

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting - Minutes
March 11, 2020**

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

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Bryan Daniels – DBFD Acting Fire Chief
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Derek Mote – DBF
#3 – Alan Lee	Office Admin/HR Lois Smith	Kris Aanes – DBF
#4 – Jamie Wright	Deputy Chief Doug Strange	Curt Wilson – DBF
#5 – Danny Curler		Whitney Warren – NLFR
		Rymer Hoey – NLFR
		Eric Maestas – NLFR
		Eric Leonard – DBF
		Andrew Larson – DBF
		Zachary Parker – NLFR
		Steven Kha – NLFR
		Rick DeJager – NLFR

Board President Alan Lee called the regular Board meeting to order at 4:00 p.m. and all present stood to recite the Pledge of Allegiance.

Chief Dahlman introduced the five newly hired paid firefighters in attendance; three from Depoe Bay Fire and the two from North Lincoln Fire. They are attending a two-week Career Firefighter Academy being held at Station 1600. There is also a firefighter from Newport Fire attending the Academy, but he was not present at the meeting.

Approval of Minutes

02/12/2020 Board Minutes

The Board Minutes of 02/12/2020 were presented for approval. It was noted that there was an error concerning the VIN for the 2011 Ford Transit approved to be declared as surplus – the correct VIN is NMOLS6BNXBT066380.

Public Comments: none

Danny Curler made a motion to approve the Minutes with the corrected VIN #; Ron Woodard 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 mentioned that the checks were listed alphabetically by vendor and they are to be listed chronologically by number.

Public Comments: none

Tim Beatty made a motion to approve the monthly financial statements as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #2)**

Payment of Bills

The bills were presented for payment. Danny Curler declared a conflict regarding Check #30663 and #30703 as they are for his business.

Public Comments: none

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

Budget

Deputy Chief Strange has received the requests for 2020/2021; he will review them and give them to Chief Dahlman next week for final approval. The Budget Committee will meet on April 22nd.

Old Business

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

Ron Woodard updated the Board on the Oversight Committee Meeting that took place on February 18, 2020:

- Jerry Herbage from County Legal Counsel told the Committee that he cannot give them legal advice as he answers to the County; advice must be sought from the Districts' attorney.
- The next meeting will be held on Thursday, March 26, 2020 at the St. Clair Fire Station at 4 p.m.
- Chief Dahlman will reach out to the Stakeholders.
- Chief Daniels is putting together an initial organization chart and is working on the Goals & Objectives.

- A communication plan proposal by a company how best to get information out to the public to be reviewed.

Public Comments: none

New Business

Item #1 – Surplus Vehicle – 2008 Ford Escape

The following vehicle was presented to the Board to review and approve declaring as surplus property:

- 2008 Ford Escape, VIN # 1FMCU59HX8KC65415

Public Comments: none

Ron Woodard made a motion to approve declaring the vehicle as surplus; Tim Beatty seconded the motion. The motion passed. **(See Motion #4)**

Item #2 – Selection of Auditor

An audit group recommended the selection of Pauly, Rogers & Co., P.C. as the auditor for the District for FYE 6/30/2020, 6/30/2021, and 6/30/2022. Two proposals were received, and the Committee did not base their recommendation solely on price. The District will request that they finish the auditing process by December 31st.

The Board reviewed the proposed Auditing Services Agreement and had concerns regarding Section 6.2 Termination for Default on page 3. The current language specifies that the District has fifteen (15) days from the date of intent to terminate by the Auditor, to cure any breach, but the Board would like to see that extended to thirty (30) days.

Public Comments: none

Danny Curler made a motion to approve the selection of Pauly, Rogers & Co., P.C. as the auditor for the District, as well as their 3-year contract.; Ron Woodard seconded the motion. The motion passed. **(See Motion #5)** *Legal counsel will be consulted to see if the fifteen (15) day term can be extended to thirty (30) days.*

Item #3 – Three (3) Memos of Understanding (MOU) – Union Contract

The Board reviewed three (3) MOUs regarding the Union Contract:

- Filling minimum staffing in the event a vacancy occurs.
- Determining the terms of the 40-hour Firefighter/Engineer position.
- Managing minimum staffing callbacks utilizing the 190 Agreement.

Public Comments: none

Tim Beatty made a motion to approve the three (3) Memos of Understanding; Danny Curler seconded the motion. The motion passed. **(See Motion #6)**

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.

Fire Marshal

FM Ulrich's report is included; he was unable to attend the meeting as he was inspecting three schools with the Deputy Fire Marshal from the Oregon State Fire Marshal's Office; radio communications were also evaluated at that time. State fire code dictates that radio communication must be brought up to current standards; the school district has 30 days to formulate a plan to do so and six months to implement it.

FM Ulrich is working on updating the District's 5-year yard debris burn permit-issuing process to that of an online system. He will be modeling it after the one used by the Sisters-Camp Sherman Fire District on their website.

Safety Committee

Four members met for only a few minutes and no Meeting Minutes were taken.

