

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
December 11, 2024**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Keaton Foster – NLFR
#2 – Tim Beatty	Deputy Chief/Fire Marshal Cody Heidt	Riley Schroeder – NLFR
#3 – Eric Creighton	Deputy Chief David Bickerdyke	John Sims – NLFR
#4 – Jamie Wright	Office Admin/HR Krista Bond	
#5 – Dan Drayton	Admin Assistant KrieAnn Kudar	GoToMeeting: Trent

Board President Tim Beatty called the Board of Directors to order at 4:00 p.m. and announced that the meeting was being recorded. All present stood to recite the Pledge of Allegiance. Afterwards, President Beatty asked Chief Dahlman if he had received any public comments by phone, mail, or email; Chief Dahlman replied that he had not.

Approval of Minutes

11/13/2024 Board Minutes

The Board Minutes of 11/13/2024 were presented for approval.

Dan Drayton made a motion to approve the Minutes as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #1)**

Review of Financial Statements

Banking

Secretary/Treasurer Dan Drayton confirmed that he had reviewed this month’s Banking Reconciliation.

Quick Books Audit Report

This will be added to the Bill Pay Policy, which will be reviewed by the Board today under New Business.

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman stated that projected tax revenue received is at 88%. At 41% of the way into the year, we are at 38.1% of the budget. Dispatch is at 50% but should level out. Station 14 Maintenance and Repair is at 79%.

Jamie Wright made a motion to approve the monthly financial statements as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #2)**

Budget

None.

Old Business

None.

New Business

Item #1 – Resolution #2024-12 Appropriate Conflagration Funds

The Board reviewed Resolution #2024-12 Appropriate Conflagration Funds in the amount of \$45,000.00 (4710) received from the State of Oregon to the following accounts:

- \$22,000.00 to Staff Overtime (Account 5570)
- \$10,000.00 to PERS (Account 5720)
- \$ 5,000.00 to Apparatus Repairs (Account 6810)
- \$ 5,000.00 to Fire Supplies (Account 6835)
- \$ 3,000.00 to Travel / Meals (Account 6270)

Nancy Oksenholt made a motion to approve Resolution #2024-12 Appropriate Conflagration Funds to the above accounts as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #3)**

Item #2 – Review Policy 11.2 Apparatus Driver / Operator Driving Violations

The Board reviewed the changes made to Policy 11.2 Apparatus Driver / Operator Driving Violations. Changes include individuals now being permitted to drive Code 3 one (1) year after a Class A violation instead of three (3) years, and individuals with a combination of three (3) Class B violations/convictions will now receive a warning letter from the District as opposed to being suspended from driving District vehicles for 90 days.

Dan Drayton made a motion to approve the changes made to Policy 11.2 Apparatus Driver / Operator Driving Violations as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

Item #3 – Review Policy 6.4 Accounting Practices

The Board reviewed Policy 6.4 Accounting Practices. This is a newly drafted policy based on the annual audit's Accounting Walk-through. It also addresses the implementation of a quarterly audit in which the Board Secretary/Treasurer will directly contact the District Accountant to run an audit of two (2) or three (3) selected General Ledger accounts over a three-month period.

Nancy Oksenholt made a motion to approve Policy 6.4 Accounting Practices as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #5)**

Item #4 – Resolution #2024-13 to Appropriate Donation Funds

The Board reviewed Resolution #2024-13 to appropriate \$33,000.00 (4950) donated by an anonymous community member for the purchase of a jet ski and Lucas medical equipment to Account #6835 – Fire Supplies.

Eric Creighton made a motion to approve Resolution #2024-13 to Appropriate \$33,000.00 received from an anonymous community member for the above purchases to Account #6835 – Fire Supplies as presented; Jamie Wright seconded the motion. The motion passed. **(Motion #6)**

Item #5 – Resolution #2024-14 Appropriate Insurance Claim Funds

The Board reviewed Resolution #2024-14 Appropriate Insurance Claim Funds in the amount of \$795.07 (4970) received from Special Districts Insurance Services(SDIS) for a claim filed for flashlights destroyed in the Ladder-16 fire to Account #6835 – Fire Supplies.

Nancy Oksenholt made a motion to approve Resolution #2024-14 to Appropriate \$795.07 received from SDIS to Account #6835 – Fire Supplies as presented; Dan Drayton seconded the motion. The motion passed. **(Motion #7)**

Local Union 5169 Report

None.

Committee / Staff Reports

Safety Committee

- The Minutes from the November 18, 2024 meeting were included. A new chairman has not yet been appointed.

