

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes November 8, 2017

Attendance:

Board Members:

Ron Woodard
Tim Beatty
Danny Curler
Jamie Wright
Al Lee

Staff:

Doug Kerr
Jamie Mason
Rob Dahlman
KrieAnn Kudar
Lois Smith

Guests: Greg Keyte**Absent:**

Board President Jamie Wright called the meeting of the Board of Directors to order at 4:00 p.m. at the St. Clair Fire Station. The Contract Review Board was opened.

Contract Review Board

Rob Dahlman updated the Board regarding the one proposal received; 23 RFPs were sent out. Legal was contacted and they said to continue with the process even though only one proposal was received. The proposal was reviewed and references were checked. Checked with legal regarding the exceptions; five are okay to change, legal will check the other three.

The Board needs to approve the “intent to award” the contract. Following that, there is a seven-day protest period which is required. This is a performance-based contract. No dollar amount yet. The District will negotiate the contract. Then the dollar amount will be given and negotiations will be finished. The timeline of the project was discussed. A Needs Assessment is to be done first; this will give us the dollar figure for the remodel items. The Needs Assessment will take 2 months. The Board is to select the delivery method preferred.

Rob Dahlman asked the Board if they wished to wait for the December Board Meeting to evaluate and sign the contract or give Chief Kerr authority to sign the contract prior to the December meeting. [Ron Woodard asked a question about an “optional” item listed on page 17; Rob will check it out.]

Motion #1

Danny Curler made a motion to approve the Intent to Award to Mackenzie; Ron Woodard seconded the motion. The motion passed unanimously.

Motion #2

Danny Curler made a motion to have the contract at the December board meeting for approval and to allow Chief Kerr to make the day-to-day decisions on the project. The motion was seconded by Tim Beatty. The motion passed unanimously.

Consensus of the Board

It was the consensus of the Board to proceed with the CM/GC (Construction Manager/General Contractor) Delivery Method.

Chief Kerr thanked Rob Dahlman for all his work on this project so far.

The Contract Review Board was closed at 4:27 p.m.

Approval of Minutes

Motion #3

The Board Minutes of 10/11/2017 were presented for approval. Ron Woodard made a motion to approve and Danny Curler seconded the motion. The motion passed unanimously.

Motion #4

The Board Workshop Meeting minutes of 11/1/2017 were presented for approval. Ron Woodard made a motion to approve and Tim Beatty seconded the motion. The motion passed unanimously.

Payment of Bills

Motion #5

The bills were presented for payment. Danny Curler stated he had a conflict with Check #28483 which was made out to his business. Tim Beatty made a motion to approve payment of the bills; Ron Woodard seconded the motion. The motion passed.

OLD BUSINESS

Possible May 2018 Bond Election

Chief Kerr thanked the Board for attending the workshop last week. A spreadsheet was presented to the Board on current apparatus and plans for replacement.

There was discussion about proceeding with a bond election in May. There was also discussion about future apparatus maintenance (in house vs. contracting work out).

There was discussion about how much the bond should be and how much the items will cost. Chief Kerr will be working on getting more accurate costs. There was discussion

about the fact that doing the building updates at Station 1400 at the same time the seismic upgrades are being done would save money.

Motion #6

Danny Curler made a motion to go forward with the bond election and provide the Board with more accurate costs during the coming couple of months. Tim Beatty seconded the motion. The motion passed unanimously.

Chief Kerr indicated that he will be in contact with David Ulbricht for more information about proceeding.

New Business

1. LOSAP for July-August-September 2017

Quarterly reports were presented to the Board for approval. There were 22 volunteers who qualified for a LOSAP contribution. The total amount is \$11,530.

Motion #7

Ron Woodard made a motion to approve the LOSAP reports for the quarter; Tim Beatty seconded the motion. The motion passed unanimously.

2. Job Description – Fire Marshal

Chief Kerr will forward the job description to the Board for their approval. A decision was made by Chief Kerr to postpone the hiring process until after the holidays. The job description will be reviewed at the December board meeting.

3. Donation of \$2,500

A donation in the amount of \$2,500 was made to the District by James & Judith Mittelstadt.

Motion #8

Ron Woodard made a motion to approve transferring the donation to the Volunteer Association; Danny Curler seconded the motion. The motion passed unanimously.

