

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
January 12, 2022**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests: (All GoToMeeting)
#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)	Eric Maestas – NLFR
#4 – Jamie Wright (GoToMeeting)	Deputy Chief Doug Strange	Brian Nordyke – NLFR
#5 – Dan Drayton (GoToMeeting)	Fire Marshal Ed Ulrich (GoToMeeting)	Bryan Daniels – DBF Chief Tom Jackson – DBF Div. Chief

Board President Ron Woodard called the Board of Directors to order at 4:10 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

12/8/2021 Board Minutes

The Board Minutes of 12/8/2021 were presented for approval. Board President Woodard remarked that the Minutes should reflect that Bryan Daniels had attended via GoToMeeting.

Public Comments: none

Tim Beatty made a motion to approve the Minutes as amended; 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 election costs were almost three times the amount budgeted, but at 50% of the way into the year, the overall budget is on target at 44.6%.

Public Comments: none

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

Payment of Bills

The bills were presented for payment.

Public Comments: none

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

Budget

The draft budget calendar for the upcoming budget year 2022/2023 was presented to the Board for their approval. The times of the meetings will be added to the calendar.

Public Comments: none

Tim Beatty made a motion to approve the calendar with the times added; Alan Lee seconded the motion. The motion passed. **(See Motion #4)**

The Board was asked to appoint a Budget Officer for the upcoming budget year 2022/2023. Dan Drayton agreed to act as the Budget Officer.

Public Comments: none

Tim Beatty made a motion to approve appointing Dan Drayton as the 2022/2023 Budget Officer; Alan Lee seconded the motion. The motion passed. **(See Motion #5)**

Old Business

Item #1 – Policy 6.2 – Disposal / Transfer of Surplus Items

The Board reviewed Policy 6.2 and a binder documenting surplus items to satisfy “G. Documentation of Surplus Transactions”. As items are declared surplus, they will be added to the log. A “Property Disposition” column should be added to make note of whether an item was sold, donated, etc.

Public Comments: none

Alan Lee made a motion to approve Policy 6.2 as presented and the log with the addition of the “Property Disposition” column; Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

Item #2 – 2020/2021 Audit

The Audit for the budget year 2020/2021 was presented for review and acceptance by the Board. The auditors’ Management Letter contained a deficiency regarding lack of records regarding historical cost and depreciation.

Three Best Practices (not deficiencies) were touched on and addressed:

- Insufficient Fidelity Insurance – the District has the maximum coverage, so is not lacking in this area.
- Separation of Duties – the District does the best it can with a small staff.
- Monitoring of Financial Activities by the Board of Directors – the Board does monitor all financial activities.

Public Comments: none

Dan Drayton made a motion to accept the Audit for the budget year 2020/2021; Tim Beatty seconded the motion. The motion passed and the Letter of Response was signed by the Board President. **(See Motion #7)**

New Business

Item #1 – Iconipro Proposal – Station 13 Alarm System

Chief Dahlman presented the Board with a proposal from Iconipro to replace the alarm system at Station 13 for a total cost of \$16,920, plus permits. Repair is needed and the system is outdated. Iconipro requires a 20% down payment (\$3,400), per their standard agreement.

Public Comments: none

Tim Beatty made a motion to approve Iconipro's proposal to replace the alarm system at Station 13 for \$16,920, plus permits; Jamie Wright seconded the motion. The motion passed. **(See Motion # 8)**

Item #2 – Resolution #2022-01 (\$35,000 donation)

The Board reviewed Resolution #2022-01 transferring a donation received in the amount of \$35,000 to Account #6835 – Fire Supplies. An anonymous community member donated the money to pay for the purchase of 40 thermal imaging cameras, multi chargers, and intake valves.

