

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

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

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Rick DeJager – NLFR
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Kenny Banner – NLFR
#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		Jeff Mathia – Pacific West Ambulance
		Brian Nordyke - NLFR

Board President Ron Woodard called the Board of Directors to order at 4:02 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 not.

Approval of Minutes

3/9/2022 Board Minutes

The Board Minutes of 3/9/2022 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 #1)**

Review of Financial Statements and Payment of Bills

Financial Statements

The Board reviewed the monthly financial statements. Following up last month’s discussion regarding the Aflac payment, Chief Dahlman stated that Account #5730.4 has been removed from the Chart of Accounts if that was agreeable with the Board, which it was by consensus. The check written to Aflac will come out of Account #3100 – Payroll Liability. Chief Dahlman commented that 75% of the way into the budget year, expenditures are at 64.9% of the total budget.

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.

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 #3)**

Budget

The annual Budget Meeting is scheduled for next Wednesday, April 20th, at 4 p.m. at Station 14. Copies of the draft budget were handed out to the Board members.

Old Business

None.

New Business

Item #1 – Revision of Policy 8.4: Employee Travel and Training: Authorization and Reimbursement

Instead of having to update the policy every time the per diem rates change, the wording was changed to contain the website for the Oregon State GSA Per Diem Rate so the current rate can be accessed at the time it is needed. This update was made in Section D. Training and Travel Request and F. Guidelines (1. Transportation, 2. Lodging, and 3. Meals).

Public Comments: none

Dan Drayton made a motion to approve the Revision of Policy 8.4 as presented; Alan Lee seconded the motion. The motion passed. **(See Motion #4)**

Item #2 – Resolution #2022-04 Close the Reserve Equipment Fund

Two years ago, the Reserve Equipment account funded from regular levy taxes was closed and the remaining balance of \$1,593.00 was transferred to the General Fund, but a Resolution to do so was never put to the Board for approval. Resolution #2022-04 authorizes that account closure/funds transfer as a matter of record.

Public Comments: none

Item #2 and Item #3 were put to one vote after Item #3 was discussed.

Item # 3 – Resolution #2022-05 Close the Assistance to Firefighters Grant

Eight years ago, the Assistance to Firefighters Grant-funded account established for making payments for the Radio Project purchases was closed and the remaining balance of \$0 was transferred to the general fund, but a Resolution to do so was never put to the Board for approval. Resolution #2022-05 authorizes that account closure/funds transfer as a matter of record.

Public Comments: none

Dan Drayton made a motion to approve both Resolution #2022-04 and Resolution #2022-05 as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #5)**

Committee / Staff Reports

Fire Marshal

- FM Ulrich reviewed 13 Lincoln City permit applications.
- FM Ulrich has inspected two more food trucks at the new Pines Dine food court at SE 51st St. and Hwy. 101.
- NLFR has not moved forward with the Intergovernmental Agreement with the City of Lincoln City as the City does not want to collect fees for NLFR – more work is needed on this.

Training

- Fire – 9 hours, EMS – 1 hour.
- 15 people attended the Wildland Firefighter 1 class held on March 13th.
- Assessment testing for paid firefighter applicants will be held Friday, April 15th.

Safety Committee

- Minutes from the March 21st 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 not updated us on reimbursement of their funds.
- EMS report:
 - 10 transports in March.
 - 44 transports are pending collections by PWA.

- Monies received:
 - \$1,404 Surplus sold
 - \$ 737 FEMA (from Echo Mtn. Fire, additional 25% not paid earlier)

- Building and Equipment Maintenance:
 - HR-16 is in Eugene for repairs from hitting boulder.
 - T-12 hose bed cover has been replaced and it is back in service.
 - E-13 has been repaired and is back in service.
 - L-16 has been repaired and is back in service.
 - Bob is working on interior projects and general maintenance fix-it projects.
The bathroom flooring for Station 16 has arrived; it is scheduled to be installed on June 1st.

- Alarm Responses:
 - March alarms up 12% from last year with a total of 289, current average is 9.3 calls per day. For the year 2022, we are 106 calls ahead of 2021 for an increase of 15%.
 - Out-the-door response times are meeting the standard.

- Grant applications:
 - SDAO Safety and Security Grant – no response yet.
 - Annual disaster matching grant of \$2,500 from Lincoln County has been approved.
 - The \$65,000 grant request made to Tillamook County for a heavy lift drone is still in the County evaluation process for acceptance.

- Polaris Beach Rescue UTV has arrived and is in service. It was used on a beach fire with great success.

- District Annexations:
 - No contact from Lincoln County over the Hwy. 229 annexation request.

- Bond Purchases:
 - The WUI engine is coming along, not expected until June 2022.
 - The two Type-1 engines are almost ready to begin production by Pierce.

- Personnel and Hiring:
 - Two new Volunteers have started training, the third still needing to complete a physical.
 - Office Administrator/HR Krista Bond is on board.
 - 26 full-time firefighter applicants moved forward but with some withdrawing, 20 are scheduled for the April 15th Assessment. Depoe Bay Fire will hire two to three, we get first pick – four are laterals. Interviews will be held next week; job offers made and turnouts sized. Time frame for arrival of turnouts is one year. The price has increased 15%, it now costs about \$4,200 to outfit one firefighter.

- Surplus Property:
 - Nothing additional to the list – portable radios still on GovDeals, clean up items.
- Letter of Recommendation – Pacific West Ambulance (PWA) asked us for a letter of recommendation to retain them as the ASA provider beginning July 2022.
 - Chief Dahlman recommends we do this as PWA has been in the area almost 35 years and we have a mutual aid agreement with them. Something else to consider is that the agency bidding against PWA does not have a good reputation for servicing smaller communities.
 - The Board agrees that we should write a letter of recommendation and that it should indicate that PWA continue to try to meet their standards.
 - PWA will need the letter in time for their presentation to the County Board of Commissioners on May 4th.
- Meritorious Award:
 - FF/Paramedic Brian Nordyke will receive the Oregon Fire Chiefs “Distinguished Conduct Award” at the OFCA conference in May for his actions during the Cougar Peak Conflagration for a medical incident and his helicopter ride.
- NewsTimes article today about Newport Fire Department’s ongoing struggle with staffing.
- Antennas
 - The ham radio antenna for the roof at Station 14 was never found once the remodel was complete.
 - Lincoln County Emergency Management wants antennas on the buildings for the ham radio groups and there may be grants for this available.
 - Jenny Demaris, Chief Dahlman, Sheriff Landers and Lt. Shanks have sent letters requesting a total of about 3.9 million dollars for communications infrastructure for Lincoln County be earmarked from FYE 2023 appropriations.

For the Good of the Order

- Jamie Wright enrolled in the Directors Academy. One other Board member needs to enroll in order for NLFR to qualify for the 2% Special Districts discount.
- Emergency Management is holding a Cascadia/Wildfire presentation for the public at Station 16 on Saturday, May 21st.

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 #6)**

ADJOURNED AT 4:53 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: 4-13-2022

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 March 9, 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: 4-13-2022

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	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 4-13-2022

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 #4 and Voting Record

Date: 4-13-2022

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 Revision of Policy 8.4 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: 4-13-2022

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 both Resolution #2022-04 and Resolution #2022-05 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 #6 and Voting Record

Date: 4-13-2022

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 adjourning the meeting at 4:53 p.m.

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

RESULTS

PASSED	FAILED
X	