

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
November 13, 2024**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Eric Maestas – NLFR
#2 – Tim Beatty	Deputy Chief/Fire Marshal Cody Heidt	Trent Rainforth – NLFR
#3 – Eric Creighton	Deputy Chief David Bickerdyke	Jonathan Leaton – NLFR
#4 – Jamie Wright	Office Admin/HR Krista Bond	
#5 – Dan Drayton		

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

10/9/2024 Board Minutes

The Board Minutes of 10/9/2024 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 into the Bill Pay Policy, which should be ready for the next Board meeting.

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman stated that tax revenue is just starting to come in. At 33% of the way into the year, we are at 33% of the budget. Overtime (71%) and PERS (39%) are high due to conflagration staffing but will be reimbursed by the State; Apparatus Maintenance and Repair (50%) will also be affected by this. Temporary Employees (58%) is covered by the Oregon State Fire Marshal (OSFM) grant. Ambulance Supplemental Coverage is at 85% due to being paid up front and Equipment Testing is at 50% due to annual hose and ladder testing that took place last month. Bank charges are at 50%, will investigate why, Postage and Shipping also a little high at 45%. Staff travel and meals at 63%.

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

Budget

None.

Old Business

None.

New Business

Item #1 – Resolution #2024-09 Appropriate Reimbursement Funds

The Board reviewed Resolution #2024-09 Appropriate Reimbursement Funds in the amount of \$111.00 (4710) received from employee Robert Schroeder to Misc. Expenses (Account 6230).

An online purchase had been made in which the District credit card information had inadvertently autofilled so it was charged rather than Mr. Schroeder's personal credit card. In order to avoid District credit cards being presented by mistake when making in-person purchases, the employees have been issued card sleeves with a red sticker denoting it as a District card in which to keep those credit cards.

Dan Drayton made a motion to approve Resolution #2024-09 Appropriate Reimbursement Funds as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #3)**

Item #2 – Resolution #2024-10 Appropriate Conflagration Funds

The Board reviewed Resolution #2024-10 Appropriate Conflagration Funds in the amount of \$383,629.00 (4710) received from the State of Oregon to the following accounts:

- \$183,000.00 to Staff Overtime (Account 5570)
- \$ 85,000.00 to PERS (Account 5720)
- \$ 49,000.00 to Apparatus Repairs (Account 6810)
- \$ 30,000.00 to Fire Supplies (Account 6835)

Eric Creighton made a motion to approve Resolution #2024-010 Appropriate Conflagration Funds as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #4)**

Item #3 – Resolution #2024-11 Establish the Fire District Coverage Area

The Board reviewed Resolution #2024-11 Establish the Fire District Coverage Area to include a 26-acre property at the intersection of USFS Road 1726 and East Devils Lake Road. The owner's two other properties are already in the fire district, and he would like this one to be, as well.

Nancy Oksenholt made a motion to approve Resolution #2024-11 Establish the Fire District Coverage Area as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #5)**

Item #4 - \$50.00 Holiday Gift Cards for Employees and Volunteers

The Board reviewed the distribution of \$50 gift cards to employees and Volunteers, to be purchased from a locally-owned store. The cards will be purchased from Grocery Outlet again this year.

Dan Drayton made a motion to approve the purchase of \$50 gift cards to be distributed to District employees and Volunteers as stipulated; Nancy Oksenholt seconded the motion. The motion passed. **(Motion #6)**

Local Union 5169 Report

Local Union 5169 provided a report of recent activities which included their having donated/bought a table at the Taft Booster Club Auction, and the Halloween activities with the Community. The Board expressed appreciation for the Union having submitted their report.

Committee / Staff Reports

Fire Marshal

Some highlights from DC Heidt's report are below:

- 11 Approved Plan Reviews
- Short term rental inspections are going well. The City of Lincoln City made contact regarding 38 renewal applications they received without an inspection having been made. They will probably be given a grace period this year, but next year they will need to get those taken care of in a timely manner.
- One fire investigation – S. Windy Bend Dr.
- Fire Prevention month (October) went well

Training

Some highlights from DC Bickerdyke's report are below:

- October training hours – 490
- October's Crew Performance Standards training – structure fire with rescue
- Monday night drills – F.L.A.G. (Flammable Liquids and Gases)
- John Sims received his NFPA Firefighter II certification
- Continuing to build relationship with Lincoln City Dispatch
- Good public outreach with Halloween events – R-15 and E-15 staged at the Mall, about 600 trick-or-treaters came through, and about 300 people came through Station 14's "Haunted Apparatus Bay".

Chief's Report

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

- EMS report:
 - 4 transports in October
 - Ambulance transport dollars received FY 2024 / 2025 is \$7,226
 - Reviewed all outstanding billing from PWA for accounting years 2022 / 2023 / 2024
 - 24 transports billed through Tactical Billing plus three more PWA failed to bill

- Monies received in October:
 - \$ 450 Ambulance collections
 - \$ 11,000 STR Inspections
 - \$ 1,000 Donations
 - \$ 1,686 EF Recovery
 - \$ 624 OEM, Echo Mtn.
 - \$ 1,300 Plan Review fees

- Building and Equipment Maintenance:
 - All roofs and gutters have been cleaned; vents replaced at Station 15. The pump house at Station 12 was rebuilt.
 - All generators are being tested and serviced.
 - Hose and ladder testing has been completed. Pump testing has been rescheduled for November 25th (and 26th, added at time Minutes were typed up)
 - Maintenance on the Training Tower is moving forward, pigeons being mitigated.
 - Complete Wireless performed preventative maintenance on all radios on November 12th; this is done every other year.