Public Comments: none

Dan Drayton made a motion to approve Resolution #2022-01 to transfer the donation by an anonymous community member in the amount of \$35,000 to Account #6835 – Fire Supplies to purchase 40 thermal imaging cameras, multi chargers, and intake valves; Alan Lee seconded the motion. The motion passed and the Resolution was signed by the Board President. **(See Motion #9)**

Item #3 – Resolution #2022-02 (\$70 donation)

The Board reviewed Resolution #2022-02 to transfer two donations for the annual toy drive to the Volunteer Association:

- \$20 J. Riedberger
- \$50 D. Johnson

Public Comments: none

Dan Drayton made a motion to approve Resolution #2022-02 to transfer a total of \$70 in donations for the annual toy drive to the Volunteer Association; Tim Beatty seconded the motion. The motion passed and the Resolution was signed by the Board President. **(See Motion #10)**

Item #4 – Surplus Property (Base Stations)

The Board reviewed a proposal to declare as surplus property:

- Kenwood VHF FM Repeater-Base / Model TKR-750 (Quantity of 2)
 - S/N RB1B139279
 - S/N RB28129132

Public Comments: none

Alan Lee made a motion to approve declaring as surplus two Kenwood VHF FM Repeater Bases; Jamie Wright seconded the motion. The motion passed. **(See Motion #11)**

Item #5 – Annexation Request (Katheryn L. Paterson)

The Board reviewed the petition for annexation into NLFR submitted by Katheryn L. Paterson. The property is located at 9516 Siletz Hwy.

Public Comments: none

Tim Beatty made a motion to approve the petition for annexation into NLFR submitted by Katheryn L. Paterson; Alan Lee seconded the motion. The motion passed and the petition was signed by the Board President. **(See Motion #12)**

Item #6 – Policy 8.5 – Time Off

The Board reviewed Policy 8.5 – Time Off with the recommended changes.

Public Comments: none

Dan Drayton made a motion to approve Policy 8.5 – Time Off with recommended changes; Tim Beatty seconded the motion. The motion passed. **(See Motion #13)**

Item #7 – Civil Service Commission

A third member to sit on the Civil Service Commission will need to be recruited as one of the members recently passed away.

Committee / Staff Reports

Training

- Fire – 6 hours, EMS – 1 hour

Chief's Report

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

- Covid:
 - Reimbursement – FEMA has changed Program Managers and there is a possibility they may ask for all the advance funding to be returned and put us into a different program for reimbursement. We may switch to Oregon Emergency Management for reimbursement if it is more beneficial. The money we received is still in the account.
- Conflagration Response – we received reimbursement for the following:
 - \$41,227 Jack Fire
 - \$27,852 Douglas Country Preposition
 - We are still waiting for reimbursement for three deployments totaling \$194,719.
- EMS report:
 - 6 transports in December, year total was 62.
 - Ambulance transport dollars received this budget year is \$8,563.
 - 49 transports are pending collections by PWA.
- Monies received:
 - \$ 4,680 EF Recovery
 - \$ 1,487 Ambulance collections
 - \$71,478 Chinook Winds annual donation – we will get 2% more next year
 - \$ 1,625 Linfield College (McMinnville) football game standby
 - \$35,000 Anonymous donation for fire equipment
- Budget Process:
 - Work has begun on the 2022/2023 budget; request forms have been sent out to staff and volunteers.
 - 12% increase on liability insurance.
 - 4% increase on dispatch services.
 - Goods and services increase of about 5%.

- Building and Equipment Maintenance:
 - Damage to HR-16, which hit a boulder in the roadway while responding to a call. This is an insurance claim – no estimate for the damage yet.
 - T-12 has hose bed cover being built.
 - E-13 has new mirrors and rear damage to be repaired.
 - Bob is working on interior projects – flooring, new maintenance area, painting at Station 16. Lighting and fixture repairs. Vehicle numbering and decals.
 - Kenny is busy with vehicle preventative maintenance and older vehicle repairs.

- Alarm Responses:
 - There were 265 alarm responses in December 2021, up from 228 in December 2020, an increase of 17%. 2021 was a record-setting year with 3,372 calls, an average of 9.2 per day.

- Grant applications:
 - SDAO Safety and Security Grant – no response yet.
 - SAFER and AFG grant cycles are currently open – no applications submitted.

- Supply Chain Issues:
 - We'll be affected substantially, have seen this over the past 6-8 months. SDAO and OFCA have asked all agencies and Districts to keep their Boards informed about the problems for budget and planning purposes.

