

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

**Board of Directors Meeting – Minutes  
May 11, 2022**

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

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Ron Woodard	Fire Chief Rob Dahlman	Nancy Oksenholt
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	
#3 – Alan Lee	Office Admin/HR Krista Bond	GoToMeeting:
#4 – Jamie Wright	Deputy Chief Doug Strange	Bryan Daniels – Depoe Bay Fire Chief
#5 – Dan Drayton	Fire Marshal Ed Ulrich	Brian Nordyke - NLFR

Board President Ron Woodard called the Board of Directors to order at 4:01 p.m. and all present then stood to recite the Pledge of Allegiance. President Woodard announced that the Board Meeting was being recorded.

**Budget**

President Woodard opened the Budget Hearing at 4:02 p.m. The Minutes from the 4/20/2022 Budget Committee Meeting 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)**

The Budget Hearing was closed at 4:03 p.m.

**Approval of Minutes**

President Woodard asked Chief Dahlman if he had received any public comments prior to the meeting; Chief Dahlman answered that he had received two pieces of correspondence:

- A card and letter and \$100 donation was received from the survivor of a recent water rescue call; the donation was forwarded to the Volunteer Association. The drone had been employed during the rescue.
- A card was received to thank the District for a public assist call they responded to.

**Approval of Minutes**

**4/13/2022 Board Minutes**

The Board Minutes of 4/13/2022 were presented for approval.

*Public Comments: none*

Dan Drayton made a motion to approve the Minutes as presented; Alan Lee seconded the motion. The motion passed. **(See Motion #2)**

## Review of Financial Statements and Payment of Bills

### Financial Statements

The Board reviewed the monthly financial statements.

*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 #3)**

### Payment of Bills

The bills were presented for payment. Check # 32985 made payable to OFDDA for LOSAP contributions was set aside as the Board had not yet approved the LOSAP reports for the first quarter of 2022.

*Public Comments: none*

Jamie Wright made a motion to approve payment of the bills as presented (with the exception of check # 32985); Dan Drayton 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 January, February, and March 2022 were presented to the Board for review and approval.

*Public Comments: none*

Tim Beatty made a motion to approve the LOSAP reports as presented and check #32985 in the amount of \$6,830.00; Alan Lee seconded the motion. The motion passed. **(See Motion #5)**

### Item #2 – Resolution #2022-06 to appropriate funds received from the Lincoln County Emergency Preparation Grant

The Board reviewed Resolution #2022-06 to appropriate funds received from the Lincoln County Emergency Preparation Grant in the amount of \$2,500.00 for the purpose of purchasing items for emergency preparations to Account #6880 (Disaster Preparedness Fund).

*Public Comments: none*

Dan Drayton made a motion to approve Resolution #2022-06 to appropriate funds received from the Lincoln County Emergency Preparation Grant in the amount of \$2,500.00 to Account #6880 (Disaster Preparedness Fund); Alan Lee seconded the motion. The motion passed. **(See Motion #6)**

### **Item # 3 – Review Section of Policy & Procedures 8.18 (Volunteer Stipend Program)**

The Board reviewed the revisions made to Policy & Procedures Section 8.18. The policy had been reformatted for uniformity with other policies and the name of the policy will be amended to read “Volunteer Duty Shift and Stipend Program”. A few other changes were made to correctly reflect the current program.

*Public Comments: none*

Dan Drayton made a motion to approve Policy & Procedures 8.18 (Volunteer Stipend Program) as amended; Tim Beatty seconded the motion. The motion passed. **(See Motion #7)**

## **Committee / Staff Reports**

### **Fire Marshal**

- FM Ulrich has given his notice, his last day will be June 3, 2022.
  - The job description was reviewed by Oregon State Fire Marshal’s Office and changes were made.
  - Advertisements for the job will go on our website, Indeed, and the Daily Dispatch.
  - The City of Lincoln City has been notified of his retirement.

