

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
June 8, 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	Office Admin/HR Krista Bond	Whitney Cooper - NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Nick Wettlaufer - NLFR
#5 – Dan Drayton		Matt Diaz - NLFR
		GoToMeeting:
		Brian Nordyke - NLFR

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. He then 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 thank-you card and \$100 donation from a citizen we had helped with their smoke detector; the donation was forwarded to the Volunteer Association.
- An anonymous donation of \$5,000 to purchase gas cards for every NLFR member. Everyone received two \$50 gas cards to Space Age Fuel.

Approval of Minutes

5/11/2022 Board Minutes

The Board Minutes of 5/11/2022 were presented for approval.

Public Comments: none

Dan Drayton made a motion to approve the Minutes as presented; Jamie Wright 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.

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

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

Budget

None.

Old Business

None.

New Business

Item #1 – Resolution #2022-07 Adopting the 2022-2023 Budget

Resolution #2022-07 adopting the 2022-2023 \$10,433,450 Budget was presented to the Board for review and approval; the Resolution was read aloud by Alan Lee.

Public Comments: none

Tim Beatty made a motion to approve Resolution #2022-07 adopting the 2022-2023 \$10,433,450 Budget as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #4)**

Item #2 – Lincoln County Fire Protection Mutual Aid Agreement

The Board reviewed the Lincoln County Fire Protection Mutual Aid Agreement. There was discussion regarding grammatical and punctuation errors, but the document had not been put together by NLFRR and had been signed by other agencies as it stood. The decision was made to approve and sign the Agreement with the caveat that the grammar and punctuation be addressed.

Public Comments: none

Dan Drayton made a motion to approve the Lincoln County Fire Protection Mutual Aid Agreement with the stated caveat; Jamie Wright seconded the motion. The motion passed and the Agreement was signed. **(See Motion #5)**

Item # 3 – Review Section of Policy & Procedures 8.2 (Appointments, Qualifications and Separation)

The Board reviewed the revisions made to Policy & Procedures Section 8.2:

- Name changed from “Personnel Policies and Procedures” to “Appointments, Qualifications and Separation”.
- C. Eligibility – reworded to “At the time of appointment all applicants must meet the minimum qualification for the position or demonstrate a reasonable assurance of meeting the minimum qualifications within a designated time frame.”
- D. Selection – “Division” Chief changed to “Deputy Chief of Operations and Training”.
- E. Orientation - “Division” Chief changed to “Deputy Chief of Operations and Training”.
- G3 Employee Status/Temporary Employees – wording added to the last sentence so it now reads “Temporary employees are ineligible for employer-paid benefits with the exception of State or Federal mandated benefits.”
- K3 Driving Record – “Division” Chief changed to “Deputy Chief of Operations and Training”.
- M. Voluntary Resignations – “Division Head” changed to “Fire Chief”.
- 4. Personnel Files – “his/her” changed to “their”.
- 6g. Employee Status – “his/her” changed to “their”.
- O. Civil Service – The staff Firefighter positions that fall under the guidelines of Civil Service are:
 - Deputy Chief of Training and Operations
 - Fire Marshal
 - Maintenance Technician
 - Career Firefighter and Firefighter-Paramedic
 - Career Captain-Shift Supervisor

Public Comments: none

Tim Beatty made a motion to approve Policy & Procedures 8.2 (Appointments, Qualifications and Separation) as amended; Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

Item # 4 – Review Section of Policy & Procedures 8.5 (Time off – Oregon Family Leave Act)

The Board reviewed the revisions made to Policy & Procedures Section 8.5:

- 4. Concurrent Leaves – second paragraph omitted due to addition of Oregon Family Leave Act (OFLA).
- 5. Medical Certification – “commensurate with job duties before returning to work” in the final sentence added.
- D. Family Medical Leave changed to Oregon Family Leave Act (OFLA) and all wording associated with OFLA added; the District must offer OFLA now that it has 25 or more employees.

Public Comments: none

Tim Beatty made a motion to approve Policy & Procedures 8.5 (Time off – Oregon Family Leave Act) as amended; Dan Drayton seconded the motion. The motion passed. **(See Motion #7)**

Item #5 – Review Section of Policy & Procedures 8.8 (Non-Discrimination & Harassment – Disability Accommodation Policy)

The Board reviewed the revisions made to Policy & Procedures 8.8:

- B. Disability Accommodation Policy was added.

