

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
July 13, 2022**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Dan Sparrow - NLFR
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Kenny Banner - NLFR
#3 – Alan Lee (GoToMeeting)	Office Admin/HR Krista Bond	Whitney Cooper - NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	
#5 – Dan Drayton		

Board President Ron Woodard called the Board of Directors to order at 4:00 p.m. and all present then stood to recite the Pledge of Allegiance. President Woodard announced that the Board Meeting was being recorded and asked Chief Dahlman if he had received any public comments prior to the meeting; Chief Dahlman answered that he had received one piece of correspondence thanking the Fire District for their service, which was then passed around.

EXECUTIVE SESSION

Board President Ron Woodard called the Executive Session to order at 4:01 p.m.

An Executive Session was called to order as authorized by ORS 192.660 (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Executive Session was closed at 4:30 p.m.

Nomination of Board Officers

The Board decided to retain their current officer positions for the next year:

President – Ron Woodard

Vice-President – Alan Lee

Secretary/Treasurer – Dan Drayton

Public Comments: none

Tim Beatty made a motion to approve the retention of the Board officer positions for the next year; Dan Drayton seconded the motion. The motion passed. **(See Motion #1)**

Approval of Minutes

6/8/2022 Board Minutes

The Board Minutes of 6/8/2022 were presented for approval.

Public Comments: none

Tim Beatty made a motion to approve the Minutes as presented; Jamie Wright 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

Dan Drayton made a motion to approve the monthly financial statements as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #3)**

Payment of Bills

The bills were presented for payment. Comment was made regarding check # 33117 in the amount of \$130,688.08 made payable to Specials Districts Insurance Services for Workers Compensation for the next 12 months.

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 #4)**

Budget

None.

Old Business

Nothing was listed on the agenda, but President Woodard asked Director Drayton if he was satisfied with the outcome regarding a couple of concerns he'd had at the last Board meeting:

- The grammatical and punctuation errors in the Lincoln County Fire Protection Mutual Aid Agreement requiring correction
- Confirmation the Board packet documents he received via email were the same as the paper copies in the Board books

Director Drayton said these concerns had been settled to his satisfaction.

New Business

Item #1 – Policy Chapter 4 – Preparation for Board Meetings

The Board reviewed the revisions made to Policy & Procedures Chapter 4 – Preparation for Board Meetings. Language had been added to address meeting recordings and postings; general grammatical and spelling corrections are also needed.

Public Comments: none

Dan Drayton made a motion to approve Policy #4 – Preparation for Board Meetings as amended; Jamie Wright seconded the motion. The motion passed. **(See Motion #5)**

Item # 2 – Resolution #2022-08 to appropriate \$35,000 Grant from Oregon State Fire Marshal

The Board reviewed Resolution #2022-08 to appropriate \$35,000 awarded from the Oregon State Fire Marshal Wildfire Season Staffing Grant to Account #5610 (Temporary Employees). The funds were received in FYE 2022, but once the Resolution is approved, the District Accountant will transfer the funds to the FYE 2023 budget.

Public Comments: none

Tim Beatty made a motion to approve Resolution #2022-08 to appropriate funds received from the Oregon State Fire Marshal Wildfire Season Staffing Grant in the amount of \$35,000.00 to Account #5610 (Temporary Employees); Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

Item #3 – Length of Service Awards Program (LOSAP)

The LOSAP reports for the months of April, May, and June 2022 were presented to the Board for review and approval. The check for \$7,325.00 will be paid with the July mid-month bills and approved with the Payment of Bills during the August Board meeting.

Public Comments: none

Tim Beatty made a motion to approve the LOSAP reports as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #7)**

Committee / Staff Reports

Fire Marshal

- Chief Dahlman has been acting as interim Fire Marshal until Cody Heidt comes on board July 26th. If necessary, he has been calling in the Oregon State Fire Marshal's Office, and the City and County have been represented during inspections when appropriate. Recent projects include the B'Nai B'rith camp and the 107-apartment building across the highway from Station 14.

Training

- Fire – 9 hours, EMS – 2 hours.
- Fire Academy for the new firefighters is being held from July 6th through 29th. They are running drills from 8 a.m. to 5 p.m. with good results and good attitudes.

Safety Committee

- No Minutes were included as no meeting was held in June.

