

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

**Oversight Committee Meeting Minutes  
June 30, 2020**

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

**Attendance:**

**Committee Members:**

Bryan Daniels – DBF Fire Chief  
Rob Dahlman – NLFR Fire Chief  
Janel Gifford – DBF Board Director  
Paul Erskine – DBF Board Vice-President  
Ron Woodard – NLFR Board Secretary-Treasurer  
Alan Lee – NLFR Board President

**Others in Attendance:**

KrieAnn Kudar – NLFR Admin Assistant  
Patrick Ganz – DBF  
Nick Robinson – DBF  
Curt Wilson – DBF

The meeting of the DBF / NLFR Oversight Committee was held at the Gleneden Beach Fire Station at 6445 Gleneden Beach Loop, Gleneden Beach, OR 97388.

The meeting was called to order by Committee Chair Paul Erskine at 4:03 p.m., and all stood to recite the Pledge of Allegiance. Roll call attendance was then taken.

**Approval of Minutes**

The Minutes from the May 21, 2020 Oversight Committee meeting were presented for approval. Janel Gifford asked that the Minutes be amended to remove the wording “levy and bond” from the permanent tax rate of \$1.68 per \$1,000 on Page 3 under Permanent Tax Rate, as it was not accurate.

The Minutes from the June 5, 2020 Joint Board Workshop were presented for approval. Janel Gifford made a motion to approve the Oversight Committee Minutes as amended and the Joint Board Workshop Minutes as presented; Ron Woodard seconded the motion. The motion passed. **(See Motion #1)**

**Old Business**

- Review of Draft Calendar / Timeline Considerations
  - The two Unions support the consolidation as job security; their jobs would no longer be contingent upon levies.
  - Certain costs will go down with consolidation, i.e. bookkeeping services, perhaps insurance rates, etc.
  - Paul Erskine will check with the Lincoln County Assessor to see if the two original Fire District maps are in the County office.

- The Draft Schedule will be updated as per the June 29<sup>th</sup> memo by Dan Lawler. Ron Woodard suggests following the schedule as much as possible.
- Review of Organizational Chart
  - Finances are in place for Option 2 today – it gives more boots on the ground.
  - Jobs will not go away; they will be reclassified.
  - The third-party financial position is recommended by auditors.
  - Captains will have administrative duties.
  - Select Option 2 with the Battalion Chief model and build the budget around it.

### **New Business**

- Chief Dahlman will contact Special Districts regarding the letter from Depoe Bay Fire Board members Richard Krolak and Barbara Leff – there was discussion of the intent of the questions. Perhaps side-by-side spreadsheets from both NLFR and DBF would be helpful in answering some of their questions. Janel Gifford put together the 5-year financial tasks in her Draft Schedule for Consolidation based on the letter.
- Discussion of the memo put out by Dan Lawler – boundary lines will need to be drawn and the new map signed off by a surveyor hired to help with the mapping (a cost to both Districts). It is not as easy as dissolving NLFR's south and DBF's north boundaries. This new map will need to be approved by the Department of Revenue by the end of March 2021 for the new District to receive tax revenues.
  - Page 4 of the memo, section Dissolution and Formation addresses the process to follow regarding the citizen petition process. *A DECISION MUST BE MADE AS TO WHICH PATH THE DISTRICTS WILL CHOOSE: CONSOLIDATION OR MERGER VS. DISSOLUTION AND FORMATION.*
  - Page 6 of the memo, section Legal Hurdle with Setting New Tax Rate addresses the issue of setting a higher tax rate, which may be challenged in court as an attempt to circumvent constitutional permanent rate restrictions. It was suggested that as DBF has a rate of \$1.92 and NLFR has a rate of \$1.88, that a good option might be \$1.90 as the total permanent tax rate. Both Boards agree that if this consolidation costs more to the two districts, it is not worth moving forward with.
  - Compare the June 29<sup>th</sup> memo with Janel's timeline. Time is running out if this consolidation is to be on the May 2021 ballot; this idea was originally three years out. The time frame starts tomorrow (July 1<sup>st</sup>).
- Review Deployment and Staffing Models
  - NLFR Station 1400 and DBF Station 2300 would remain staffed.
- Discuss Proposed Budget Rate, Tax Rate, and Debt Distribution – this was addressed earlier in the meeting.
- Review Marketing Campaign and Approach
  - Work through Janel's timeline first.

- Discuss Correspondence to Stakeholders regarding the Consolidation
  - Approach the Stakeholders to see at what level they want to be involved – the groups in the different levels of involvement put together by the Committee was just an idea.
  - In the next couple of months, survey the voters as to how well they think their Districts are doing, let them know that consolidation is being considered, ask them what they think. Engaging the public with the Districts' thought processes gets the message out there. Send survey to every household in the two Districts, set up on-line (free) on Survey Monkey. DBF has money in their budget for mailers; Chief Daniels will set up sending the mailers out with newsletters.
- Discuss Procedure of Naming the New Fire District
  - A line item in the budget for \$40,000 – \$50,000 is needed to make the change to a new name.
  - Do not lock the name into a geographical area, as the new District could grow outside its boundaries in the future.
  - Involve people in-house.

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

The next meeting of the Oversight Committee is scheduled for Tuesday, July 28, 2020 at 4 p.m. at the St. Clair Fire Station at 4520 SE Hwy. 101 in Lincoln City, Oregon.

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

None.

ADJOURNED AT 5:45 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: June 20, 2020**

|               | Present | Absent |  |  |
|---------------|---------|--------|--|--|
| Bryan Daniels | X       |        |  |  |
| 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: June 30, 2020**

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

**MOTION: To approve the Minutes of the May 21, 2020 Oversight Committee Meeting as amended, and the Minutes of the June 5, 2020 Joint Board Workshop as presented.**

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

**RESULTS**

| PASSED | FAILED |
|--------|--------|
| X      |        |