

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting – Minutes October 13, 2021

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

<u>Attendance:</u>		
Board Members:	Staff:	Guests: (GoToMeeting)
#1 – Ron Woodard	Fire Chief Rob Dahlman	NLFR on-duty crew
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Bryan Daniels (DBF Chief)
#3 – Alan Lee	Office Admin/HR Lois Smith (GoToMeeting)	Caller #1 – Unidentified
#4 – Jamie Wright	Deputy Chief Doug Strange	
#5 – Dan Drayton		

Board President Ron Woodard called the Board of Directors to order at 4:00 p.m. and stated that the meeting was being recorded. Chief Dahlman then shared the following public comments he had received:

- An email from the Roads End Improvement Association thanking the District for participating in the recent beach cleanup.
- A notification in Facebook Messenger regarding the October 2nd 5K - 10K Walk / Run fundraiser for NLFR; the amount raised was \$2,100, which will go to the Volunteer Association. NLFR assisted with EMS standby and traffic control at the event.

All present then stood to recite the Pledge of Allegiance.

Approval of Minutes

9/8/2021 Board Minutes

The Board Minutes of 9/8/2021 were presented for approval.

Public Comments: none

Tim Beatty made a motion to approve the Minutes as presented; Dan Drayton 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. Chief Dahlman commented that although we are 25% into the budget year, some account percentages were higher due to bills being paid in advance; i.e., Workers Comp Insurance has been paid for the year, as well as the Radio Maintenance Agreement – Dispatcher Services were paid half the total amount due for the year. He also pointed out that the overage in the Staff Overtime

account is due to conflagration response and will be reimbursed by the State of Oregon. The auditors recently made their site visit, which accounts for that account being at 41%.

Public Comments: none

Jamie Wright made a motion to approve the monthly financial statements as presented; Alan Lee seconded the motion. The motion passed. **(See Motion #2)**

Payment of Bills

The bills were presented for payment.

Public Comments: none

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

Budget

Chief Dahlman stated that the audit went well. It is due to the Secretary of State the first of the year and is on track to meet that deadline.

Old Business

Item #1 – Local Option Levy

The Board and Chief Dahlman discussed the upcoming November 2, 2021 election:

- Chief Dahlman made a presentation to the Rotary Club that day.
- There were good articles in both the Newsguard and the News Times.
- Chief Dahlman and Board Vice-President Alan Lee will hold a Facebook Live Event next week. CERT president David Jamieson has been working with Chief Dahlman to get it up and running – it will be advertised on the Station 14 reader board as well as NLFR's website and Facebook page.
- A lot of yard signs supporting the Ballot Measure are on display around the district.

Public Comments: none

Item #2 – AFG Grant – Exhaust system / Station 16

The AFG Grant request was for \$92,470 and it was anticipated that FEMA would fund \$88,067 but they awarded only \$76,191. Weidner Fire came back to reinspect the project and they were able to lower their price to \$88,713, leaving a shortfall of \$12,522.

Chief Dahlman asked the Board to approve spending \$12,522 out of Bond Account # 8650 (Facility Upgrades and Equipment) so the exhaust system could be installed at Station 16. The Board also needs to accept the grant funds.

Public Comments: none

Dan Drayton made a motion to approve spending \$12,522 out of Bond Account # 8650 to purchase the exhaust system for Station 16, and to accept the \$76,191 AFG grant; Tim Beatty seconded the motion. The motion passed. **(See Motion #4)**

New Business

Item #1 – Ordinance 2021-01

Chief Dahlman went over the newly drafted ordinance adopting cost-based fees and rates for non-emergency services and extraterritorial or extraordinary responses, allowing for future Board amendment of fees and rates by resolution. This was the first reading, and the second reading will be at the next Board meeting. There were no major changes made by the Board.

Public Comments: none

Item #2 – Cybersecurity Policy

SDAO put together an Information Security Policy for the District which was reviewed by GenXsys Solutions LLC. Changes in the current system will need to be made, no price for upgrades has yet been received. The Board suggested some changes to be made to the policy.

Public Comments: none

Tim Beatty made a motion to approve the Information Security Policy with the changes agreed upon by the Board; Jamie Wright seconded the motion. The motion passed. **(See Motion #5)**

Committee / Staff Reports

Training

- FF Wettlaufer is heading up the drone program. Clearance is obtained through a federal program, and then he must be certified. Once certified, he can teach other NLFR members how to use the drone. There will be a demonstration of a heavy-lift drone next week on the beach; the District will investigate the possibility of getting one of these.
- Six District responders are taking the EMT course at Oregon Coast Community College. Four of them received grants and Cherrie Scheinberg has offered to pay for the other two.

Safety Committee Meeting Minutes

- The Minutes from the September 20, 2021 meeting were included.

Volunteer Association Meeting Minutes

- The Minutes from the following meetings were included:
 - June 14, 2021 (special meeting)
 - July 12, 2021 (regular meeting)
 - August 9, 2021 (special meeting)

Fire Marshal

- No Fire Marshal report was included, and the Fire Marshal was absent.

