

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
January 13, 2021**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard (GoToMeeting)	Fire Chief Rob Dahlman	Bryan Daniels – DBF Chief (GoToMeeting)
#2 – Tim Beatty	Admin Assistant/HR Lois Smith (GoToMeeting)	Newsguard media (GoToMeeting)
#3 – Alan Lee	Admin Assistant KrieAnn Kudar	Dan Sparrow – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Rick DeJager - NLFR
#5 – Danny Curler (GoToMeeting)	Fire Marshal Ed Ulrich (GoToMeeting)	

Board President Alan Lee called 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 current COVID-19 assembly restrictions, two of the five Board members and two staff members attended the meeting via “GoToMeeting”. Masks were made available and worn, attendees recorded their temperatures, and social distancing was observed.

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

Approval of Minutes

12/09/2020 Board Minutes

The Board Minutes of 12/09/2020 were presented for approval.

Public Comments: none

Tim Beatty made a motion to approve the Minutes as presented; Jamie Wright 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. Secretary/Treasurer Ron Woodard remarked that he wants to be sure that the District is following Best Practices concerning oversight of payroll and bills by the Board before it is paid out. Chief Dahlman will follow up with Special Districts to see what suggestions they may have.

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. Danny Curler declared a conflict regarding Check # 32036 as it is for his business. It was noted that Check # 31250 had been voided.

Public Comments: none

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

Budget

Item #1 – Appoint Budget Officer for 2021/2022

The Board briefly discussed which of the members should be appointed as the Budget Officer for 2021/2022.

Public Comments: none

Tim Beatty made a motion to approve Ron Woodard as the Budget Officer for 2021/2022; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

Item #2 – Approve the 2021/2022 Budget Calendar

The Board reviewed the proposed 2021/2022 Budget Calendar.

Public Comments: none

Tim Beatty made a motion to approve the proposed 2021/2022 Budget Calendar as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #5)**

Item #3 – Appoint Budget Committee Member

The terms of Position #2 and Position #3 have expired. Monica Valencia has agreed to serve for another term in Position #2; it is not yet determined who will hold Position #3.

Public Comments: none

Ron Woodard made a motion to approve Monica Valencia serving another term in Position #2 and to look for another person to serve in Position #3; Danny Curler seconded the motion. The motion passed. **(See Motion # 6)**

Old Business

Item #1 – Depoe Bay Fire / North Lincoln Fire Consolidation

Chief Dahlman updated the Board on the status of the consolidation between the two Fire Districts. The Depoe Bay Fire Board of Directors voted on 9/22/2020 to suspend consolidation efforts, and the NLF&R Board opted to follow suit. There might be an Oversight Committee meeting in April to receive the 190 Agreement reports due for the third and fourth quarters, and to discuss the changes to the Agreement proposed by DBF Chief Daniels.

Public Comments: none

Jamie Wright made a motion to approve putting the Depoe Bay Fire / North Lincoln Fire Consolidation on hold through March; Tim Beatty seconded the motion. The motion passed. **(See Motion #7)**

Item #2 – Local Option Levy Election

The Board discussed the Local Option Levy Election and the Request for Ballot Title (SEL 805) which had been prepared for their review.

Public Comments: none

Tim Beatty made a motion to approve Chief Dahlman signing the Request for Ballot Title and submitting it to the local election officials; Jamie Wright seconded the motion. The motion passed. **(See Motion #8)**

New Business

Item #1 – Resolution #2021-01 to Appropriate a \$100 Donation to the Volunteer Association

Chief Dahlman asked the Board to review and approve Resolution #2021-01 to Appropriate a \$100 donation by a private citizen to be put into Account #6265 (Volunteer Support).

Public Comments: none

Ron Woodard made a motion to approve Resolution #2021-01 to Appropriate a \$100 donation to Volunteer Association Support as presented; Tim Beatty seconded the motion. The motion passed and Resolution #2021-01 was signed. **(See Motion #9)**

Item #2 – Resolution #2021-02 to Appropriate an Echo Mountain Complex Fire \$5,000 Donation to Purchase Ten Fire Shelters

Chief Dahlman asked the Board to review and approve Resolution #2021-02 to Appropriate an Echo Mountain Complex Fire \$5,000 donation by a private citizen to purchase ten fire shelters to be put into Account #6835 (Fire Supplies).

