

**NORTH LINCOLN FIRE & RESCUE DISTRICT #1**

**Board of Directors Meeting – Minutes  
November 10, 2021**

**\*\*\* APPROVED \*\*\***

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Fire Chief Rob Dahlman	Dan Sparrow - NLFR
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Bryan Daniels – DBF Chief (GoToMeeting)
#3 – Alan Lee	Office Admin/HR Lois Smith (GoToMeeting)	Nancy Oksenholt
#4 – Jamie Wright	Deputy Chief Doug Strange	Whitney Cooper – NLFR
#5 – Dan Drayton	Fire Marshal Ed Ulrich	Sam Hockett – NLFR

Board President Ron Woodard called the Board of Directors to order at 4:00 p.m. and stated that the meeting was being recorded. All present then stood to recite the Pledge of Allegiance after which Chief Dahlman stated that he had not received any public comments.

**Approval of Minutes**

**10/13/2021 Board Minutes**

The Board Minutes of 10/13/2021 were presented for approval.

*Public Comments: none*

Dan Drayton 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. Chief Dahlman commented that at 33% into the budget year, spending is at 29.4%. 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; reimbursement usually takes about 4-6 months after the packets are submitted. \$42,000 from previous years' taxes has been collected.

*Public Comments: none*

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

## **Payment of Bills**

The bills were presented for payment. There was some discussion on why the numbers on the Zion's Bank payment document didn't match the payment schedule and that will have to be answered by the District's accountant.

*Public Comments: none*

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

## **Old Business**

### **Item #1 – Local Option Levy**

The Board and Chief Dahlman discussed the favorable outcome of the November 2, 2021 election:

- President Woodard thanked everyone for their efforts toward a successful election.
- The idea was raised of hosting quarterly Facebook Live Events; Chief Dahlman and a Board member would discuss current District business for about an hour. Although about 35 people watched the previous Live Event in real time, about 600 people overall saw it.

*Public Comments: Nancy Oksenholt suggested publicizing the reduced response times due to expanded staffing once it is in place so the community could see their tax dollars at work. Chief Dahlman reported that staff is working with the records management agency to run such reports.*

### **Item #2 – Ordinance #2021-01**

Ordinance #2021-01 would adopt cost-based fees and rates for non-emergency services and extraterritorial or extraordinary responses to allow for future Board amendment of fees and rates by resolution. The Board reviewed and approved the document which had been amended with their suggestions at the last Board meeting. The signed Ordinance will be filed with the County.

*Public Comments: none*

Tim Beatty made a motion to approve Ordinance #2021-01 as presented; Jamie Wright seconded the motion. The motion passed and the Ordinance was signed. **(See Motion #4)**

**Item #1 – Length of Service Award Program (LOSAP)**

The LOSAP reports for July, August, and September 2021 were presented to the Board for review and approval.

*Public Comments: none*

Alan Lee made a motion to approve the LOSAP reports as presented and check # 32655 in the amount of \$9,270.00; Tim Beatty seconded the motion. The motion passed. **(See Motion # 5)**

**Item #2 – Annexations (3)**

Chief Dahlman asked the Board to review annexation requests for the same property by three separate owners. The land is currently unimproved.

*Public Comments: none*

Tim Beatty made a motion to approve the three annexations; Dan Drayton seconded the motion. The motion passed and the annexation requests were signed. **(See Motion #6)**

**Item #3 – Policy #8.4 – Travel**

The Board reviewed updated Policy #8.4 – Travel.

*Public Comments: none*

Dan Drayton made a motion to approve updated Policy #8.4 – Travel as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #7)**

**Item #4 – PA System with Lights – Station 16 Quote**

The Board reviewed a quote from Complete Wireless Solutions for a PA System with Lights for Station 16 in the amount of \$7,959.00. Chief Dahlman remarked that this would be paid for with Bond money and that the price quoted (good for 10 days) might go up a little bit due to the current financial situation, but that it would be in the ballpark.