### **Training**

- Fire – 14 hours, EMS – 2 hours.
- Wildland training will continue into May, gearing up for fire season.

### **Safety Committee**

- Minutes from the April 18, 2022 meeting were included.

## **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 requested more documentation for the covid clinics.

- EMS report:
  - 7 transports in April.
  - Ambulance Service Area (ASA) presentations have been made to the County Board of Commissioners and a decision should be made by May 18<sup>th</sup>.
  
- Monies received:
  - \$1,319 Surplus sold
  - \$1,830 EF Recovery
  
- Building and Equipment Maintenance:
  - HR-16 and L-16 are back in service.
  - Complete Wireless is doing radio maintenance on all vehicles today.
  - There are issues with Fire 3. Motorola found a shorted cable on Highland. It is much better with a repair made, but the cable needs to be replaced.
  - Bob is working on the mouse problem at Station 17 and landscaping.
  
- Alarm Responses:
  - April alarm responses 275, up 10% from last month and 131 calls ahead of this time last year, an increase of 14% overall.
  - Out-the-door response times are meeting the 90-second standard.
  
- Grant applications:
  - SDAO Safety and Security Grant – no response yet.
  - Annual disaster matching grant of \$2,500 from Lincoln County has been approved, funds received and spent.
  - The \$65,000 grant request made to Tillamook County for a heavy lift drone is still in the County evaluation process for acceptance. If the request is approved, the money for the drone is in the budget.
  
- District Annexations:
  - The annexation request for property at 9516 Siletz Hwy. has been approved by the County Commissioners.
  
- Bond Purchases:
  - The WUI engine estimated delivery date is still sometime in June 2022.
  - The two Type-1 engines are almost ready to begin production by Pierce.
  
- Personnel and Hiring:
  - Four new Volunteers have started training and one new application is being reviewed.
  - Eight tentative job offers were made to fill the firefighter positions, pending background checks and physicals. Four laterals will be starting at Step 3. Start date is July 6<sup>th</sup> with a 3-week academy, they start pulling shifts August 1<sup>st</sup>.
  
- Surplus Property:
  - 2 old Zoll M-Series monitors (with 12-leads, defibrillators) will be put on GovDeals as Zoll would only pay out \$50 each as trade-ins.

- Chief Dahlman dropped off the Kenwood radios at Complete Wireless in Salem on his way to the OFCA conference.
- Discussion Item #1 – Insurance wave off with compensation for fulltime employees:
  - If an employee declines our insurance, should we offer them either a percentage of the cost saved or a flat fee, to be put in their HRA / VEBA account? After discussion, it was decided that Chief Dahlman will consult with Local Government Law Group and draft a policy with various options to bring to the Board.
- Discussion Item #2 – Does the District need a policy for PERS workback after retirement:
  - Legal counsel says it's good to have a conditional policy with an end date – employee must retire in good standing. Chief Dahlman will check to see if the City of Lincoln City has something in place and draft a policy to bring to the Board.

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

- The District is sorry to see FM Ulrich leave.

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

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

ADJOURNED AT 4:57 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: 5-11-2022

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 the Minutes of the April 20, 2022 Budget Committee 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: 5-11-2022

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 Minutes of the April 13, 2022 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 #3 and Voting Record

Date: 5-11-2022

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 #4 and Voting Record

Date: 5-11-2022

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

MOTION: To approve the payment of the bills as presented with the exception of check # 32985.

	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: 5-11-2022

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 LOSAP reports as presented and check #32985 in the amount of \$6,830.00.

	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: 5-11-2022

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 #2022-06 to appropriate funds received from the Lincoln County Emergency Preparation Grant in the amount of \$2,500.00 to Account #6880 (Disaster Preparedness Fund);

	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: 5-11-2022

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 & Procedures 8.18 (Volunteer Stipend Program) as amended.

	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: 5-11-2022

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 adjourning the meeting at 4:57 p.m.

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

RESULTS

PASSED	FAILED
X	