

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
January 8, 2020**

***** APPROVED 2-12-2020*****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Bill Johnson – DBFD Fire Chief
#2 – Tim Beatty	Fire Marshal Ed Ulrich	Doug Strange – NLFR
#3 – Alan Lee	Admin Assistant KrieAnn Kudar	Rick Beasley – News Times
#4 – Jamie Wright	Office Admin/HR Lois Smith	
#5 – Danny Curler		

Board President Alan Lee called the regular Board meeting to order at 4:01 p.m. and all present stood to recite the Pledge of Allegiance. President Lee started the meeting by thanking the Volunteers and Staff for a good year in 2019.

Approval of Minutes

12/11/2019 and 12/30/2019 Board Minutes

The Board Minutes of 12/11/2019 and 12/30/2019 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 – Danny Curler voted to approve the 12/11/2019 Minutes, but he abstained from voting on the 12/30/2019 Minutes as he had been unable to attend that meeting.)**

Review of Financial Statements and Payment of Bills

Financial Statements

The Board reviewed the monthly financial statements. The following items were discussed:

- A \$50 donation received was undesignated (the donor had said to use it where it was most needed) so it was deposited in the general fund. Chief Dahlman suggested adding \$50 to next month’s Volunteer Association support check. Danny

Curler made a motion to approve the increased amount of the next support check; Ron Woodard seconded the motion. The motion passed. **(See Motion #2)**

- Insurance
 - AD&D payments for staff come out of the monthly health premium payments to Special Districts Insurance Services.
 - Research the possibility of paying the annual premium for the next budget year before July 1st.
 - LifeFlight and PacWest insurance payments are to have separate account numbers for paid staff and volunteers.
- Page 8 of the report regarding Capital Projects Fund was corrected to accurately reflect SCBA expenditures.
- A new list has been added to the financial statements which details any checks that have been held before mailing and the reason why (waiting for seismic funds to be deposited, etc.)

Public Comments: none

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

Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict regarding Check #30501 as it was for his business.

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 #4)**

Handwritten check #30543 for \$250.00 made payable to the Secretary of State Division of Audits was presented to the Board for approval and signatures. Tim Beatty made a motion to approve payment of the bill as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #5)**

Budget

Item #1 – 2020/2021 Budget Calendar

The 2020/2021 Budget Calendar was presented for approval.

Public Comments: none

Jamie Wright made a motion to approve the calendar as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #6)**

Item #2 – Budget Committee Members

- Jerry Cooksey has agreed to serve another term in Position #5 (2020 – FYE 2023)
- Renee Selvidge has agreed to serve a term in Position #4 (2020 – FYE 2023)

Public Comments: none

Tim Beatty made a motion to approve the two Budget Committee members; Jamie Wright seconded the motion. The motion passed. **(See Motion #7)**. Ron Woodard was appointed the Budget Officer for 2020/2021

Old Business

Item #1 – Consolidation Update (to be kept in Old Business)

Chief Dahlman and Ron Woodard reported to the Board on the consolidation process:

- No meeting was held in December; the next meeting will be held at the St. Clair Fire Station on January 21, 2020 at 4 p.m. The agenda was sent out for review and Chief Dahlman will update it to include renaming the Committee as well as other suggestions made by Committee members.
- Lincoln County legal counsel Wayne Belmont has been invited to talk about tax boundaries, etc. There is no word yet if he will be able to attend.
- The 190 Agreement Joint Chief Officer schedule begins January 8, 2020.
- A joint hiring process is currently in place – Depoe Bay Fire will be hiring three firefighters and North Lincoln Fire & Rescue will be hiring one.

Public Comments: none

Item #2 – Fire Chief Contract

The Board reviewed and discussed the Fire Chief Contract sent back by legal counsel with their suggestions. Changes were agreed upon and the final copy will be presented at the 2/12/20 Board meeting for approval.

Public Comments: none

New Business

Item #1 – List of Board Meeting Dates

A list of 2020 Board Meeting dates was presented to the Board for review and discussion, and they agreed that as November 11th is a holiday and the office will be closed, the Board meeting that month will be held on Thursday, November 12th.