- District Annexations:
 - January 5, 2022, the County Board of Commissioners approved the annexation of the three properties from last month's Board meeting into the District.
 - There are still nine properties in Road's End without fire protection. The property owners will be sent final letters notifying them of their options to either be annexed, have a private contract with the District, or be left without fire protection. If they choose none, we will not respond to those addresses.

- Bond Purchases:
 - The Direct Capture Exhaust System for Station 16 is installed. Submission to FEMA for AFG money (\$76,190) will be made and the balance of \$12,522 will come out of Bond funds.
 - Pre-build conference with Hughes Fire was held December 14, 2021 for the two new Type-1 engines. Estimated delivery is July 2022; equipment for them will be ordered now due to supply chain issues.

- Remote Access:
 - House Bill 2560 took effect January 1, 2022 which requires governing bodies to make meetings accessible remotely and provide opportunity for members of the general public to remotely submit oral and written testimony to the extent reasonably possible. This does not apply to executive sessions.
 - NLFR has been doing this using the GoToMeeting platform and will update Policy 4.3 to reflect HB2560.

- Personnel:
 - Cody Peterson's last day was January 1, 2022.
 - Dennis Knudson's last day was December 31, 2021.
 - Volunteer Jessie Nunn resigned due to leaving the area – he was here six months.
 - Two new volunteers have passed background checks and are completing physicals and drug screenings.
 - Caden McCall's last day as temporary part-time firefighter is January 31st. He will move back to being a volunteer firefighter with the District.
 - Lois is retiring March 31, 2022 – we appreciate her giving us enough time to fill her position before she leaves.

- Hiring:
 - We hired two temporary part-time firefighters – one to replace Caden (who is covering for Firefighter Lauritzon during military deployment) and one to replace Cody until full-time firefighters are hired later this year.
 - We will be hiring 8 full-time firefighters – the job openings close March 18, 2022.

Miscellaneous Items

- Relationship with Depoe Bay Fire was discussed, we want to remain good neighbors. There may be other options available for working together than mergers and consolidations.

For the Good of the Order

- SDAO Magazine contains upcoming Board training.
- The County wanted to put a ballot box at Station 16, but the Board vetoed that idea due to safety concerns.

Call for General Public Comments for Non-Agenda Items

None.

Dan Drayton made a motion to adjourn the meeting; Alan Lee seconded the motion. The motion passed. **(See Motion #14)**

ADJOURNED AT 5:31 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: 1-12-2022

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 December 8, 2021 Board meeting as amended.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 1-12-2022

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 monthly financial reports as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 1-12-2022

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 payment of the bills as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 1-12-2022

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 2022/2023 Budget Calendar with meeting times added.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 1-12-2022

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 appointment of Dan Drayton as the 2022/2023 Budget Officer.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 1-12-2022

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 Policy 6.2 as presented and the log with the addition of the "Property Disposition" column.

	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: 1-12-2022

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 accept the Audit for the 2020/2021 budget year.

	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: 1-12-2022

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 Iconipro's proposal to replace the alarm system at Station 13 for \$16,920, plus permits.

	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: 1-12-2022

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 Resolution #2022-01 to transfer the donation by an anonymous community member in the amount of \$35,000 to Account #6835 – Fire Supplies to purchase 40 thermal imaging cameras, multi chargers, and intake valves.

	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 #10 and Voting Record

Date: 1-12-2022

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 Resolution #2022-02 to transfer a total of \$70 in donations for the annual toy drive to the Volunteer Association.

	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 #11 and Voting Record

Date: 1-12-2022

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

MOTION: To approve declaring as surplus property:

Kenwood VHF FM Repeater-Base / Model TKR-750 (Quantity of 2)
S/N RB1B139279 and S/N RB28129132

	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 #12 and Voting Record

Date: 1-12-2022

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 petition for annexation into NLFR submitted by Katheryn L. Paterson.

	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 #13 and Voting Record

Date: 1-12-2022

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 Policy 8.5 – Time Off with recommended changes.

	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 #14 and Voting Record

Date: 1-12-2022

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 adjourning the meeting at 5:31 p.m.

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

RESULTS

PASSED	FAILED
X	