

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting - Minutes May 13, 2020

***** NOT YET APPROVED *****

Board Members:	Staff:	<u>Attendance:</u>	Guests:
#1 – Ron Woodard (conference phone)	Fire Chief Rob Dahlman Admin Assistant KrieAnn Kudar		
#2 – Tim Beatty	Fire Marshal Ed Ulrich		
#3 – Alan Lee	Office Administrator Lois Smith		
#4 – Jamie Wright	Deputy Chief Doug Strange		
#5 – Danny Curler (conference phone)			

Board President Alan Lee called the regular Board meeting to order at 4:02 p.m. and all present stood to recite the Pledge of Allegiance. Due to COVID-19 concerns, two of the five Board members attended the meeting via conference phone “Go-To-Meeting”.

President Lee announced the following from the agenda:

“During this time of social distancing and gatherings limited to 10 people, if members of the community wish to listen to the meeting, please let us know and we will give you the information. Any public comment you may have needs to be mailed to us at PO Box 200, Lincoln City, or emailed to rdahlman@nlfr.org no later than Tuesday 5/12/2020 at 4:00 pm. Comments received will be read during the meeting at the appropriate time.”

No comments were received for this meeting.

He then stated the cut-off date for submitting public comments for the June 10th Board meeting will be June 9th.

Budget

The Budget Hearing was called to order and public comment was called for. No emails had been received by Chief Dahlman, nor did anyone call in, so the Budget Hearing was then closed.

Approval of Minutes

04/08/2020 Board Minutes

The Board Minutes of 04/08/2020 were presented for approval.

Public Comments: none

Tim Beatty made a motion to approve the Minutes as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #1)**

04/22/2020 Budget Committee Minutes

The Budget Committee Minutes of 04/22/2020 were presented for approval.

Public Comments: none

Danny Curler made a motion to approve the Minutes as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #2)**

Review of Financial Statements and Payment of Bills

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman mentioned the following:

- 83% into the budget year, the District has spent 64% of the allotted budget so far, so that is a positive.
- More ambulance billings have been collected, and the District is \$12,798 ahead of projections in highway billings, thanks to their contract with EF Recovery.
- \$36,797 is due the District for the 2019 conflagration deployment, which is hoped to be received by the end of the fiscal year.
- There is \$2,241 left in Seismic funds, which can be transferred to the general fund by the end of the fiscal year; a resolution to do so will be presented to the Board at the June 10th meeting.

Public Comments: none

Tim Beatty made a motion to approve the monthly financial statements as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #3)**

Payment of Bills

The bills were presented for payment.

Public Comments: none

Danny Curler made a motion to approve payment of the bills as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #4)**

Budget

The audit for 2019/2020 will start with an interim audit in order to meet the January 1st deadline.

Old Business

None.

New Business

Item #1 – Declare Engine 1405 as Surplus Property

Due to the fact that it is almost 30 years old and no longer meets current safety standards, the following vehicle was presented to the Board to review and approve declaring as surplus property:

- 1992 Grumman Truck, VIN #1G9PSKN8NR088321

The District will reach out to smaller departments who may have need of it; if no one wants it, it will go to State Surplus. The most to be expected from a sale would be \$20,000.

Public Comments: none

Tim Beatty made a motion to approve declaring Engine 1405 as surplus; Danny Curler seconded the motion. The motion passed. **(See Motion #5)**

Item #2 – Declare Bunk Trailer as Surplus Property

The Bunk Trailer which was used for the paid firefighters during the remodel of Station 1400 was presented to the Board to be declared as surplus property so it can be sold to an interested party:

- 2019 RCHS Trailer, VIN #1K9BU252XK1236694

Public Comments: none

Ron Woodard made a motion to approve declaring the Bunk Trailer as surplus; Tim Beatty seconded the motion. The motion passed. **(See Motion #6)**

Item #3 – Bids Received for Paving at Station 1700

The District reached out to three companies to submit bids to pave the parking lot at Station 1700:

- \$18,604.00 Gettis Paving, Inc., Lincoln City
- \$29,552.76 Road & Driveway, Newport
- - no bid - Oregon Mainline Paving, McMinnville

Chief Dahlman recommended that the Board approve Gettis Paving's quote and bid; the company is honoring the prices from a couple of years ago and the project will be paid for out of Bond money.

Danny Curler made a motion to accept and approve Gettis Paving's quote and bid; Jamie Wright seconded the motion. The motion passed. **(See Motion #7)**

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 the Firefighters' Union for the meeting.

Training

A question was asked of Deputy Chief Strange regarding the anchor point for the tower. Captain Nordyke believes it is not necessary as the District does not perform high angle rescues, and he will recommend to the Volunteer Association at their meeting in June to forgo it.

