

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting – Minutes February 9, 2022

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Jeff Griffin – WHA Insurance
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Nancy Oksenholt
#3 – Alan Lee	Office Admin/HR Lois Smith (GoToMeeting)	Kenny Banner – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	GoToMeeting:
(#5 – Dan Drayton was out ill)	Fire Marshal Ed Ulrich (GoToMeeting)	Station 16 crew – NLFR
		Engine 14 crew – NLFR
		Bryan Daniels – DBF Chief

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 a moment of silence was observed to honor St. Paul (Oregon) Firefighter Austin Smith who died in the line of duty on February 3, 2022. Afterwards, Chief Dahlman stated that he had not received any public comments but shared a letter from Sutherlin Fire thanking NLFR for their assistance in the Cougar Peak Fire last year.

Guest Speaker

Jeff Griffin with WHA Insurance gave the Board an overview of District insurance. He said that, overall, the District is in a healthy position; for instance, insurance costs were projected to go up 12%, but NLFR's went up only 6.13%. He touched on the following points:

- The District is due for a property appraisal this year.
- Supply chain will be an issue.
- Federal (AFG/Safety) and state grants are available.
- Theft from fire apparatus and stations is a problem due to widespread COVID fatigue; fire agencies are not currently as favorably regarded by the public as they once were.
- Board training earns a 2% discount.
- Once COVID restrictions ease, WHA will be making a countywide presentation at Chinook Winds Casino Resort.

Approval of Minutes

1/12/2021 Board Minutes

The Board Minutes of 1/12/2021 were presented for approval.

Public Comments: none

Jamie Wright 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. Check # 32799 made payable to Quality Printing for \$1,010.05 was voided as it contained a double payment. Check # 32828 was then issued to Quality Printing for the correct amount due of \$392.69. Chief Dahlman commented that at 58% of the way into the year, the overall budget is on target at 51.5%. He also noted that 97% of 2021 property taxes has been collected.

Public Comments: none

Tim Beatty 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. Board President Woodard commented that testing costs are high, but warranties can be voided if annual tests on equipment are not performed.

Public Comments: none

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

Budget

Nancy Oksenholt agreed to serve another three-year term on the Budget Committee in Position #1.

Public Comments: none

Tim Beatty made a motion to approve the appointment of Nancy Oksenholt to another three-year term on the Budget Committee; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

Old Business

None.

New Business

Item #1 – Length of Service Awards Program (LOSAP)

The LOSAP reports for the months of October, November, and December 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 # 32836 in the amount \$5,835.00; Tim Beatty seconded the motion. The motion passed. **(See Motion # 5)**

Item #2 – Resolution #2022-03 (\$213,000.00 Conflagration Funds)

The Board reviewed Resolution #2022-03 to appropriate funds received from the State of Oregon in the amount of \$213,000.00 for the District’s participation in several conflagrations to the accounts below:

\$50,000.00 Account #5570 (Staff Overtime)
\$16,000.00 Account #5610 (Temporary Employees)
\$50,000.00 Account #5720 (PERS)
\$27,000.00 Account #6810 (Apparatus Repairs)
\$10,000.00 Account #6812 (Apparatus Fuel)
\$25,000.00 Account #6835 (Fire Supplies)
\$35,000.00 Account #7480 (Capital Outlay)

Reading of the Resolution was not necessary as all the Board members present indicated that they had read it.

Public Comments: none

Jamie Wright made a motion to approve Resolution #2022-03 to appropriate funds received from the State of Oregon in the amount of \$213,000.00 to the accounts specified above; Alan Lee seconded the motion. The motion passed and the Resolution was signed by the Board President. **(See Motion #6)**

Committee / Staff Reports

Fire Marshal

- FM Ulrich will be working with the Dorchester House to help them implement an evacuation program, designate floors, etc.
- Work continues to install an Emergency Responder Radio Coverage System into Taft High School for communication between First Responders and Dispatch.
- 107-unit apartment complex will be going across the highway from Station 14. Complications are anticipated due to the one-way in, one-way out highway access.
- The City of Lincoln City has adopted the Oregon Fire Code; we are working on a cooperative agreement with them.
- FM Ulrich spoke with the Board about bringing on board the Brycer Program to track systems inspections and maintenance; there will be no cost to the District.

Training

- Fire – 7 hours, EMS – 1 hour
- Instructor 1 class was held Jan. 8th & 9th, Pumper Operator class was held Feb. 5th and 6th.

Safety Committee

- Meetings will begin at 4 p.m. instead of 5:30 beginning on February 21st.