*Public Comments: NLFR Firefighter Dan Sparrow remarked that lights are proven to be a healthier alert system for firefighters.*

Tim Beatty made a motion to approve the purchase of a PA System with Lights for Station 16 for approximately \$7,959.00; Alan Lee seconded the motion. The motion passed. **(See Motion #8)**

## Committee / Staff Reports

### Fire Marshal

- The City of Lincoln City is adopting the fire code. The Letter of Agreement between the City and the District would ensure that NLFR would review and sign off on plan reviews, utilizing the fee schedule. The City would collect the fees, NLFR would bill the City and they would pay NLFR. Once this Letter of Agreement is in place, the District would like to pursue the same with the County.
- FM Ulrich spoke on the training he is taking to maintain his credentials and also that he is one of the instructors of an upcoming Fire Investigation class.

### Training

- Fire – 9 hours, EMS – 1 hour
- Six people are taking the EMT Basic course.

## Chief's Report

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

- Covid:
  - Reimbursement is on hold as we are administering booster shots.
  - New vaccine rules are coming out; we will wait to see what version OR-OSHA adopts.
- Conflagration Response:
  - OSFM is building a system with people and equipment for 2022.
  - Total reimbursement requested from OSFM in 2021 is \$263,798.
- EMS report:
  - 4 transports in October.
  - 40 transports are pending collections by PWA.

Pacific West Ambulance (PWA) has requested a response time variance and other items due to staffing shortage. This will impact us and all fire agencies in the county.

- Monies received:
  - \$5,612 EF Recovery
  - \$3,189 Ambulance collections
- Building and Equipment Maintenance:
  - Bob Schroeder is preparing Station 16 for more staffing, working on the tower.

- The south wall at Station 16 has issues with leaking and we have been advised to remove the red paint and maybe seal it like the tower. The project has been budgeted for this year.
- Kenny Banner is keeping busy with vehicle repairs.
- Pricing has not yet been received for the T-12 hose bed cover replacement.
- Alarm Responses:  
There were 293 alarm responses in October 2021; year-to-date for 2021 is 2,860 for an average of 9.5 per day. We anticipate breaking 3,100 calls this year. There have been a lot of MVCs.
- Grant applications:
  - SAFER staffing grant - \$1,178,103 to fund three (3) Firefighter positions – has been turned down.
  - 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.
- Bond Purchases:
  - The Direct Capture Exhaust System for Station 16 is expected to be installed by the end of the year.
  - Pre-build conference with Hughes Fire is scheduled December 14, 2021 for the two new Type-1 engines.
- Discussion – Christmas Gift Cards:
  - The Board agreed that every NLFR member should receive a \$50 gift card like they did last year; total cost will be about \$3,000.00. The Board would like a card included to go with the gift.
  - Updated policies will be coming as staffing grows. Once our staffing increases to over 25 employees, we will have to comply with Oregon Family Medical Leave Act and reflect that in our policy. We are working on revising our Standard Operating Guidebook; it will be updated to four sections.

### **Miscellaneous Items**

- EF Recovery Letter:  
The letter introduces Responder Investigations LLC, a company who follows up with unpaid insurance claims for MVCs. Their fee is added to the bill so it doesn't cost the District anything and we will be following up with them on this.
- The large generator at Station 17 will be put on a trailer and Bob Schroeder will haul it up to Highlands. The generator will run the whole tower and as the County will be using it, they will manage the upkeep.

### **For the Good of the Order**

Dan Drayton asked for thoughts and prayers for the driver involved in the MVC today.

## 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 #9)**

ADJOURNED AT 5:05 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: 11-10-2021

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 the Minutes of the October 13, 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: 11-10-2021

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 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: 11-10-2021

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty		Tim Beatty
X	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	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: 11-10-2021

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 Ordinance #2021-01.

	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: 11-10-2021

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

MOTION: To approve the LOSAP reports for July, August, and September 2021 as presented and check # 32655 in the amount of \$9,270.00.

	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: 11-10-2021

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 three Annexation Requests 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 #7 and Voting Record

Date: 11-10-2021

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

MOTION: To approve updated Policy #8.4 – Travel 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 #8 and Voting Record

Date: 11-10-2021

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 purchase of a PA System with Lights for Station 16 for approximately \$7,959.00.

	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 #9 and Voting Record

Date: 11-10-2021

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 5:05 p.m.

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

RESULTS

PASSED	FAILED
X	