Chief's Report

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

- FEMA Covid:
 - Reimbursement of \$47,744 (Jan. – April 2021) – document verification has been submitted to FEMA and is in the review process
- EMS report:
 - 1 transport in June, 6 to-date in July
 - 49 transports pending collections by PWA; Krista has met with PWA billing and they have refined the billing process and incorporated better communication
- Monies received:
 - \$ 1,207 EF Recovery
 - \$ 2,627 Ambulance collections
 - \$ 35,000 OSFM Grant (FY 2022 / 2023 budget)
- Building and Equipment Maintenance:
 - Bob has repainted Station 17
 - Station 16 doors have been repaired and bathroom flooring completed
 - Foress Signs' proposals for electronic signs at Stations 14 and 16 is \$18,000 per double-sided sign; we are verifying the electrical needs for each
 - Kenny is doing a lot of maintenance on older vehicles
- Alarm Responses:
 - June alarm responses 280, down 18% over June last year, but for the year, up 4% for 2021
 - July 4th weekend calls this year were 54 as compared to 68 in 2021
- Grant applications:
 - SDAO Safety and Security Grant – no response yet
 - The \$65,000 grant request made to Tillamook County for a heavy lift drone is still in the County evaluation process for acceptance
 - OSFM Summer Grant – we already received the \$35,000 and hired four temporary employees who will pull 12-hour shifts in pairs Friday/Saturday/Sunday for the months of July, August, and September

- Bond Purchases:
 - DC Strange and Capt. Banner will be driving to Springfield tomorrow to accept the new WUI engine
- Personnel and Hiring:
 - New Fire Marshal Cody Heidt will start July 26th; he will begin at Step 5 as our research showed we were not offering a wage comparable to other similar departments
 - Four new Volunteers are in training, one new applicant is in the interview process
 - One volunteer resigned, moving out of state
 - One volunteer has moved out of the area, still working at present but participation significantly diminished
- Surplus Property:
 - Two Zoll “M” series monitors have been sold on GovDeals
 - Two “Escape Packs” that were replaced with our new SCBA upgrades
- Chinook Wind Fire Protection Request:
 - Annual letter approved by the Board, asking for 10% increase as none has been forthcoming in 11 years
- Health insurance wave off:
 - Union contract proposal that if accepted will be a framework for our policy; review this after the contract is ratified
- Audit and Accounting:
 - We are in the last year of our 3-year agreement, completing six years with Pauly, Rogers & Co.; it’s in our best interest to see if they would like another 3-year contract
 - Chief Dahlman signed this year’s annual engagement letter with Bryan Fitzsimmons, CPA
- ODF Boundary Change Letter:
 - Oregon Department of Forestry is changing its support boundary to the north end of the county to follow the county line and would like our support; Chief Dahlman will sign a letter of support on behalf of the District
- Civil Service Meeting:
 - Annual meeting was held July 6th – Commission had a new member, Kathy Joy
 - Reviewed the Fire Marshal job description
 - Reported all new changes in personnel

Miscellaneous

- The Best Practices Program was discussed. Director Wright took the course and President Woodard will make up the second person required to do so. Training offered in Newport on August 30, 2022

- Cascadia Rising event was held in Newport a few weeks ago. Fuel management was discussed, and the City of Lincoln City will come up with fuel access options.
- Chief Dahlman spoke on Policy #8.19 – Work After PERS Retirement. He would like to retire from PERS and continue working while collecting it. This would save the District the 6% they currently pay into it on his behalf; he would wait until the end of the year. The Board gave their consensus.
- Pierce sent a framed picture of the WUI engine. The engine will be brought tomorrow to Station 16 and then the following week goes to Salem for a few hours for radio equipment to be installed.

For the Good of the Order

None.

Call for General Public Comments for Non-Agenda Items

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

ADJOURNED AT 5:33 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: 7-13-2022

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 retention of the Board officer positions for the next year:
 President: Ron Woodard Vice-President: Alan Lee Secretary/Treasurer: Dan Drayton

	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: 7-13-2022

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 Minutes of the June 8, 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: 7-13-2022

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 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: 7-13-2022

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 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 #5 and Voting Record
 Date: 7-13-2022

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 Policy #4 – Preparation for Board Meetings 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 #6 and Voting Record
 Date: 7-13-2022

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 Resolution #2022-08 to appropriate funds received from the Oregon State Fire Marshal Wildfire Season Staffing Grant in the amount of \$35,000.00 to Account #5610 (Temporary Employees).

	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: 7-13-2022

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 LOSAP reports for April, May, and June 2022 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: 7-13-2022

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 adjourning the meeting at 5:33 p.m.

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

RESULTS

PASSED	FAILED
X	