- Annexations:
 - 29 letters were sent (affecting 38 properties on Hwy. 229 and in the Roads End area). To date we have received 12 consents for annexation. The County will follow ORS 478.702, and we follow ORS 308.225 (sending the annexation paperwork to the Dept. of Revenue where they approve it and send it back to the County and it is placed on the tax rolls.)

- Alarm Responses:
 - 285 alarm responses in October, up from 274 alarms in October 2023, a 4% increase. 2,833 alarms to date in 2024, down 1% from 2,857 this time last year.

- Financial Audit:
 - No word yet.

- OSFM Conflagrations:
 - All Conflagrations have been billed to Oregon State Fire Marshals (OSFM), reimbursement of \$70,126 is still pending.

- Personnel and Hiring:
 - Six Volunteers are in first-year training, three of them are water rescue only. Roster now has 21 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.
 - Five full-time employees are in their first-year probation.
 - No pending applications for Volunteers.
 - The badge-pinning ceremony for our newest paid Firefighter, Connor Mercer, took place 2 weeks ago.

- Ladder Truck:
 - The insurance valuation came in at \$286,477. The Board is okay with accepting that as long as the paperwork stipulates that the case remains open, as was verbally offered, while we continue to work toward greater compensation. Chief Dahlman sent in more comparables as the ones used by the insurance company had more miles on them.

- Claim for all damaged equipment in the truck came in at \$58,530 and we have already ordered \$45,000 worth of replacement equipment, i.e. SCBAs and radio equipment, etc. The billing for all of that will go directly to Special Districts to be paid by them.
- FYI Information:
 - Annual Fire Protection Request letter was sent to the Chinook Winds Casino, amount of \$75,000. We won't pursue a 190 Agreement with them until they've hired a general manager (current is interim manager).
 - Joint City/NLFR meeting is scheduled for 6 p.m. December 2nd at City Hall. Issues to be workshopped include water system supply, hydrant maintenance, ISO evaluation, dispatch services, short-term rental inspections, beach fires on city beaches.
 - Special Districts insurance renewal information has been sent in with updates of values and coverage.
 - The new jet ski is working out well, the Water Rescue team is happy with it. We will be replacing the 2016 Kawasaki jet ski in January with donation funds.
 - The Short-Term Rental (STR) inspection program is working very well.
 - All ISO information has been sent. We are getting credit for the new tender.
 - We are working to put together a Student Program, have been talking to other Fire Departments about it. It will be an in-house program for students to watch and learn, not augment our responder numbers.
 - Pending grant applications:
 - Assistance to Firefighter Grant (AFG) for 15 sets of turnouts was denied as we didn't have 50% funding. We will make a request for 5 sets with us purchasing the other 5. If the request is denied, we have the budget to proceed with ordering 5 sets.
 - Chief Dahlman, DC Bickerdyke, and DC Heidt will be on a weekly rotation for a daily Duty Officer, schedule will be on Crew Sense.
 - Board members Tim Beatty and Eric Creighton will assist Chief Dahlman, DC Bickerdyke, and DC Heidt with ladder truck replacement.
 - Chief Dahlman will be out of the office next week.
 - An ambulance will be sent over to the next Oregon State game in Corvallis at their request. Oregon State pays all costs to stand by at their games, overtime, travel, etc.

For the Good of the Order

- Krista will resend emails regarding Ethics Commission training to Board members Jamie Wright and Eric Creighton.
- Board president Tim Beatty asked that the fact we are starting a Student Program be added to the agenda for the meeting with the City of Lincoln City on December 2nd.

Call for General Public Comments for Non-Agenda Items

- Chief Dahlman touched on a report he received from the Oregon Governors Fire Service Policy Council regarding the Status of the Oregon Fire Service and the challenges they face. He forwarded it to the City Council and can forward it to the Board members. Challenges include the decline in Volunteers statewide, funding sources drying up, etc. It also stated that by region, the Oregon Coast receives more visitors than any other.

Jamie Wright made a motion to adjourn the meeting; Eric Creighton seconded the motion. The motion passed and the regular session was adjourned at 5:02 p.m. **(See Motion #7)**

The Minutes were transcribed and submitted by KrieAnn Kudar, Administrative Assistant. The next meeting is scheduled for Wednesday, December 11th 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: 11-13-2024

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 10/9/24 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: 11-13-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton	X	Eric Creighton
X	Jamie Wright		Jamie Wright
	Dan Drayton		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: 11-13-2024

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 Resolution #2024-09 Appropriate Reimbursement Funds as presented:
 \$111.00 received from Robert Schroeder to Misc. Expenses (Account 6230)

	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: 11-13-2024

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

MOTION: To approve Resolution #2024-10 Appropriate Conflagration Funds as presented.

\$383,629.00 (4710) received from the State of Oregon to the following accounts:

- \$183,000.00 to Staff Overtime (Account 5570)
- \$ 85,000.00 to PERS (Account 5720)
- \$ 49,000.00 to Apparatus Repairs (Account 6810)
- \$ 30,000.00 to Fire Supplies (Account 6835)

	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: 11-13-2024

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 #2024-11 Establish the Fire District Coverage Area 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: 11-13-2024

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 purchase of \$50 gift cards to be distributed to District employees and Volunteers as stipulated.

	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: 11-13-2024

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

MOTION: To approve adjourning the meeting at 5:02 p.m.

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

RESULTS

PASSED	FAILED
X	