Chief's Report

Chief Dahlman went over some of the highlights of his report:

- The remodel at Station 1400 is almost done.
- Urban Renewal – he received some information after his report was submitted:
 - The City's plans may be affected by the potential loss of income due to the COVID-19 shutdown.
 - The City has presented the Fire District with a formal consult and confer letter to notify the District of money it will not receive. If the District wishes to respond, the City requires a written response by June 22, 2020. Chief Dahlman will prepare a letter for the Board's review and signature at the June 10th Board meeting.
 - It's a good idea to work with them, tie parts of their projects to performance. This should be written in a document in order to hold the Urban Renewal Committee and the City accountable. He will have a letter for the Board to review and sign at the next Board meeting on June 10, 2020.
- Surplus property –
 - Charleston Fire District bought the Ford Escape for \$2,500
 - The Transit was purchased through Power Ford for \$7,500

- The 2019 Awards Banquet had been postponed due to COVID-19, and he asked the Board if it should be cancelled. The Board's recommendation was that it should be.
- Copier Contract – Chief Dahlman signed a 5-year lease with Pacific Office Automations. They will pay off the remaining three months of the Ricoh copier contract and only the copier at Station 1400 will be replaced through them. A stand-alone copier was purchased for Station 1600. All computers' printing defaults will be set to black and white to reduce the number of more expensive color copies.
- Former T-N-D Volunteer Ron Cook passed away; his obituary is in the NewsGuard. His widow wrote a letter to the Board, asking for \$2,500 for burial costs. The District doesn't have a fund for funeral expenses, but perhaps the Volunteer Association can help. The District can memorialize his contribution by requesting the Oregon Fire Service Honor Guard send a few members to his funeral, and the District can send an engine and some Volunteers, as well.
- A camera system has been installed at Station 1600. This was purchased with a \$5,000 grant from Special Districts and the balance paid by the District. The security camera at Station 1400 captured one of the firefighters' vehicle being broken into at night and the film was given to LCPD. No parking lot lighting is allowed at Station 1400, but concealing foliage can be removed. Perhaps more signage would help deter future thefts.
- Chief Dahlman would like to be able to sell small items the District no longer needs without having to go through Surplus Declarations from the Board. The value of each would be less than \$500, would not be a capital asset, and he would report to the Board after the sale. Danny Curler made a motion to approve authority for Chief Dahlman to sell such items with a value of no more than \$1,000 and with the above caveats; Jamie Wright seconded the motion. The motion passed. **(See Motion #8)**
- Covid-19 – the City has cancelled events such as the 4th of July fireworks and the Kite Festival. LCPD will have a deployment for the 4th of July and the District will mirror that. The 4th of July BBQ will be spread out over a couple of different stations this year.
- Deputy Chief of Operations position – Doug Strange has been in this temporary position for four of the six months and is willing to continue. Chief Dahlman will check the civil service rules but anticipates being able to do a direct hire.
- Safety Committee - meetings are back on track with the next meeting scheduled for Monday, May 18th. The Minutes from the April 20th meeting are included in the Board packet.
- The burn season may be closed early this year. No ban is in effect, but people are being asked to voluntarily refrain from burning if possible. Yachats is closing their season the end of May and the District may close the first or second week of June;

Chief Dahlman is working with the Oregon Department of Forestry and the County Fire Defense Board.

- Chief Dahlman presented the new organizational chart which is a better reflection of where the District is now.

For the Good of the Order

The next Oversight Committee meeting will be held at Station 1400 on Thursday, May 21st, at 4 p.m.

Call for General Public Comments for Non-Agenda Items

None

Danny Curler made a motion to adjourn the meeting; Tim Beatty seconded the motion. The motion passed. **(See Motion #9)**

ADJOURNED AT 5:05 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: 5-13-2020

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 Minutes of the April 8, 2020 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: 5-13-2020

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

MOTION: To approve the Minutes of the April 22, 2020 Budget Committee 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 #3 and Voting Record
 Date: 5-13-2020

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 reports 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 #4 and Voting Record
 Date: 5-13-2020

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 the bills as presented for payment.

	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: 5-13-2020

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 declaring Engine 1405 as surplus property:

- 1992 Grumman Truck, VIN #1G9PSKN8NR088321

	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 #6 and Voting Record
 Date: 5-13-2020

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 declaring the Bunk Trailer as surplus property:

- 2019 RCHS Trailer, VIN #1K9BU252XK1236694

	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 #7 and Voting Record
 Date: 5-13-2020

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

MOTION: To accept and approve Gettis Paving's quote and bid of \$18,604.00 to pave the parking lot at Station 1700.

	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 #8 and Voting Record
 Date: 5-13-2020

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

MOTION: To approve authority for Chief Dahlman to sell non-capital asset items with a value of no more than \$1,000 and to report back to the Board afterwards.

	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 #9 and Voting Record
 Date: 5-13-2020

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 adjourning the meeting at 5:05 p.m.

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

RESULTS

PASSED	FAILED
X	