

**Depoe Bay Rural Fire Protection District  
&  
North Lincoln Fire & Rescue District #1**

**Oversight Committee Meeting Minutes  
May 21, 2020**

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

<u><b>Attendance:</b></u>	
<b>Committee Members:</b>	<b>Others in Attendance:</b>
Bryan Daniels – DBF Acting Fire Chief (via Go-To-Meeting)	KrieAnn Kudar – NLFR
Rob Dahlman – NLFR Fire Chief	Patrick Ganz – DBF (via Go-To-Meeting)
Janel Gifford – DBF Board Director	Curt Wilson – DBF (via Go-To-Meeting)
Paul Erskine – DBF Board Vice-President	Station 2300 crew – DBF (via Go-To-Meeting)
Ron Woodard – NLFR Board Secretary-Treasurer	
Alan Lee – NLFR Board President	

The meeting of the DBF / NLFR Oversight Committee was held at the Bob Everest Fire Station at 2525 NW Hwy. 101, Lincoln City, OR 97367.

The meeting was called to order by Committee Chair Paul Erskine at 4:02 p.m., and all stood to recite the Pledge of Allegiance. Roll call attendance was then taken.

**Approval of Minutes**

The Oversight Committee Minutes from the February 18, 2020 meeting were presented for approval. Ron Woodard made a motion to approve the minutes as presented; Janel Gifford seconded the motion. The motion passed. **(See Motion #1)**

Janel Gifford asked to add the Draft Schedule for Consolidation or Reformation she had created and distributed to the Committee members to the Agenda at the end of New Business. At the end of New Business, the decision was made to hold off review of the document at this time.

**Old Business**

- Review Edited Goals & Objectives – Chief Daniels provided an updated list for the Committee members to review, and went over short-term and long-term goals:
  - The two Districts are working on establishing central logistics in standardizing operations like the RIT packs. They will move to making joint bigger purchases to receive lower prices, will go through ORPIN for some discounts. (1A)
  - The two Districts are already making capital replacements jointly through grant applications, an example is portable radios through the State Homeland Security Grant. (1B)

- The two Districts will create a unified wellness-fitness program – this will be assigned to current Deputy Chief Doug Strange. (1C)
- The two Districts are working on establishing a uniform fee schedule in as many areas as possible; for example, both use the services of EF Recovery for highway billings, so have matched their pricing. In adding fees for inspections or nuisance alarms, the Fire Marshal will be required to hold certain certifications; this process has already begun. (1D)
- Both Districts support their CERT groups – CERT has their own standards they fall under. (1G)
- Developing and implementing consolidated records management systems to include training, attendance, personnel, and incident report records will contribute to reducing the costs and enhancing the service provided to the public. An example of this currently is both Districts use Target Solutions. (1H)
- Establishing Leadership to Follow Through with Regional Initiatives (5) will fall into line once contact with Stakeholders has been established.
- Stakeholder Group Update – the Contact list was briefly reviewed, and missing email contacts added. It was decided that determining how to involve the stakeholder groups and at what levels will wait until the Committee has more information.

### **New Business**

- Review new Proposed Organizational chart – the Committee was presented with a document showing three models: NPFA Option 1 with 41 full-time employees, Current Plus BC Option 2 with 35 full-time employees, and Current Option 3 with 32 full-time employees. Chief Daniels said that if the two Districts merged, Option 3 would be the most likely model, with Option 1 the goal in five-years' time.
  - Administrative Assistant – Finance: would it be better to add an employee, or to pay for services? If the decision was made to hire an employee, how would the District attract talent from further afield? NLFR currently pays an accounting firm \$47,000 per year and DBF pays the same firm \$40,000 per year, but combining the services would cost less than that, and would be a better checks and balances system.
  - NLFR would need to work toward retaining their volunteers; DBF currently has none in their community.
- 190 Agreement Quarterly Report – this was given at the last DBF Board meeting, but it will come to the Committee first in the future. Helping each other's Districts is becoming the new normal.
- Review (Confidential) Correspondence from Attorney – questions addressed were:
  - Does bond indebtedness stay within the boundaries of the district that voted for it? Both Boards need to meet to discuss this as it will be their choice; resolutions will need to pass with both Boards.
  - What is the process for securing a new, permanent tax rate and how do the Districts calculate the rate? Calculations will need to be reviewed with the Department of Revenue; they are usually estimated based on last year's assessed values from the Lincoln County and Tillamook County Assessor's web-sites, but DBF's levy and changes in tax rate from the previous year requires more investigation.

