

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes
December 12, 2018

APPROVED 01-09-2019

Attendance:

Board Members:

#1 – Ron Woodard
#2 – Tim Beatty
#3 – Alan Lee
#4 – Jamie Wright
#5 – Danny Curler

Staff:

Fire Chief Doug Kerr
Division Chief Jamie Mason
Division Chief Rob Dahlman
Fire Marshal Ed Ulrich
District Clerk KrieAnn Kudar
Office Admin/HR Lois Smith

Absent:

Capt. Jim Kusz

Guests:

John Stein – SDAO
Jeff Cutler – NLFR
Brian Nordyke – NLFR
Steven Kha – NLFR
Rick DeJager - NLFR
Jerry Sneed – NLFR
Connor Anderson – NLFR
George Blacketer – NLR
Dennis Knudson – NLFR
Ryan Smith – NLFR
Loren Nordyke – NLFR
Miles Vickstrom

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

Executive Session #1

This Executive Session was opened at 4:00 p.m. by President Jamie Wright, who read the following:

The Board will now go into another Executive Session. This Executive Session is authorized by ORS 192.660(2)(e) to consider information or records that are exempt by law from public disclosure, specifically attorney-client privileged correspondence. All persons other than the Board Members, Chief Kerr and Lois Smith are excused from the meeting.

Chief Kerr handed out correspondence from attorney, Christy Monson, to review. He reviewed the process and resolution to the HR issue that was brought to the attention of Human Resources several months ago. A conference call was made to Christy Monson to answer Board questions and to update the Board on possible District liability in the future.

The documents handed out were collected and shredded.
This Executive Session was closed at 4:38.

Executive Session #2

This Executive Session was opened at 4:40 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)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. All persons other than the Board Members, Chief Kerr, Rob Dahlman, and Lois Smith are excused from the meeting.*

DC Rob Dahlman updated the Board regarding the pending Union contract and that a wage comparison to similar fire districts is in the process. DC Dahlman also informed the Board that the District policy regarding the District's contributions to employee's HRA-VEBA should be reviewed and possibly changed to indicate half of the annual contribution be made every six months (August 1st and February 1st). The Union will be holding a meeting next Tuesday (12/18).

This Executive Session was closed at 5:15 p.m.

The regular board meeting resumed at 5:21 p.m.

NEW BUSINESS – Item #1 (Hiring of New Fire Chief Process)

John Stein, Special Districts Association of Oregon, reviewed the hiring process of a new fire chief with the Board. The calendar, job announcement, and job description were reviewed. The assessment center was discussed and how it would work. The suggested panels would be: (1) Technical Panel, to include neighboring fire chiefs, chief officers, etc., (2) Community Panel, to include members of the community to interview the candidates, (3) Role-Playing Panel, (4) Agency Interview Panel, to include two career members and two volunteer members.

A question was asked if there would be veterans preference points. Veterans would receive an additional 5 points and disabled veterans would receive an additional 10 points. No extra points for being a NLR member.

Danny Curler made a motion to approve the selection process of seeking applicants both internally and externally. This motion also included approving the contract with Special District Association of Oregon to assist NLFR with the hiring process. Ron Woodard seconded the motion. The motion passed. **(See Motion #1)**

There was discussion regarding the salary range for the position. Danny Curler made a motion to approve the salary range to be \$105,000 to \$120,000. Ron Woodard seconded the motion. The motion passed. **(See Motion #2)**

PUBLIC COMMENTS: President Jamie Wright asked if any of the public present wished to make comments. The following are summaries of the comments:

Miles Vickstrom – indicated he felt the salary range was a reasonable amount.
George Blacketer – presented four letters of support for DC Jamie Mason as the new fire chief.

Approval of Minutes

The Board Minutes of 11/14/2018 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 #3)**

Review of Financial Statements and Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict as Checks #29489 and 29526 were for his business.

Ron Woodard made a motion to approve payment of the bills as presented; Al Lee seconded the motion. The motion passed. **(See Motion #4)**

The Board reviewed the monthly financial statements. Tim Beatty made a motion to approve the statements as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #5)**

Budget – None

New Business (continued)

Audit 2017/2018

Office Administrator Lois Smith informed the Board that a special board meeting would need to be held in order to approve the District's audit before the end of the year so that the audit could be forwarded to the Secretary of State by December 31, 2018.

It was decided to have a short board meeting on Friday, December 28th at 10:00 a.m. to review the audit. Danny Curler informed the Board that he would not be able to attend. If his vote is needed, a conference call could be made to include his vote.

