

## NORTH LINCOLN FIRE & RESCUE DISTRICT #1

### Joint Meeting of the Contract Review Board and the Board of Directors – Minutes August 12, 2020

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

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Fire Chief Rob Dahlman	Kathie Gordon-Brooks
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	David Dahle
#3 – Alan Lee	Office Administrator Lois Smith	
#4 – Jamie Wright	Deputy Chief Doug Strange	GoToMeeting attendees:
#5 – Danny Curler (GoToMeeting)		Bryan Daniels – DBF Fire Chief
		NLFR A-Shift crew
		Ross Smith

Board President Alan Lee called the Joint Meeting of the Contract Review Board and the Board of Directors to order at 4:04 p.m., stated that the meeting was being recorded, and all present stood to recite the Pledge of Allegiance. Due to COVID-19 concerns, one of the five Board members attended the meeting via “Go-To-Meeting”, and no more than 10 people were in attendance. Masks were made available, attendees recorded their temperatures, and social distancing was observed.

No public comments via phone, mail or email were received for this meeting.

#### **Contract Review Board**

The public hearing regarding changes to the District’s public contracting rules was opened and public comments were called for.

*Public Comments: none*

The public hearing regarding changes to the District’s public contracting rules was closed.

#### **Approval of Minutes**

##### 07/08/2020 Board Minutes

The Board Minutes of 07/08/2020 were presented for approval.

*Public Comments: none*

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

## Review of Financial Statements and Payment of Bills

### Financial Statements

The Board reviewed the monthly financial statements. Ron Woodard observed that some of the bills paid this fiscal year were taken out of FYE 06/2020 and asked if the Board would receive a final reckoning for that fiscal year. Kathie Gordon-Brooks with Bryan P. Fitzsimmons, CPA said there would be, and that it was normal each year to track previous fiscal year expenditures during July and August's bill cycles. In past years this has included September, but the audit is taking place earlier this year, in August.

*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 #2)**

### Payment of Bills

The bills were presented for payment.

*Public Comments: none*

Ron Woodard made a motion to approve payment of the bills as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #3)**

## Budget

None.

## Old Business

None.

## New Business

### Item #1 – Changing the District's Bank

The District's accountant, Kathie Gordon-Brooks, submitted a request to change the District's bank from Bank of the West to either Columbia Bank or Oregon Coast Bank. The reasons outlined in her letter to the Board were as follows:

- The District's business office is no longer located in the Taft area, so is farther away from the Bank of the West branch. This necessitates a longer commute in traffic to make deposits or conduct bank business in person.

- The District is moving toward an electronic bookkeeping and financial record keeping system, and currently Bank of the West does not allow online access to any governmental system, whereas the two proposed banks do.
- The District credit cards through Bank of the West are MasterCard, which are not accepted at Costco, thus necessitating staff making cost-saving purchases at Costco on their own cards and being reimbursed. Also, the current credit card statements are not available on-line, restricting “real time” account activity/balance accessibility.

*Public Comments: none*

After discussion by the Board, Tim Beatty made a motion to move the District’s general account and payroll account and credit cards from Bank of the West to Oregon Coast Bank. Danny Curler seconded the motion. **(See Motion #4)**

### **Item #2 – Resolution #2020-05 Public Contracting Rules**

Resolution #2020-05 to continue to opt out of the Attorney General’s Model Public Contracting Rules and Amend our Public Contracting Rules for North Lincoln Fire & Rescue District #1 to meet current statutory requirements. Documents in support of this were presented to the Board for review and approval.

The Amendment would replace most of Section 6 in the Policy Manual.

*Public Comments: none*

After review by the Board, Ron Woodard made a motion to approve Resolution #2020-05 Public Amending Contracting Rules for North Lincoln Fire & Rescue District #1 as presented; Tim Beatty seconded the motion. The motion passed and Resolution #2020-05 was signed. **(See Motion #5)**

### **Item #3 – Length of Service Awards Program (LOSAP)**

The LOSAP reports for April, May, and June 2020 were presented to the Board for review and approval.

*Public Comments: none*

Tim Beatty made a motion to approve the reports as presented and check # 31055 in the amount of \$12,725; Jamie Wright seconded the motion. The motion passed and the check was signed. **(See Motion #6)**

### **Item #4 – Revised Job Description – Maintenance Technician**

The Board was presented with minor changes to the job description for the position of Maintenance Technician. Chief Dahlman asked the Board if they want to review changes to job descriptions, and the consensus of the Board is that no, they do not

need to do this, they trust the Fire Chief to be responsible for this. This falls under the Civil Service Commission's stance that this is the responsibility of *either* the Fire Chief or the governing board; all job descriptions are approved by the Civil Service Commission. No action is required by the Board.