Training

Some highlights from DC Bickerdyke's report are below:

- November training hours – 662
- November's Crew Performance Standards training – structure fire with rescue
- Monday night drills – Check and Clean, Mobile Fire Training Unit (MFTU) drill, Salvage and Overhaul
- Met with City of Lincoln City to tour confined space locations

Fire Marshal

Some highlights from DC Heidt's report are below:

- 11 Approved Plan Reviews
- 42 Short Term Rental (STR) inspections
- 4 business inspections
- Assisted with fire investigation in Newport

Chief's Report

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

- EMS report:
 - 9 transports in November
 - Ambulance transport dollars received FY 2024 / 2025 is \$10,548
 - Outstanding billings from PWA are continually reviewed to close out our relationship
 - Tactical Billing has 34 transport billings in process, plus 3 more PWA failed to bill

- Monies received in November:
 - \$ 3,282 Ambulance collections
 - \$ 2,800 STR Inspections
 - \$ 922 EF Recovery
 - \$ 3,500 Surplus Equipment
 - \$ 1,800 Plan Review fees
- Building and Equipment Maintenance:
 - All generators have been tested and serviced. Interior cleaning and repairs. Roofs winterized.
 - Pump testing was completed on all fire pumps; no issues found, all passed.
- Annexations:
 - 30 letters were sent (affecting 39 properties on Hwy. 229 and in the Roads End area). To date we have received 16 consents for annexation. We submit paperwork to the Department of Revenue; they approve and send it back to the County and it's on the tax roll.
- Alarm Responses:
 - 280 alarm responses in November, up from 246 alarms in November 2023, a 13% increase. 3,115 alarms to date in 2024, up .5% from 3,103 this time last year.
- Financial Audit:
 - No draft Audit yet; additional information has been requested and sent along with a letter asking if we are subject to any current litigation. The attorneys have responded.
- OSFM Conflagrations:
 - We received another \$50,419 from the OSFM preposition assignment. All conflagrations have been billed to OSFM, pending reimbursement is \$19,707.
- Personnel and Hiring:
 - Seven Volunteers are in first-year training, four of them are water rescue only. Roster now has 20 active Volunteers and four Support Volunteers (Chaplains/Inspector). Letters have gone out to inactive Volunteers to either increase their activity with the District or be removed from the roster. In response, a couple of them have increased their activity with the District.
 - One pending Volunteer application.
- Ladder Truck:
 - We objected to the insurance valuation of \$286,477. I sent back additional information, and the valuation was increased to \$337,717, an increase of \$51,240. We have received the check and Special Districts Insurance Services (SDIS) has also started paying for the equipment that had been destroyed and replacements have been ordered.
- FYI Information:
 - The joint City/NLFR meeting seemed to go well. We are working with the City on the SW 51st beach property.
 - We sold the 1999 white Ford pickup at the Kelly Blue Book value of \$3,500.
 - We were contacted by an anonymous person who wants to donate again this year. They will cover the cost of a new jet ski and a Lucas CPR device.

- No ISO information back yet.
- Grants:
 - We applied for and received the SDIS 50/50 matching grant for \$2,500. It will be used for lighting the new fenced area at Station 16 and adding bay cameras at four (4) stations.
 - We are also applying for a grant for a fire extinguisher electronic prop, will ask for a letter in support of from the Lincoln County School District (to be used for Teen Cert training) and the Casino for training their staff.
 - We are once again applying for an AFG grant for turnouts, with a few modifications from earlier applications.
- We put out Beach Hazard signs on Saturday in anticipation of the king tides this weekend. Warnings have also been posted on our electronic signs and social media.

For the Good of the Order

None.

Call for General Public Comments for Non-Agenda Items

None.

Nancy Oksenholt made a motion to adjourn the meeting; Dan Drayton seconded the motion. The motion passed and the regular session was adjourned at 4:34 p.m. **(See Motion #8)**

The Minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assistant. The next meeting is scheduled for Wednesday, January 8, 2025 at 4:00 p.m. at the Bob Everest Fire Station located at 2525 NW Hwy. 101 in Lincoln City, Oregon.

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		Eric Creighton
	Jamie Wright		Jamie Wright
X	Dan Drayton		Dan Drayton

MOTION: To approve the Minutes of the 11/13/24 Board meeting as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		Eric Creighton
X	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve the monthly financial reports as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton	X	Eric Creighton
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve Resolution #2024-12 Appropriate Conflagration Funds as presented:

\$45,000.00 (4710) received from the State of Oregon to the following accounts:

\$22,000.00 to Staff Overtime (Account 5570)

\$10,000.00 to PERS (Account 5720)

\$ 5,000.00 to Apparatus Repairs (Account 6810)

\$ 5,000.00 to Fire Supplies (Account 6835)

\$ 3,000.00 to Travel / Meals (Account 6270)

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		Eric Creighton
	Jamie Wright		Jamie Wright
X	Dan Drayton		Dan Drayton

MOTION: To approve Policy 11.2 Apparatus Driver / Operator Driving Violations as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		Eric Creighton
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve Policy 6.4 Accounting Practices as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
X	Eric Creighton		Eric Creighton
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve Resolution #2024-13 to appropriate \$33,000.00 (4950) donated by an anonymous community member for the purchase of a jet ski and Lucas medical equipment to Account #6835 – Fire Supplies.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		Eric Creighton
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve Resolution #2024-14 to Appropriate \$795.07 received from SDIS to Account #6835 – Fire Supplies as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #8 and Voting Record

Date: 12-11-2024

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		Eric Creighton
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve adjourning the meeting at 4.34 p.m.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	X			
Beatty	X			
Creighton	X			
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	