Volunteer Association

The Volunteer Association decided to change their monthly meeting to every other month in order to add another training night.

Training

Deputy Chief Doug Strange updated the Board on current training activities:

- He handed out the Career Firefighter Academy schedule.
- He stated that having 22 recruits in the recent countywide class did not leave enough time for hands-on training and that more frequent training on basics was necessary.
- Firefighter/Paramedic Brian Nordyke was hired to work a four days on/four days off (40-hr. work week) shift at Station 1600.

- In addition to running calls, he is working on teaching CPR to middle school students. This provides good interaction with the public.
- Having him based at Station 1600 ensures consistent response in the area. When there is a four-man crew at Station 1400, one of them can join FF/P Nordyke so there is a two-man crew available.

Chief's Report

Chief Dahlman updated the Board on the following items:

- Update on the Seismic Upgrade and Remodel at Station 1400 – Board members Ron Woodard and Tim Beatty did a walk-through of the station. The final touches are being put on and the open house is scheduled for Saturday, March 21st from 11 a.m. to 3 p.m. The movers are scheduled for Wednesday, March 25th; GenXSys will be on-site half a day to hook up the computers and make sure they are up and running.
- Budget Process – PERS is up 5%, computer services are increasing, and utility costs are going down.
- Radio System Upgrade – Fire 3 is now connected to WVCC and is working well. The City will be putting up a new radio tower next to the Police Station; our antennas need to be moved, but due to their age, we will be replacing them and giving back the Lincoln County Sheriff's Office base station radio to them.
- Station 1600 Camera System – SDAO gave us a matching grant award of \$5,000 and we will pay the balance – total system cost is \$11,445.
- Urban Renewal – the District's objections reached the City Council and we are hopeful it will make a difference.
- Grants – the District received a \$24,037 SAFER grant and applied for three more grants:
 - \$2500 County matching Grant for disaster supplies
 - \$90,000 FEMA Assistance to Firefighter Grant for a direct connect exhaust removal system for Station 1600
 - \$50,000 Homeland Security Grant for radios, applied for jointly with Depoe Bay Fire
- Alarm Responses – February 2020 alarm responses were 201, up an increase of 8% from February 2019. We are averaging 6.4 calls per day in 2020.
- Surplus Property:
 - 2008 Ford Expedition -no word yet from State Surplus if it sold.
 - 2011 Ford Transit Connect –on consignment with Power Ford until April 1st; its current value is about \$7,500.

- 2008 Ford Escape declared as surplus at this meeting – no buyer found yet.
- Vehicle Purchase – the District is looking at an Urban/Interface Engine for Station 1200; a Rosenbauer Timberwolf was selected by the Apparatus Committee a year ago. In order for it to fit into the station, the front bumper cross-lay would need to be removed. Chief Dahlman provided the Board with a schematic of the Engine, which will replace Engine 5. Sublimity Fire District has a Rosenbauer Timberwolf that we will go look at.
- SCBA – warranty work was done on the air tanks following an incident at the Recruit Academy live fire. MSA and Sea Western did rigorous testing and the consensus was that it had been user error. The recruits had not been taught to fully open the bottle. There were not three tanks lost as stated in the Volunteer Minutes.
- Awards Banquet – Lois has received 136 RSVPs and Bob Duby is bringing back the Blooper Awards.
- Corona Virus – readiness time is being tracked for reimbursement from the State. Isolation kits are being put together and crews have been told to send in one person only in suspected cases, to be sure to wear their protective equipment. The prevention portion is the most important in these cases.

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; Danny Curler seconded the motion. The motion passed. **(See Motion #7)**

ADJOURNED AT 4:55 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: 3-11-2020

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 the Minutes of the February 12, 2020 Board meeting with the corrected VIN for the 2011 Ford Transit that was declared as surplus. The correct VIN is NMOLS6BNXBT066380.

	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: 3-11-2020

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 monthly financial reports as presented. Ron Woodard mentioned that the checks were listed alphabetically by vendor and they are to be listed chronologically by number.

	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: 3-11-2020

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 bills as presented for payment. Danny Curler declared a conflict with Check #30663 and #30703 as they are 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 #4 and Voting Record

Date: 3-11-2020

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 2008 Ford Escape, VIN # 1FMCU59HX8KC65415 as surplus.

	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: 3-11-2020

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 the selection of Pauly, Rogers & Co., P.C. as the auditor for the District, as well as their 3-year contract. *Legal counsel will be consulted to see if the fifteen (15) day term can be extended to thirty (30) days.*

	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: 3-11-2020

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 three (3) MOUs regarding the Union Contract:

- Filling minimum staffing in the event a vacancy occurs.
- Determining the terms of the 40-hour Firefighter/Engineer position.
- Managing minimum staffing callbacks utilizing the 190 Agreement.

	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: 3-11-2020

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

MOTION: To approve adjourning the meeting at 4:55 p.m.

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

RESULTS

PASSED	FAILED
X	