*Public Comments: none*

#### **Item #5 – Urban Renewal**

The City of Lincoln City ordinance has passed, but it is subject to referendum. Chief Dahlman would like to maintain a good relationship with the City and continue to have a say in fire protection within the city boundaries.

*Public Comments: Guest David Dahle addressed the Board, apologizing for the way the ordinance came together with respect to the Fire District. He said there is a move to collect enough signatures to put a referendum on the May 2021 ballot, and he would like Chief Dahlman to distribute his contact information to the Board, would like to work with the District to protect their interests.*

The Board expressed its thanks to Chief Dahlman for taking his own time to attend City Council meetings. No action is required by the Board.

#### **Item #6 – Wildland Urban Interface Engine Purchase**

Chief Dahlman went over the comparisons of specifications and warranties for five different wildland urban interface engines, two of them from Pierce, two of them from Timberwolf, and one from Boise Mobile. The proposal put together by Boise Mobile was not an option as the engine was too long to fit into the station. The purchasing committee consisted of paid and volunteer firefighters Capt. David Bickerdyke, FF Brian Nordyke and Capt. Loren Nordyke, and Deputy Chief Strange and Chief Dahlman. The decision was made by the Board to approve the purchase of the Pierce 786:

- It meets all the specifications
- The price is \$64,000 less than Timberwolf
- It has easy access ladders

The Pierce engine will be purchased through a Cooperative Purchase Agreement. The League of Oregon Cities is lead contract agency. The timeframe for delivery is 12-14 months out from the time of purchase. A discount is offered for payment up front, but as more equipment will need to be purchased, Chief Dahlman asked for an additional 10% for contingency.

*Public Comments: none*

Tim Beatty made a motion to approve the purchase of the Pierce 786 WUI engine at a total cost not to exceed \$396,000 (\$360,384 + \$36,000); Ron Woodard seconded the motion. The motion passed. **(See Motion #7)**

### **Item #7 – Chinook Winds Casino Resort**

Chief Dahlman presented the Board with a draft letter to Chinook Winds Casino Resort regarding the District's annual request for payment for fire protection and emergency service to the CWCR properties. Chinook Winds Casino Resort still considers this a donation, so Chief Dahlman would like to pursue a written 190 Agreement with them. He is asking for a 5% increase over the past several years and is sending the letter earlier in the year so they will have it before their budget is done for the next year. Only the casino and hotel can be included, not the golf course and apartment buildings. He will attach a chart showing year-to-date calls as well as several past years' worth.

*Public Comments: none*

Ron Woodard made a motion to approve the letter as it was presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #8)**

### **Item #8 – Resolution #2020-06 to Appropriate Reimbursement for COVID-19 Expense**

Chief Dahlman asked the Board to review and approve Resolution #2020-06 to appropriate reimbursement for COVID-19 expenses (PPE and Zoll Auto-Pulse) in the amount of \$19,581.80:

- \$15,513.60 to Account #7450 (Volunteer Association)
- \$ 4,068.20 to Account #6840 (Medical Supplies)

Jamie Wright made a motion to approve Resolution #2020-06 to Appropriate Reimbursement for COVID-19 Expense; Tim Beatty seconded the motion. The motion passed. **(See Motion #9)**

## **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 – Deputy Chief Doug Strange**

- He is working on moving the District Drone Program forward.
- Board members need not take the survey put out by Riley Schroeder.

## Fire Marshal – Ed Ulrich

- Report included – Ed is out this week.

## Safety Committee Meeting Minutes

- The Board gave kudos to the District for their Fire Rehab policy being adopted countywide.