- Does DBF's levy (effective July 1, 2020) need to be in place for a certain amount of time before becoming part of the new rate for the successor District? No, it does not.
- Chief Daniels had spoken with Chief Scott Stanton from Umatilla County Fire District #1 regarding their recent Reformation and creation of a new fire district and had distributed documents regarding this process to the Committee:
  - Chief Stanton is willing to come talk to the Districts about the process they went through and would require only travel expenses. Regardless if NLFR and DBF ultimately decide to go with a consolidation rather than a reformation, it would be valuable to have Chief Stanton's experience and knowledge.
  - Two votes would be required for consolidation – the first to dissolve each Fire District and the second to form and fund the new Fire District.
  - The Oversight Committee would like Chief Stanton to meet with both District Boards at a joint board workshop at his earliest availability. Chief Daniels will contact him to set it up.
- Liz Loomis Public Affairs had submitted a Strategic Communications Proposal to Chief Dahlman. If the Committee decides to hire her services, they have two options:
  - Hire her for a flat fee of \$5,000 plus expenses to provide key messages and a communications plan.
  - Sign a 12-month contract (minimum) at \$4,500/month plus expenses, wherein she would use her staff to develop the key messages and communications plan.

A decision should be made soon as she stressed the education process should be implemented no later than this month (proposal was first received March 1, 2020 – continuity of Committee meetings was disrupted by the COVID-19 pandemic).

- NLFR has \$3,000 in the budget for next May's election.
- The decision was made to talk to Chief Stanton about his take on the value of Liz Loomis Public Affairs to the process before the Districts move forward with hiring her services.
- Permanent Tax Rate – Chief Dahlman provided the Committee with a chart which showed that if the Districts consolidate, the permanent rate limitation will be \$0.0016834 per \$1,000 (levy and bond).
  - Chief Dahlman and Chief Daniels will reach out to the attorneys.
  - The County Tax Assessor will know if the District will fall into compression.

### **Future Meeting Dates and Locations**

The next meeting of the Oversight Committee was not scheduled at this time as it will be set after the joint board workshop with guest Umatilla Fire Chief Scott Stanton. *(The joint board workshop has since been scheduled to take place at the St. Clair Fire Station 1600 at 4520 SE Hwy. 101 in Lincoln City on Friday, June 5th, at 10 a.m.)*

### **For the Good of the Order**

None.

ADJOURNED AT 5:52 p.m.

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

**Depoe Bay Rural Fire Protection District & North Lincoln Fire & Rescue District #1  
Oversight Committee Meeting  
Roll Call  
Date: May 21, 2020**

	Present	Absent		
Bryan Daniels	X			Via Go-To-Meeting
Rob Dahlman	X			
Janel Gifford	X			
Paul Erskine	X			
Ron Woodard	X			
Alan Lee	X			

**Depoe Bay Rural Fire Protection District & North Lincoln Fire & Rescue District #1  
Oversight Committee Meeting  
Motion #1 and Voting Record  
Date: May 21, 2020**

Motion Made By:		Motion Seconded By:	
	Bryan Daniels		Bryan Daniels
	Rob Dahlman		Rob Dahlman
	Janel Gifford	X	Janel Gifford
	Paul Erskine		Paul Erskine
X	Ron Woodard		Ron Woodard
	Alan Lee		Alan Lee

**MOTION: To approve the minutes of the February 18, 2020 Oversight Committee Meeting as presented.**

	FOR	AGAINST	ABSTAINED	COMMENTS
Daniels	X			
Dahlman	X			
Gifford	X			
Erskine	X			
Woodard	X			
Lee	X			

**RESULTS**

PASSED	FAILED
X	