Public Comments: none

Danny Curler made a motion to approve Resolution #2021-02 to Appropriate an Echo Mountain Complex Fire \$5,000 donation to Fire Supplies as presented; Jamie Wright seconded the motion. The motion passed and Resolution #2021-02 was signed. **(See Motion #10)**

Item #3 – Awards Banquet

Chief Dahlman asked the Board to decide whether to cancel the March 2021 awards banquet, due to the possibility of continued COVID-19 restrictions. He also asked if they decided to cancel the Banquet, if they would approve restaurant gift cards in lieu of dinner as was done in 2020. The Board discussed the situation and agreed that the Awards Banquet should be canceled, but to let the Volunteers make the final decision at their next monthly meeting to be held in March. The Board also decided not to issue gift cards if the Banquet is not held. No vote was necessary.

Public Comments: none

Item #4 – Pacific West Ambulance Agreement

Chief Dahlman presented the Board with an updated Agreement between Pacific West Ambulance and North Lincoln Fire & Rescue for review and approval.

Public Comments: none

Tim Beatty made a motion to approve the updated Agreement between Pacific West Ambulance and North Lincoln Fire & Rescue as presented; Danny Curler seconded the motion. The motion passed. **(See Motion #11)**

Item #5 – Length of Service Awards Program (LOSAP)

The LOSAP reports for October, November, and December 2020 were presented to the Board for review and approval. Board members commented on the number of Volunteers who are not participating; it is suspected that Support Services members activity is low due to COVID-19 shutting down events. The Volunteers who qualified are putting in a lot of hours.

Public Comments: none

Ron Woodard made a motion to approve the LOSAP reports as presented and check # 32074 in the amount of \$8,355.00; Danny Curler seconded the motion. The motion passed and the check was signed. **(See Motion #12)**

Item #6 – Close Checking Accounts at Bank of the West

All checks have cleared the checking accounts at the Bank of the West and accounts have been reconciled.

The balance in the two accounts needs to be transferred to Oregon Coast Bank and two checks have been printed, which will be deposited at Oregon Coast Bank:

- Check #31267 \$133,565.55 General Account
- Check #4945 \$155,525.16 Payroll Account

Public Comments: none

Tim Beatty made a motion to close the checking accounts at Bank of the West and to sign the two checks that were presented; Ron Woodard seconded the motion. The motion passed and the checks were signed. **(See Motion #13)**

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 – Ed Ulrich

- The Online Fire Permit program is in progress and he will train staff on accessing online burn permits.
- The Fire Marshal has been issuing large burn permits for post-wildfire cleanup; ODF has been issuing several permits for the area as well.

12-21-20 Safety Committee Meeting Minutes

- The Minutes from the last meeting are included in the Board packet.

Training – Deputy Chief Doug Strange

- The District is reinstating some hands-on training.

Chief's Report

Chief Dahlman went over some of the highlights of his report, which was included in the Board packet:

- The 2019-2020 Audit letter was signed by Board President Lee.