Chief's Report

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

- Covid:
 - Governor Brown's vaccination mandates for all health care workers and those who work with them goes into effect Monday, October 18th. Proof of vaccination and exemption forms have been collected and put in medical files.
 - Reasonable accommodations for those unvaccinated include wearing masks, taking temperatures, and signing a questionnaire every morning.
 - EMT class attendees need to be vaccinated to attend. Some health care facilities require vaccinations to enter; burden is on the employer.
- Conflagration Response:
 - Reimbursement request for Cougar Peak Conflagration 6-day deployment is \$100,822. The District sent 3 apparatus and a Task Force Leader.
 - Total reimbursement requested from OSFM in 2021 is \$263,798.
- Community Events:
 - The "Otis Strong" sculpture dedication was held at Station 13 on September 25th.
- EMS report:
 - 9 transports in September.
 - 37 transports are pending collections by PWA.

Pacific West Ambulance (PWA) would like the District to back them for variances in response times and the number of ambulances they run at this time. Chief Dahlman consulted legal counsel and Commissioner Kaety Jacobsen to ensure NLFR can give PWA support. If needed, PWA can take a paramedic from NLFR and the District will hire back to help cover them as the District will receive transport dollars.

- Monies received:
 - \$3,363 EF Recovery
 - \$2,714 Ambulance collections
 - \$1,452 Out of district contracts
- Building and Equipment Maintenance:
 - Vinyl hose bed cover for T-12 blew off during the drive to Lakeview (conflagration deployment); we are looking to get a hard cover replacement.
 - Bob Schroeder is transitioning from outdoor to indoor projects.
 - The south wall at Station 16 has issues with leaking and will be sided with metal. Bob Schroeder will do the work on that project.
- Alarm Responses:

There were 310 alarm responses in September 2021; the District is responding to 9.5 calls per day. This is an increase of 21% over last year, 14% over 2019.
- Grant applications:
 - FEMA AFG – the Board accepted the lowered amount of \$76,190; this is for the direct capture exhaust system for Station 16.
 - SAFER staffing grant - \$1,178,103 to fund three (3) Firefighter positions – have not heard anything yet. If the levy does not pass, the District cannot accept this grant.
 - SDAO Safety and Security Grant is being applied for to install increased lighting at the rear of Stations 12, 13, and 17. This is a 50/50 split, up to \$10,000 can be awarded.
 - Homeland Security Grant for \$20,000 was awarded for the purchase of portable radios.
- City Fire Code Adoption:

OSFM told us that we should not adopt this as it is the State’s responsibility. We are working with the City regarding an agreement for plan reviews, which should be followed with a 190 Agreement. We should ideally have a 190 Agreement with the County, but they are not amenable to working with Fire Districts. Once the Agreement with the City is in place, the County can be approached.
- Bond Purchases:
 - The beds and lockers are in place at Station 16; the station can now sleep up to eight.
 - We are getting price quotes for a station alerting system at Station 16.

Miscellaneous Items

- Surplus Equipment:
 - Chief Dahlman asked the Board if they want a policy about surplus equipment. The Board advised Chief Dahlman to consult with retired Chief Baker and to contact Special Districts to see if they have a policy. Surplus equipment should still be brought to the Board, regardless of if there is a policy in place or not.
 - Chief Dahlman asked the Board to declare as surplus 3 gas powered positive pressure fans – he would like to offer them for sale to neighboring fire

departments. These are not “or Best Offer” – they will be placed into GovDeals if not purchased locally. They can be purchased individually or as a package deal for \$750.00.

- Tempest 18” Direct Drive Fan powered by 5.5 Honda GX 160 gas motor. Asking \$600
- Ram Fan 16” GF165 powered by Honda 5.5 GX 160 gas motor. Asking \$200
- Lifejack Stinger 16” fan powered by Honda 3.5 HP gas fan. Asking \$100

Tim Beatty made a motion to declare as surplus the three fans; Alan Lee seconded the motion. The motion passed. **(See Motion #6)**

- Board President Woodard mentioned the training opportunities for the Board members.
- Condolences were passed on to Dan Drayton and his family on the recent death of his father.
- Chief Dahlman will ask Mark Schumacher at Complete Wireless where the ham radio antenna from Station 14 is; it is thought to be at LCPD. It would be good to have it re-installed before the Cascadia Rising training exercise in 2022.

For the Good of the Order

None.

Call for General Public Comments for Non-Agenda Items

None.

Dan Drayton made a motion to adjourn the meeting; Tim Beatty seconded the motion. The motion passed. **(See Motion #7)**

ADJOURNED AT 5:29 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: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve the Minutes of the September 8, 2021 Board meeting as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty		Tim Beatty
	Alan Lee	X	Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the monthly financial reports as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee	X	Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the payment of the bills as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Dan Drayton		Dan Drayton

MOTION: To approve spending \$12,522 out of Bond Account # 8650 to purchase the exhaust system for Station 16, and to accept the \$76,191 AFG grant.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the Information Security Policy with the changes agreed upon by the Board.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee	X	Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve declaring as surplus three gas powered positive pressure fans:

- Tempest 18" Direct Drive Fan powered by 5.5 Honda GX 160 gas motor.
- Ram Fan 16" GF165 powered by Honda 5.5 GX 160 gas motor.
- Lifejack Stinger 16" fan powered by Honda 3.5 HP gas fan.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 10-13-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Dan Drayton		Dan Drayton

MOTION: To approve adjourning the meeting at 5:29 p.m.

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

RESULTS

PASSED	FAILED
X	