

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
December 30, 2019**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	David Bickerdyke – NLFR
#2 – Tim Beatty	Office Admin/HR Lois Smith	Zachary Parker – NLFR
#3 – Alan Lee		Rick DeJager – NLFR
#4 – Jamie Wright		
#5 – Danny Curler (absent, out of town)		

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

Old Business

Old Business Item #1 – Harassment Policy Revision (Section 8.8.B)

The Oregon Legislature passed SB479 regarding workplace harassment. The bill states that employers must have a harassment policy in place by January 1, 2020. Legal council reviewed the District’s current policy, added the required information from SB479, and made recommendations to the District.

The Board reviewed the documents and requested the following changes:

Throughout the policy, change the words “his/hers” and “he/she” to “their or theirs”.

8.8.B.1 Policy

Change the first paragraph to read: “For the purpose of this policy, an employee refers to any paid employee, volunteer, elected officers, or any other person we interact with in the course of accomplishing the work of the organization.”

8.8.B.2 Internal Reports of Harassment

Change the second sentence of the first paragraph to read: “The District also encourages employees to report such harassment immediately to the Fire Chief or the Office Administrator. The employee has up to five (5) years to report the alleged violation.

8.8.B.8 Sealing of Records Relating to Harassment

The Board agreed to omit this section as legal council indicated that SB479 does not

require inclusion of this information.

Note for the record:

Section 8.8.C – HIV Discrimination was removed from this policy; the information is included in Standard Operating Procedures.

Section 8.8.D – Bloodborne Pathogens Exposure Control was removed from this policy; The information is included in Section 12 – EMS

Section 8.8.E – Immigration and Nationality Program was removed from this policy and included in Section 8.2.O (Appointments, Qualifications & Separation).

Public Comments: none

Ron Woodard made a motion to approve the revised policy with the changes requested; Jamie Wright seconded the motion. The motion passed. **(See Motion #1)**

Old Business Item #2 – Audit for the Fiscal Year Ending 6/30/2019

A draft audit was presented to the Board for review and approval. Ron Woodard inquired about the section on page 25 regarding LOSAP. Chief Dahlman indicated that the information was incorrect and that he would get the correct information to the auditor first thing in the morning. Jamie Wright also had a question about the financial information on page 35 for the Volunteer Association, particularly the word *fundraising* which appeared to be the funds the District pays the Association each month. It was decided to look into this on the next audit.

Public Comments: none

Ron Woodard made a motion to approve the audit with the corrections in the LOSAP section. Tim Beatty seconded the motion. The motion passed. **(See Motion #2)**

New Business

Item #1 – Temporary Part-Time Hire for Training Officer

Chief Dahlman discussed with the Board plans that need to be made due to the fact that Division Chief Jamie Mason has given his notice and will be leaving the end of January.

Under Civil Service Rules, the District can hire an individual part time on a temporary basis to keep the training program going during which time the District can consider other alternatives.

Ron Woodard inquired about current projects such as the high line project and the drone program. Chief Dahlman reported that the projects will continue.

Chief Dahlman gave a brief update on Station 1400 progress and that there will be an open house when finished and just before staff moves in.

For the Good of the Order

None

Call for General Public Comments for Non-Agenda Items

None

Tim Beatty made a motion to adjourn the meeting; Ron Woodard seconded the motion. The motion passed. **(See Motion #3)**

ADJOURNED AT 4:55 p.m.
*The minutes were taken, transcribed and submitted by
 Lois Smith, Office Administrator / Human Resources*

NORTH LINCOLN FIRE & RESCUE DISTRICT #1
 Motion #1 and Voting Record
 Date: 12-30-19

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

MOTION: To approve the changes to the District’s Harassment Policy.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler				Absent – out of town

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 12-30-19

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 draft audit (which changes discussed) for the fiscal year ending 6/30/2019.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler				Absent – out of town

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 12-30-19

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 adjourn the meeting at 4:55pm.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler				Absent – out of town

RESULTS

PASSED	FAILED
X	