Chief's Report

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

- Covid:
 - Reimbursement – all paperwork has been submitted to FEMA for reimbursement of \$621,761.90, but it may go back to them if we can maximize our return utilizing a different program. The money is still in the LGIP account. We are working with Oregon Emergency Management to determine the right course of action.
- EMS report:
 - 3 transports in January.
 - Ambulance transport dollars received this budget year is \$12,222.
 - 46 transports are pending collections by PWA.
- Monies received:
 - \$ 3,933 EF Recovery
 - \$ 3,660 Ambulance collections
- Budget Process:
 - Work has begun on the 2022/2023 budget; the income side is complete and draft of expenses done, still waiting for budget requests to be returned.
 - \$1.1 million from the levy all went to Personnel Services.
- Building and Equipment Maintenance:
 - The quote to repair the damage to HR-16 is right at \$3,000.00.
 - E-13 has new mirrors and the rear damage is being repaired at Hughes.
 - T-12 will be driven over to Hughes to have the hose bed cover put on when we pick up E-13.
 - Bob is working on interior projects – flooring, new maintenance area, painting at Station 16, striping on vehicles.
 - Kenny is busy with vehicle preventative maintenance and older vehicle repairs. Rear brakes on E-142 are being replaced, as are the brake calipers on one of the Humvees.
 - The SCBA compressor at Station 16 is still out of service; it's been three months as the technicians' original diagnosis of the problem didn't solve the problem.

- Alarm Responses:
 - January alarms are up 30% over January last year, current average is 10 calls per day.
- Grant applications:
 - SDAO Safety and Security Grant – no response yet.
 - Annual disaster matching grant of \$2,500 from Lincoln County has been applied for.
- Polaris Beach Rescue UTV was supposed to arrive last week, but delivery was delayed. It should be here soon.
- District Annexations:
 - Senate Bill 1582 regarding annexation in a rural fire district has been reintroduced. Chief Dahlman has written a letter in favor of this.
 - The owners of the nine unannexed properties in Roads End will be sent final letters notifying them of their options.
 - No contact from Lincoln County over the Hwy. 229 annexation request.
- Bond Purchases
 - The Direct Capture Exhaust System for Station 16 has been installed but is not working properly so payment is being withheld until it does.
 - The WUI engine is now not expected until the end of May or June.
- Personnel and Hiring:
 - Three new Volunteers are in process.
 - Twenty applications have been received so far for the Office Administrator position. Applications will be accepted until February 25th, the top six will be interviewed the week after and job offer will be made to start March 24th.
 - So far we have received only six applications for the eight firefighter positions, but the deadline is March 18, 2022.
- Surplus Property:
 - The portable radios and chargers were listed on GovDeals.

Miscellaneous Items

- Oregon State Fire Marshal's Office sent us a "report card" with a breakdown of our 2021 incidents, it is included in the Board packet.
- Best Practices Program 2022 from SDAO:
 - This is the Board members' responsibility, and the District will receive a 10% discount once it is accomplished. Board President Ron Woodard will coordinate the training.

- December Response Times:
 - We began tracking out-the-door times in October of 2021; the standard is 90 seconds or less 90% of the time. NLFR response times have been cut by 40 seconds since October.
- NLFR is sending an engine to Woodburn to cover their District while they attend Firefighter Austin Smith's funeral. A NLFR ladder truck will be going to the funeral service, which will be held Saturday, February 12th at 1 p.m.

For the Good of the Order

- The mobile reader board out front at Station 14 will be moved to free up that parking space.
- Chief Dahlman received an Intent to Bargain notice from the Firefighter's Union.

Call for General Public Comments for Non-Agenda Items

Nancy Oksenholt asked if every fire station has a generator, and the answer is yes.

Jamie Wright made a motion to adjourn the meeting; Alan Lee seconded the motion. The motion passed. **(See Motion #7)**

ADJOURNED AT 5:35 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: 2-9-2022

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 Minutes of the January 12, 2022 Board meeting as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 2-9-2022

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 monthly financial reports as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 2-9-2022

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 the payment of the bills as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 2-9-2022

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 the appointment of Nancy Oksenholt to another three-year term on the Budget Committee.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 2-9-2022

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 LOSAP reports for October, November, and December 2021 as presented and check # 32836 in the amount \$5,835.00.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 2-9-2022

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 Resolution #2022-03 to appropriate funds received from the State of Oregon in the amount of \$213,000.00 to the accounts below:

\$50,000.00	Account #5570 (Staff Overtime)
\$16,000.00	Account #5610 (Temporary Employees)
\$50,000.00	Account #5720 (PERS)
\$27,000.00	Account #6810 (Apparatus Repairs)
\$10,000.00	Account #6812 (Apparatus Fuel)
\$25,000.00	Account #6835 (Fire Supplies)
\$35,000.00	Account #7480 (Capital Outlay)

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 2-9-2022

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 adjourning the meeting at 5:35 p.m.

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

RESULTS

PASSED	FAILED
X	