Public Comments: none

Jamie Wright made a motion to approve Policy & Procedures 8.8 (Non-Discrimination & Harassment – Disability Accommodation Policy) as amended; Tim Beatty seconded the motion. The motion passed. **(See Motion #8)**

Item #6 – Review Section of Policy & Procedures 8.19 (Work After PERS Retirement)

The Board reviewed new Policy & Procedures 8.19:

- “The purpose of this policy and corresponding requirements are to define provisions for persons who have retired from the Oregon Public Employees’ Retirement System (PERS) and desire to continue or gain new employment with North Lincoln Fire & Rescue.”
 - Policy applies to non-represented employees only
 - Policy may be subject to change at the District’s discretion or due to changes in Oregon PERS rules, including the Senate Bill’s 1049 anticipated sunset date of December 31, 2024
 - Ages of retirees/years of service addressed in C. Conditions

Public Comments: none

Alan Lee made a motion to approve Policy & Procedures 8.19 (Work After PERS Retirement) as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #9)**

Item #7 – Approve Missed LOSAP Report and Payment

One Volunteer was missing in the LOSAP Report for January-February-March 2022 approved at the May 11, 2022 Board meeting. The amount of contribution is \$230.00.

Public Comments: none

Tim Beatty made a motion to approve the LOSAP report and payment as presented and check # 33033 in the amount of \$230.00; Dan Drayton seconded the motion. The motion passed. **(See Motion #10)**

Committee / Staff Reports

Fire Marshal

- FM Ulrich's last day was June 3rd but he included a post-script report.

Training

- Fire – 10 hours, EMS – 1 hour.
- June training will include Wildland Fire Apparatus and Mobile Water Safety.

Safety Committee

- Minutes from the May 16, 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:

- FEMA Covid:
 - Reimbursement of \$47,744 – document verification has been completed and sent to FEMA to review
- EMS report:
 - 10 transports in April
 - 53 transports pending collections by PWA
- Monies received:
 - \$ 1,679 EF Recovery
 - \$ 1,051 Ambulance collections
 - \$115,277 Wildfire Stabilization Taxes – distributed to bond, permanent rate, and levy funds

- Building and Equipment Maintenance:
 - Bob is repainting Station 17
 - Station 16 bathroom flooring has been installed
 - SCBA compressors had their annual service
 - Kenny is working on cracked vehicle crossmembers in T-12 and vehicle servicing for the upcoming wildland season

- Alarm Responses:
 - May alarm responses 286, down 2% over May last year, but for the year, up 10% for 2021
 - Out-the-door response times are meeting the 90-second standard

- 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. Money will be spent to hire three firefighters to work Friday/Saturday/Sundays noon to midnight, they will be patrolling beaches

- Bond Purchases:
 - The WUI engine is in Springfield going through final checks and inspections by Hughes Fire Equipment – estimated delivery still sometime in June
 - The two Type-1 engines are almost ready to begin production by Pierce

- Personnel and Hiring:
 - One Fire Marshal applicant so far – posting open until 5 p.m. June 10th
 - Three new Volunteers have started training, one new applicant is in background and physicals, one is in the interview process
 - Academy will be starting for the eight new firefighters on July 6th – they are scheduled to be on shift August 1st

- Surplus Property:
 - 2 old Zoll M-Series monitors were sold on GovDeals

- Miscellaneous:
 - Health insurance wave off proposal discussed at the last Board meeting is still being worked on
 - Negotiations with the Union started today, they will meet again in a few weeks
 - The weeds at Station 14 were taken care of today
 - ODF delivered the two double-sided fire danger signs – one goes to Station 12 and the other to Station 17
 - We will be doing public service announcements that will be dubbed in Spanish – the cost of this was part of the OSFM grant last year

For the Good of the Order

- The countywide burn ban will probably take effect the weekend after the 4th of July.
- Reader board update – a proposal is coming in from the company that made the signs at the Gleneden Beach Fire Station and the Cultural Center. There is bond money available for signs first at Station 14 and then Station 16.

Call for General Public Comments for Non-Agenda Items

Dan Drayton made a motion to adjourn the meeting; Tim Beatty seconded the motion. The motion passed. **(See Motion #11)**

ADJOURNED AT 4:54 p.m. *The minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assist*

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 6-8-2022

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 Minutes of the May 11, 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 #2 and Voting Record

Date: 6-8-2022

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 #3 and Voting Record

Date: 6-8-2022

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 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: 6-8-2022

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 #2022-07 adopting the 2022-2023 \$10,433,450 Budget 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: 6-8-2022

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 Lincoln County Fire Protection Mutual Aid Agreement with the caveat that the grammar and punctuation be addressed.

	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: 6-8-2022

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 Policy & Procedures 8.2 (Appointments, Qualifications and Separation) 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 #7 and Voting Record

Date: 6-8-2022

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 Policy & Procedures 8.5 (Time off – Oregon Family Leave Act) 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: 6-8-2022

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

MOTION: To approve Policy & Procedures 8.8 (Non-Discrimination & Harassment – Disability Accommodation Policy) 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 #9 and Voting Record

Date: 6-8-2022

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 Policy & Procedures 8.19 (Work After PERS Retirement) 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 #10 and Voting Record

Date: 6-8-2022

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 report and payment as presented and check # 33033 in the amount of \$230.00.

	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 #11 and Voting Record
 Date: 6-8-2022

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 adjourning the meeting at 4:54 p.m.

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

RESULTS

PASSED	FAILED
X	