Public Comments: none

Tim Beatty made a motion to approve the list as presented with November 12th chosen as that month's meeting date; Danny Curler seconded the motion. The motion passed. **(See Motion #8)**

The Board will begin reviewing District policies, beginning with the policies regarding their responsibilities. The policies will be made available electronically in the future as will the Board packets; money will be put into next year's budget to purchase tablets for the Board members as the District continues to move forward with going paperless as much as possible.

Item #2 – Length of Service Awards Program (LOSAP)

The LOSAP reports for the period of 10/1/2019 through 12/31/2019 were presented to the Board for review and approval.

Public Comments: none

Danny Curler made a motion to approve the reports as presented; 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 either the Volunteer Association or the Firefighters' Union for the meeting.

Fire Marshal

After the All Hands Meeting on Tuesday, January 7th, FM Ulrich took the paid staff on a tour of the new hospital. The Volunteers will go on Monday, January 13th, pushing back their monthly Association Meeting to January 20th.

Training

DC Mason's last day with the District will be Friday, January 24th. He is busy closing out projects and transferring others. A job announcement went out to all NLFR Volunteers for a temporary part-time employee for his position; letters of intent must be received by this Friday (January 10th) and one has been received so far. The individual who is

offered this job will begin working with DC Mason on Wednesday, January 15th, to transition into some of his job duties.

Chief's Report

Chief Dahlman updated the Board on the following items:

- Update on the Seismic Upgrade and Remodel at Station 1400 – the seismic portion of the building is done, and it's anticipated that the rest of the remodel will be completed by the end of January. An open house is tentatively scheduled for February 29th, with the staff and crew set to move in the following week. Chief Dahlman would like to do a walk-through with one or two of the Board members the first week in February, and a couple of them expressed interest in doing that.
- Financial Audit – the audit was completed and adopted by the Board at the 12/30/2019 meeting. A corrected management letter was presented to the Board at this meeting.
- Hiring Process – NLFR and DBF are working cooperatively on a joint hiring process for firefighters; DBF has three open positions and NLFR has one.
- City of Lincoln City – Chief Dahlman attended an Urban Renewal meeting on January 7th. He would like direction from the Board as to what actions he should take. He will notify the Urban Renewal Committee ahead of time if he will be taking a stand on something. Discussions will continue at the February board meeting.
- EMS Report – update on transports and money received.
- Monies Received – Chief Dahlman made mention of the Hurst surplus equipment being sold for \$5,000 and energy reimbursement for Station 1400 in the amount of \$5,125.
- Alarm Response – there were 95 more calls in 2019 than 2018, a 3.7% increase.
- Grant Requests – We received a 50/50 grant for a camera system (\$5,000) for Station 1600.

For the Good of the Order

None

Call for General Public Comments for Non-Agenda Items

None

Ron Woodard made a motion to adjourn the meeting; Jamie Wright seconded the motion. The motion passed. **(See Motion #10)**

ADJOURNED AT 5:26 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: 1-8-20

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 December 11, 2019 and December 30, 2019 Board meetings as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Curler	X		X	Danny voted for the 12/11/19 Minutes but was unable to attend the 12/30/19 Meeting.

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 1-8-20

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

MOTION: To approve increasing the February 2020 Volunteer Association support check by \$50 to transfer a donation given to the District.

	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: 1-8-20

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 financial statements as amended.

	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: 1-8-20

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. Danny Curler declared a conflict with Check #30501 as it was for his business.

	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: 1-8-20

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 hand-written check #30543 for \$250.00 to the Secretary of State Division of Audits.

	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: 1-8-20

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

MOTION: To approve the 2020/2021 Budget Calendar 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 #7 and Voting Record

Date: 1-8-20

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 following: Jerry Cooksey to serve another term in Position #5 2020-FYE 2023
 Renee Selvidge to serve a term in Position #4 2020-FYE 2023
 Ron Woodard appointed the Budget Officer for 2020-FYE 2021

	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: 1-8-20

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 List of Board Meeting Dates and schedule November's meeting for the 12th.

	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: 1-8-20

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 LOSAP 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 #10 and Voting Record
 Date: 1-8-20

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 adjourn the meeting at 5:26 p.m.

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

RESULTS

PASSED	FAILED
X	