A copy of the audit will be forwarded to the Board members as soon as it is available from the auditor. Lois will check the contract with the current auditor to see if we are in the last year of the agreement.

Old Business

Last month, Ron Woodard asked about the amount of color copies shown on the Ricoh invoice and requested that it be researched. Lois presented a chart showing the number of copies, both color and black/white at both stations.

There was a question from last month regarding performing background checks on board members. Lois Smith reported that background checks could be done on elected officials; however, it would not make any difference in the outcome of who would be elected.

Chief's Report

Bond

Chief Kerr briefly updated the Board regarding bond purchases.

Seismic Upgrade / Station Remodel Projects

Chief Kerr asked DC Dahlman to update the Board regarding the Seismic Upgrade and Station Remodel Projects. DC Dahlman reported that there was a meeting held last week with Emmerick, Mackenzie, and NLFR. He reviewed with the Board the process going forward. There was discussion as to why the costs are so much over budget. DC Dahlman said that construction costs have increased since the original figures were determined. He also indicated that there were no costs figured into the total with regards to what the City of Lincoln City is requiring such as permits, landscaping, etc.

Conflagration

Chief Kerr updated the Board regarding the recent conflagrations.

Confederated Tribes of the Siletz Indians

Chief Kerr reported that a contribution check was received from Chinook Winds for the same amount as the past several years.

Projects of the District

Chief Kerr updated the Board on the following projects:

- Station 1600 lighting upgrade is finished; some savings are reflected on the recent invoice.

- The shipping container is now at Station 1600 and has been treated for rust and painted.
- Update on apparatus replacement which DC Jamie Mason is working on.

Alarm Response

Update on alarm response for November.

Staff Reports

Public Relations / Safety Report

Jim Kusz was not able to attend the meeting. His report and the Safety Committee Meeting Minutes were included in the board books.

Training Report

DC Jamie Mason updated the Board on the following topics:

- COCTOA is focusing on county-wide training to be held year-round as follows:
 - Firefighter I – September through January
 - Emergency Medical Responder – March through April
 - Wildland Academy – May
 - Apparatus Operator Courses – June
 - Firefighter II – July through August
- The current Firefighter Academy is processing well with 20 students county-wide (10 are NLFR).
- Rescue School – changed to 2019 (this will generate funds for COCTOA)
- Highline Anchor Project – Update
- SCBA Evaluation Process – SCBA vendors will be on site next Thursday 12/20
- Local Emergency Planning Committee (LEPC) – By-laws reviewed; CR2K program identifies hazard substances in all the communities in the county.
- DPSST Accreditation Agreement – to be completed soon.
- Development of a Live Fire Training Structure – planning to apply for a grant through Siletz Tribal Charitable Contribution Center to assist with creating a regional training site at the Taft Training Site.

- Vehicle Committee – several meetings have been held to discuss apparatus. Due to the funds for apparatus being less, the list will need to be changed. This will be discussed at next week’s meeting.
- Brief review of the Hazardous Materials Exercise that was held in October at the Community Center.

EMS Report

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

- Transports and billings in November
- Seismic Grant reimbursement requests
- SAFER grant reimbursement request
- IT upgrade at Station 1600 (internet / phone equipment)
- Still waiting for the exterior light pole to arrive.
- EF Recovery update (highway billings)
- Maintenance of radio system being scheduled; proposal submitted.

Fire Marshal Report

Ed Ulrich reviewed the activities he has been involved with during the past month as listed in his board report.

- Attended Fire & Life Safety class (discussions of fire code understanding, application and enforcement issues)
- Met with Chinook Winds Casino Resort managers regarding fire alarms; reviewed new parking garage. Tours of the parking garage arranged for NLFR members.
- Burn complaints at Otis location
- Update on IT and telephone infrastructure projects

Public Comment – None

For the Good of the Order – None

ADJOURNED AT 7:10 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: 12/12/2018

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 the selection process of seeking applicants both internally and externally. This motion also included approving the contract with Special District Association of Oregon to assist NLFR with the hiring process.

	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: 12/12/2018

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 the Fire Chief salary range to be \$105,000 to \$120,000.

	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: 12/12/2018

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 11/14/2018 minutes, 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: 12/12/2018

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 for payment. Danny Curler declared a conflict as Check #29489 and 29526 were 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: 12/12/2018

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Danny Curler	X	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	