4. Policy Change regarding lodging and meals per diem

It was recommended by our accounting firm to change the policy to state that the District uses the State of Oregon average amount for lodging and for meals instead of listing the dollar amount which would require periodic changes to the policy to keep the amounts current.

Motion #9

Ron Woodard made a motion to approve changing the wording on the policy; Danny Curler seconded the motion. The motion passed unanimously.

5. Physician Advisor Agreement

Rob Dahlman discussed the Physician Advisor Agreement with Dr. Erling Oksenholt. This is an annual agreement. The amount for the fiscal year ending 6/30/2018 is \$4,500. There was discussion regarding what the agreement entails.

Motion #10

Tim Beatty made a motion to approve the agreement; Ron Woodard seconded the motion. The motion passed unanimously.

6. Ambulance Transport Stipend Proposal

Chief Kerr reviewed the proposal which recommends a stipend payment to the volunteers when they transport a patient to the hospital. The Board requested that Chief Kerr have legal review the proposal.

COMMITTEE REPORTS

Building & Grounds

Chief Kerr reported that staff went to all the stations to see items that need to be done at the stations and are being worked on. Crews have been helping. The basement at Station 1300 is almost cleared out. Obtained price for 2 front doors at Station 1400 and Station 1600; should be taken care of in the next couple of weeks. Drainage problem at Station 1400 has been taken care of by Rob Dahlman and crew.

Equipment & Communications

Jamie reported: Communications – Eugene firm has given proposal; In February, we will look at the entire system from towers to portable radios. Will prepare report to show strengths, weaknesses, and recommendations.

Staff Reports

Public Relations / Safety – See Jim Kusz's report; safety committee meeting minutes also included.

Training

- Jamie Mason reported that there was no COCTOA meeting as there was no quorum so they could do no business.
- A possible Rescue Conference next August.
- Hazmat grant application to be submitted next week.
- Recruitment open; currently have seven applications for the February Academy.

- District drone received; working on SOG and policy. SDAO will sponsor 2 additional pilots.

EMS – Rob Dahlman informed the Board regarding the following:

- Completed second month evaluations of 24-hour crews.
- Applied for a grant for security cameras for Stations 1400 and 1300. Moving ahead with a camera for Station 1300.

Chief's Report

Highway billing program

Forwarded information to legal for comments. Legal thinks that we cannot do this as it would bill for more than just our services. On hold for now.

24-hour crews – training at 1600; discussed how often 3 vs 4 on duty. Three are attending EMS training. Held a meeting with the Lieutenants.

Light tower – repairs cost \$5,605 with deductible of \$2,000.

Alarm Response

Discussed September and October alarm response. Met with rep from OSFM to gather more information on alarm times; more information needs to be input on each alarm; 4 to 6 more months before we will be able to get more accurate figures.

Danny Curler asked if the District could have something in the News Guard similar to what the police have in the paper regarding alarms. Chief Kerr said we could do something.

Rob Dahlman – Reported that the District now has a Facebook page and our webpage will be updated.

Public Comment – None

For the Good of the Order – None

ADJOURNED AT 5:53 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: 11/08/2017

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 the Intent to Award to Mackenzie.

	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: 11/08/2017

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 Chief Kerr to make the day-to-day decisions regarding the Seismic Upgrade Project; the contract with Mackenzie will be provided at the December board meeting for approval.

	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: 11/08/2017

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 Board Meeting of 10/11/2017, 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: 4 Date: 11/08/2017

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 Board Workshop held on 11/1/2017, 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: 5 Date: 11/08/2017

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 payment of the bills as listed in the financial statements. Danny Curler declared a conflict with Check #28483 which was made out to 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: 6 Date: 11/08/2017

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 going forward with the bond election in March 2018; staff is to provide more detailed costs during the next month.

	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: 11/08/2017

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 LOSAP reports for July-August-September 2017.

	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: 11/08/2017

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 transfer of a \$2,500 donation to the Volunteer Association.

	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: 11/08/2017

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 wording on District policy regarding lodging and meals per diem amounts to read “the average amounts as determined by the State of Oregon”.

	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: 10 Date: 11/08/2017

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 Physician Advisor Agreement with Dr. Erling Oksenholt for the fiscal year ending 6/30/2018 in the amount of \$4,500.

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

RESULTS

PASSED	FAILED
X	