forward.

Committee Reports

Building & Grounds

Rob Dahlman reported that the LED light project at Station 1600 is finished with the exception of the restroom switches and that the bill will not be paid until all is completed.

Equipment & Communications

Nothing to report.

Staff Reports

Public Relations / Safety Report

Jim Kusz reported on the public education and media coverage that he has been involved in the past month as listed in his board report. The Safety Committee minutes were included with his report.

Training Report

DC Jamie Mason was unable to attend due to a previous commitment. His board report listed some of his activities for the past month, including the beginning of the County-wide Firefighter Academy.

EMS Report

DC Rob Dahlman reported on his activities for the past month as listed in his board report.

Fire Marshal Report

Ed Ulrich reviewed the activities he has been involved with during the past month as listed in his board report. He gave an “atta-boy” to Jim Kusz for his recruitment efforts in getting so many applicants for the academy.

Public Comment - None

For the Good of the Order

Chief Kerr informed the board that a letter was received from a citizen in Otis who wants access through the property at Station 1300 for their horses. Chief Kerr will be meeting with them regarding their request.

Volunteer Todd King will be resigning soon as his family is moving out of the area. Ed Ulrich suggested that some kind of recognition be given to Todd before he leaves.

EXECUTIVE SESSION

The Executive Session was opened at 5:15 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 attorney-client privileged correspondence pertaining to District liability issues; and ORS 192.660(2)(b) to discuss possible discipline of a public employee”

Chief Kerr reviewed with the Board information from legal counsel and answered questions the Board had about the situation. Confidential documents were presented to the Board to read, which were shredded after the meeting, per legal advice.

The Executive Session was closed at 5:28 p.m.

The regular board meeting was re-opened.

Jamie Wright requested that the policy regarding board members and board meetings be revised and updated. Lois Smith indicated this would be done.

ADJOURNED AT 5:45 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: 10/10/2018

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 the minutes of the 09/12/2018 meeting, as corrected.

	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: 10/10/2018

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 presented. Danny Curler reported a conflict with two checks (#29382 and 29309) as they are 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: 3 Date: 10/10/2018

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 monthly 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: 10/10/2018

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 the District Building Preventative Maintenance Policy, with the appropriate corrections on the form to fit circumstances.

	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: 10/10/2018

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 payment of the inter-fund loan from the General Fund. The loan payoff is \$56,229.19.

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

RESULTS

PASSED	FAILED
X	