

# NORTH LINCOLN FIRE & RESCUE DISTRICT #1

## Board of Directors Meeting – Minutes December 8, 2021

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

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Fire Chief Rob Dahlman	Rick DeJager – NLFR
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Rymer Hoey – NLFR
#3 – Alan Lee	Office Admin/HR Lois Smith (GoToMeeting)	Cody Peterson – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Richard Adams – NLFR Chaplain
#5 – Dan Drayton	Fire Marshal Ed Ulrich	Bryan Daniels – DBF Chief (GoToMeeting)

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.

NLFR Firefighter Cody Peterson made a presentation to the Board on Electronic Reader Boards for Stations 14 and 16. He had received quotes from Stewart Signs and Salem Signs for double-sided signs with LED lights. The apps would use cloud-based controllers and be available for other agencies to use for emergency situations; i.e., LCPD Dispatch and Emergency Management. Brochures will be forwarded to Chief Dahlman.

### Approval of Minutes

#### 11/10/2021 Board Minutes

The Board Minutes of 11/10/2021 were presented for approval.

*Public Comments: none*

Tim Beatty made a motion to approve the Minutes as presented; Alan Lee 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 41.6% of the way into the budget year, spending is on target at 36.4%. Revenue is coming in; \$3,929,000 in the bank last month. The District's Medicaid number was issued so payment for ambulance transports should be forthcoming.

*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.

*Public Comments: none*

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

## **Budget**

There will be a delay on approving the 2021/2022 Audit due to errors made by the auditors; the District accountant has contacted the auditors to correct them. Legal counsel advised that there will be no repercussions for not having the Audit approved by the end of the year, so the Board's consensus was to approve the Audit at the regular January 2022 Board meeting rather than hold a special meeting later in December.

## **Old Business**

None.

## **New Business**

### **Item #1 – Policy 6.2 – Disposal / Transfer of Surplus Items (new)**

The Board reviewed a new policy to define the standardized procedure for disposal or transfer of surplus items put together by Legal Counsel. After discussion, it was decided that the Board would make their edits and the Fire Chief will send the revisions to Legal Counsel. No vote taken at this time.

*Public Comments: none*

### **Item #2 – Policy 8.1 – Personnel Policies and Procedures**

The Board reviewed a revised version of Policy 8.1 – Personnel Policies and Procedures.

*Public Comments: none*

Dan Drayton made a motion to approve revised Policy 8.1; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

**Item #3 – Policy 8.3 – Payroll, Scheduling and Overtime Practices**

The Board reviewed updated Policy 8.3 – Payroll, Scheduling and Overtime Practices. There was much discussion regarding caps on comp time earned. Chief Dahlman reassured those present that no one would be losing any time earned, that it could be transferred to their vacation bank or deferred comp or be paid out as overtime.

*Public Comments: none*

Dan Drayton made a motion to approve updated Policy 8.3; Alan Lee seconded the motion. The motion passed. **(See Motion #5)**

**Item #4 – Flooring for Station 16**

The Board reviewed a quote from Wildwood Design Center for flooring in three bathrooms at Station 16 in the amount of \$10,240.35.

Tim Beatty made a motion to approve the bid for flooring for Station 16 for \$10,240.35; Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

**Item #5 – Results of the 11-02-2021 Election**

The Board reviewed the official abstracts of votes from the 11-02-2021 election (Local Option Levy – Measure #21-204). Tillamook County had 14 yes votes and 4 no votes; Lincoln County vote breakdown is below:

Yes	2,676
No	1,777
Under votes	<u>13</u>
 Total	 4,466

*Public Comments: none*

Tim Beatty made a motion to approve the results of the 11-02-2021 Election; Dan Drayton seconded the motion. The motion passed. **(See Motion #7)**

**Item #6 – Surplus Property**

Chief Dahlman asked the Board to approve declaring the following items as surplus:

- 48 TK-2140 Radios
- 48 Chargers

*Public Comments: none*

The consensus of the Board was to approve the items as surplus – no vote was taken.

## Committee / Staff Reports

### Fire Marshal

- There have been a lot of fires recently.
- NLFR no longer issues 10-day special permits but has turned the larger burns over to ODF.
- Six abandoned RVs have been burned in Lincoln County.
- The Agreement with the City is in the final stages.

### Training

- Fire – 12 hours, EMS – 2 hours

## Chief's Report

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

- Covid:
  - We are holding booster clinics this Thursday and Saturday, and one next week.
- Conflagration Response:
  - The Bootleg Fire reimbursement application was accepted.
- EMS report:
  - 7 transports in November.
  - 44 transports are pending collections by PWA.

We will be updating our mutual aid agreement with Pac West Ambulance.

- Monies received:
  - \$4,810 EF Recovery
  - \$ 421 Ambulance collections
- Building and Equipment Maintenance:
  - The basement at Station 13 flooded during recent storm events.
  - The kitchen flooring at Station 16 is done.
  - Four refrigerators have been ordered for Station 16; one of them is to replace the old one in the Volunteer crew quarters.
  - Pump testing is completed; everything passed.
  - The repair for the T-12 hose bed cover is scheduled for after the first of the year.
- Alarm Responses:
  - There were 246 alarm responses in November 2021; year-to-date for 2021 is 3,106 calls for an average of 9.3 per day.

- Grant applications:
  - We are still waiting to hear about the SDAO Safety and Security Grant 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.
- City Fire Code Adoption:
  - The “Letter of Agreement” with the City of Lincoln City is still awaiting their final review and signature.
- 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.

### **Miscellaneous Items**

- Firefighter Cody Peterson has resigned to move out of state; his last shift will be January 1, 2022.
- Capt. Dennis Knudson is retiring from the District at the end of December.
- Capt. Loren Nordyke will be leaving the District and moving away in the upcoming months but is still here and active for the time being.

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

The new NLFR logo is black with a red Maltese cross and white lettering. New patches will be made, as well as door decals, etc.

Board President Woodard signed a letter to the Federal Aviation Administration to accompany an application for drone operation (Unmanned Aircraft Systems).

### **Call for General Public Comments for Non-Agenda Items**

None.

Tim Beatty made a motion to adjourn the meeting; Dan Drayton seconded the motion. The motion passed. **(See Motion #8)**

ADJOURNED AT 6:02 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: 12-8-2021

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 Minutes of the November 10, 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: 12-8-2021

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: 12-8-2021

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 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: 12-8-2021

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 revised Policy 8.1 – Personnel Policies and Procedures.

	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: 12-8-2021

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

MOTION: To approve updated Policy 8.3 – Payroll, Scheduling and Overtime Practices.

	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: 12-8-2021

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 bid from Wildwood Design Center for flooring for Station 16 for \$10,240.35.

	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: 12-8-2021

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 results of the 11-02-2021 Election.

	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: 12-8-2021

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 adjourning the meeting at 6:02 p.m.

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

RESULTS

PASSED	FAILED
X	