## **Chief's Report**

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

- The remodel at Station 1400 – the station passed the final City inspection. The ADA sidewalk corners were redone as the grade did not pass code. The heater in the apparatus bay is waiting to be installed and then the building project will be complete.
- Radio System Upgrade – the antennas are not yet up on the Dispatch Center as they are receiving a coating to protect them from the salt air.
- Personnel Hiring –
  - Oral Board for the Maintenance Technician position is scheduled for the week of August 17<sup>th</sup> and the Chief Interview for the week of August 24<sup>th</sup>. The board will be made up of newly retired Dave McKee and maintenance personnel from Depoe Bay Fire and Nestucca Fire. There are six qualified contenders for the position, three of whom are current Volunteers from the District. The new hire should be on board by mid-September.
  - Two of the District's paid firefighters were hired on at Lake Oswego Fire Department: Steven Kha and Matt Miller. Seven candidates from the established hiring list were interviewed and Chief Dahlman and Deputy Chief Strange will be selecting the top two and extending job offers this week. Both firefighters left for more opportunity to advance in bigger departments. The District does conduct an exit interview to see what might be done to improve retention. Working under a 5-year levy can be a troubling factor.
- Transports – two of the four July transports were interagency transfers; one to Albany and one to Corvallis.
- Surplus –
  - Engine 5 remains unsold at State Surplus
  - The bunkhouse was taken to Willamina, where their Fire Board is authorizing the payment of \$12,000; we should receive their check this next week.
- COVID-19 – Eight District personnel were exposed to a patient who later tested positive for COVID, they were not wearing all recommended PPE. All were tested

and all results were negative. The District will apply for reimburse from the COVID Relief Fund for hiring back other shift firefighters in their absence.

- Maintenance – the fish hatchery is closed, so we cannot use their pond for pump testing. We may have Oregon Fire Apparatus do mobile testing in October (\$310 per engine) and will coordinate with Depoe Bay Fire when they have their pumps tested.
- Information from SDAO on Board training via webinar. The Administrative Assistant will be taking training on public meetings and public records.
- The new Water Rescue Humvees had about \$28,000 each spent to put them into service per District requirements – each one should last about 15 years.
- The Energy Trust of Oregon will do a walk-through / virtual tour of Station 1400 on August 27<sup>th</sup>.

### Oversight Committee

Meetings are currently put on hold. Two Depoe Bay Fire District Board members have concerns on debt distribution, want five-year projections, and asked for three different financial plans: a Cadillac plan with unlimited wish list, what will be good enough, and what would be a bare bones plan. Chiefs Dahlman and Daniels met for four hours and decided to just go with the middle plan/org chart, keep same amount of dollars. Chief Dahlman will work on lining up the financial figures and Chief Daniels will work on the operational side of things – there will be no more meetings until that is done. In addition, both cities need to support the new District by a resolution, so we will not make the May 2021 ballot. The consolidation could take up to five years, and the 190 Agreement is working well.

The Board stressed that we must concentrate on the District's own concerns; with the levy expiring in one and a half years, we must be well-funded. By mid-February of next year, the levy must be put on the May 2021 ballot beforehand – this will give the District time to go to the voters again before it expires. The tax may stay at \$.84 per \$1,000, will have to look at the October 2020 tax statements.

*Public Comments: Guest David Dahle said he worked on two levies with Keizer Fire and would be happy to work with the District. He will be launching Zoom meetings and the content should contain positive things about the District, include a virtual tour of the newly remodeled station, show the voters what the District has done on their behalf. He will work with Chief Dahlman on this.*

### **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 #10)**

ADJOURNED AT 5:46 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: 8-12-2020

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 the Minutes of the July 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: 8-12-2020

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 #3 and Voting Record

Date: 8-12-2020

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 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 #4 and Voting Record

Date: 8-12-2020

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 moving the District's general account, payroll account, and credit cards from Bank of the West to Oregon Coast Bank.

	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: 8-12-2020

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 Resolution #2020-05 to opt out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for North Lincoln Fire & Rescue District #1.

	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: 8-12-2020

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 the LOSAP reports for April, May, and June 2020 as presented and check # 31055 in the amount of \$12,725.

	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: 8-12-2020

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 approve the purchase of the Pierce 786 WUI engine at a total cost not to exceed \$396,000 (\$360,384 +\$36,000).

	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 #8 and Voting Record  
 Date: 8-12-2020

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 letter to Chinook Winds Casino Resort regarding the District's annual request for payment for fire protection and emergency with a 5% increase 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 #9 and Voting Record  
 Date: 8-12-2020

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

MOTION: To approve Resolution #2020-06 to Appropriate Reimbursement for COVID-19 Expense.

	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 #10 and Voting Record  
 Date: 8-12-2020

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 approve adjourning the meeting at 5:46 p.m.

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

RESULTS

PASSED	FAILED
X	