

# NORTH LINCOLN FIRE & RESCUE DISTRICT #1

## Board of Directors Meeting - Minutes December 11, 2019

**\*\*\* APPROVED \*\*\***

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Fire Chief Rob Dahlman	Bill Johnson – DBFD Fire Chief
#2 – Tim Beatty	Fire Marshal Ed Ulrich	Bryan Daniels – DBFD Asst. Chief
#3 – Alan Lee	Admin Assistant KrieAnn Kudar	Doug Strange – NLFR
#4 – Jamie Wright	Office Admin/HR Lois Smith	Matt Miller – NLFR
#5 – Danny Curler	DC Jamie Mason	Loren Nordyke – NLFR
		Eric Maestas – NLFR
		Brian Nordyke – NLFR
		David Bickerdyke – NLFR
		Madeline Shannon – NewsTimes

Board President Alan Lee called the regular Board meeting to order at 4:00 p.m. and all present stood to recite the Pledge of Allegiance.

### **Approval of Minutes**

#### **11/13/2019 Board Minutes**

The Board Minutes of 11/13/2019 were presented for approval.

*Public Comments: none*

Danny Curler made a motion to approve the Minutes as presented; Ron Woodard 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.

*Public Comments: none*

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

## **Payment of Bills**

The bills were presented for payment. Danny Curler declared a conflict regarding Check #30437 as it was for his business. The Board wanted it to be reflected in the Minutes that some checks are not mailed out with the rest of the checks due to the fact that those checks are covered by seismic funds, and the money has not yet been received from the State at the time the other funds are available.

- Check #30405 was voided due to not printing properly; it was not shown in the financial statements, but it was documented in the 11/13/19 Board Minutes.
- Check #30406 was not shown in the financial statements, but it was documented in the 11/13/19 Board Minutes – it was written to OFDDA for LOSAP in the amount of \$9,710.00.
- Check #30419 dated 11/20/2019 (\$14.10) was voided due to being written to the wrong vendor. Check #30472 to the correct vendor is included with the bills.

*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)**

## **Budget**

The District is still looking for another Budget Committee member.

Chief Dahlman brought to the Board's attention that the Permanent Rate Tax figures did not include Tillamook County properties in our District. By including these, there will be an additional estimated \$126,687 for this fiscal year, and an additional estimated \$129,854 for 2020-2021. Chief Dahlman said that we are starting to get a better picture for next year.

## **Old Business**

### **Item #1 – Consolidation Update (to be kept in Old Business)**

Chief Dahlman and Ron Woodard reported to the Board on the consolidation process:

- The 190 Agreement was approved by the Depoe Bay Fire Board at their meeting on December 10, 2019.
  - The insurance companies didn't have any concerns with it.
  - Neither fire district union reported any concerns with it.
- The name of the Consolidation Steering Committee will be discussed to possibly be changed to the Oversight Committee.

- The next Committee meeting will be held at the St. Clair Fire Station, but the date has not yet been determined other than it will be in January.
- The Committee discussed how the consolidation might affect the ISO ratings; Chief Dahlman and Chief Johnson will be meeting next month with Dave Hiland. It was learned that most insurance companies don't set their rates by ISO ratings any more.

*Public Comments: none*

Ron Woodard made a motion to approve the 190 Agreement as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #4)**

### **Item #2 – Tsunami Sirens**

Electrical repair was performed on the tsunami siren at Road's End; Ken Brown with The Light Works LLC adjusted his bill to keep it right at the \$1,000 budgeted each year for maintenance. It will have to be activated, testing to take place soon.

*Public Comments: none*

## **New Business**

### **Item #1 – Policy Revision / Review (Harassment 8.8 (B))**

The document was to be presented to the Board for approval, but it is not yet back from legal review. The policy must be in place January 1, 2020, so the Board will have a special meeting on December 30<sup>th</sup> to review and most likely approve the policy.

*Public Comments: none*

### **Item #2 – 2018/2019 Audit**

The draft 2018/2019 Audit was to be presented to the Board for acceptance, but it was not available at the time of this meeting. Chief Dahlman has some concerns regarding 77% of expenditures going to personnel and 23% to operations; he said the split should be 70/30. The Board hopes to accept the Audit at the special meeting on December 30<sup>th</sup>.

*Public Comments: none*

## **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. No report was submitted by either the Volunteer Association or the Firefighters' Union for the meeting.*

## Buildings and Grounds

- The fire stations are being winterized.
- Having landscaping of the fire stations being done in-house is saving the District about \$800 a month.
- Any future water leaks in Station 1600 will be repaired as they occur; if re-piping the station is required, it will be put into next year's budget.

## Fire Marshal

Chief Dahlman and Fire Marshal Ulrich met with AnneMarie Skinner with the City of Lincoln City's Planning Department to see how NLF&R can be more proactive, not reactive, regarding building plan review.

## Training

DC Mason sold the old generator from Station 1400 and has interest from another fire department in the Hurst equipment that had been taken off Rescue 1639.

## **Chief's Report**

Chief Dahlman updated the Board on the following items:

- Update on the Seismic Upgrade and Remodel at Station 1400 – the seismic grant closes in 3 weeks and we will be issued a letter of substantial completion. The ADA ramps will need to be repaired (at the cost of the contractor due to their error), there is a delay with the roof, and the landscaping was done.
- Radio System – it was turned on the day before Thanksgiving, but there were problems and it was turned off the next day. It will be turned on again next week.
- EMS – there were a couple of transports. Brian Nordyke is teaching CPR to volunteer family members; we are switching from the American Heart Association to the American Safety & Health Institute (ASHI) program for CPR training as it better suits our cardiac arrest protocol.
- City of Lincoln City – the proposed urban renewal boundary has changed again. Chief Dahlman had a good meeting with Lincoln County Commissioner Kaety Jacobson.
- District Boundaries – some properties are not paying taxes to the fire district, so Chief Dahlman is looking into this.
- EMS Report – update on transports and money received.

- Monies Received – not on the Chief’s Report is the \$71,478 given to the District by Chinook Winds Casino Resort on December 10<sup>th</sup>. Chief Dahlman will be working on a written agreement with them by the end of this fiscal year.
- Alarm Response – this is up 5% over last year.
- Vehicle Upgrade – both Water Rescue humvees are having jet ski launch racks fabricated.
- Conflagration Reimbursement – Chief Dahlman submitted the packet to the State of Oregon and doesn’t expect to see any reimbursement until June 2020.
- Insurance – liability insurance costs for the next year have gone up almost 16%; the District’s buildings were undervalued for years and this was corrected recently. The District will receive the longevity credit; the paperwork has been signed and turned in.
- 2017 Audit follow-up – an actuary table regarding employees’ retirement schedule will need to be provided for the next audit – this will be a cost of \$4,000 to \$5,000 not only next year, but annually after that, as it is a new state requirement.

### For the Good of the Order

Jury duty leave was discussed regarding having an end date in our policy.

### 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 #5)**

ADJOURNED AT 4:59 p.m.

*The minutes were taken, transcribed and submitted by  
KrieAnn Kudar, Administrative Assistant*

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 12-11-19

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 Minutes of the November 13, 2019 Board 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 #2 and Voting Record

Date: 12-11-19

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 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 #3 and Voting Record

Date: 12-11-19

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 with Check #30437 as it 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 #4 and Voting Record

Date: 12-11-19

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 190 Agreement 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 #5 and Voting Record

Date: 12-11-19

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 4:59 p.m.

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

RESULTS

PASSED	FAILED
X	