- Other agreements entered into – Secretary/Treasurer Ron Woodard signed two FEMA Agreements and Chief Dahlman signed a contract with Tactical Medical Group.
- COVID – NLFR is a designated vaccine point of distribution and is setting up clinics.
- Radio System Upgrade – Motorola has not yet provided any radios for evaluation. A decision on whether to purchase Kenwood or Motorola radios and a quote will be presented at the March Board meeting.
- EMS Report – NLF&R made five transports in December.
- Monies Received – NLF&R received a \$2,500 SDIS Grant for a camera system at Station 1500.
- Building Maintenance:
 - The roof leaks at Station 1500 have been stopped.
 - The trees at Station 1600 have been removed, opening the area nicely.
 - There was damage to the Highland tower site; damage was assessed at a minimum of \$10,000. A claim has been filed with the District insurance company, but the damage is also eligible for FEMA-PA money for repairs.
- Echo Mountain Complex Fire – the claim for reimbursement from the State of Oregon is now over \$200,000.
- Alarm Response – December calls were up quite a bit, but over the year, there was a 5.5% decrease.
- Vehicle Upgrades – the second Water Rescue Humvee has its jet ski rack.
- Personnel Hiring:
 - Brandon Lauritzon begins January 25, 2021; he came highly recommended.
 - Brandon Bowers will not be leaving NLF&R at this time.
 - Zach Parker may be leaving to join a different department.
- City Counsel / NLF&R Board Joint Meeting – as the Board is interested, Chief Dahlman will move forward with setting up the meeting; no agenda has been given. It will be a virtual meeting, using the City's platform. The District works with the City, checking hydrants, providing custody blood draws for the Police Department. Chief Dahlman will add the tsunami siren system to the agenda, would like the City to take that over.

Miscellaneous

- The District now has a personalized thank you card – it was passed around the table for the Board members to see.

- Chief Dahlman attached the Echo Mountain Complex Fire After Action Review; it has been forwarded to the Office of the State Fire Marshal. Chief Dahlman is seeking feedback from the Board. A survey will go out to the public from Lincoln County Emergency Management.
- Lincoln County Sheriff's Office will be moving into Station 1600; they received the key to their office yesterday.
- The Chinook Winds Casino Resort has been closed due to COVID. There has been no communication from them regarding the annual "donation", nor has any check been received, so Chief Dahlman would like to contact them. He would also like to engage them with the District by mailing them copies of the monthly Size-Up, sent to both Mrs. Pigsley and Mr. Fisher. Chief Dahlman will research the possibility of implementing a 190 Agreement with the Casino; CWCR has these in place with both the County and the City (they had thought the Fire District was a City department.)
- The Board laptop/tablets are ready to go and email addresses and access have been set up.
- The Phil Rilatos claim has been closed out.

For the Good of the Order

- The Board of Directors received a thank-you card from Chaplain Pauline Morrison for the Christmas gift card to Kenny's IGA.

Call for General Public Comments for Non-Agenda Items

- Firefighter Dan Sparrow commented that the recent promotional process run by Chief Dahlman and Deputy Chief Strange was well-run, and he thanked them.

Ron Woodard made a motion to adjourn the meeting; Danny Curler seconded the motion. The motion passed. **(See Motion #14)**

ADJOURNED AT 5:34 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: 1-13-2021

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 Minutes of the December 9, 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: 1-13-2021

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: 1-13-2021

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 the payment of the bills as presented. Danny Curler declared a conflict regarding Check # 32036 as it is for his business. It was noted that Check # 31250 had been voided.

	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: 1-13-2021

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 Ron Woodard as the Budget Officer for 2021/2022.

	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: 1-13-2021

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 proposed 2021/2022 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 #6 and Voting Record

Date: 1-13-2021

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 Monica Valencia serving another term in Position #2 and to look for another person to serve in Position #3.

	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: 1-13-2021

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 putting the Depoe Bay Fire / North Lincoln Fire Consolidation on hold through March.

	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: 1-13-2021

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 Chief Dahlman signing the Request for Ballot Title and submitting it to the local election officials.

	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: 1-13-2021

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 #2021-01 to Appropriate a \$100 donation to Volunteer Association Support 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: 1-13-2021

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

MOTION: To approve Resolution #2021-02 to Appropriate an Echo Mountain Complex Fire \$5,000 donation to Fire Supplies 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 #11 and Voting Record

Date: 1-13-2021

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 updated Agreement between Pacific West Ambulance and North Lincoln Fire & Rescue 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 #12 and Voting Record

Date: 1-13-2021

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 the LOSAP reports as presented and check # 32074 in the amount of \$8,355.00.

	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 #13 and Voting Record

Date: 1-13-2021

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 close the checking accounts at Bank of the West and to sign the two checks that were 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 #14 and Voting Record

Date: 1-13-2021

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 5:34 p.m.

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

RESULTS

PASSED	FAILED
X	