

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting – Minutes December 13, 2023

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	David Bickerdyke – NLFR
#2 – Tim Beatty	Fire Marshal Cody Heidt	
#3 – Eric Creighton	Office Admin/HR Krista Bond	
#4 – Jamie Wright	Admin Assistant KrieAnn Kudar	
#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 and 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 but that citizens had been dropping off Christmas cards and food.

Joint Meeting Board of Directors and Local Contract Review Board

President Beatty opened the Joint Meeting of the Board of Directors and Local Contract Review Board Regarding the District's Amendment of Public Contracting Rules.

The members reviewed Resolution No. 2023-08 Joint Resolution of the Board of Directors and Local Contract Review Board Amending Public Contracting Rules for the North Lincoln Fire & Rescue District #1. As the members had read it ahead of time, President Beatty read the title only.

Amendments were made to subsections of District Public Contracting Rules, Divisions 46, 47, 49, and E-17.

Dan Drayton made a motion to adopt Resolution No. 2023-08 on behalf of North Lincoln Fire & Rescue District #1 and on behalf of the District's Local Contract Review Board; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #1)**

The Public Hearing was closed at 4:05 p.m.

Approval of Minutes

11/08/2023 Board Minutes

The Board Minutes of 11/08/2023 were presented for approval.

Dan Drayton 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

Banking

Secretary/Treasurer Dan Drayton confirmed that he had reviewed the Banking Reconciliation.

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman stated that at 41% of the way into the fiscal year, we are at 38.4% of the budget. \$4.2 million in property tax revenue has been collected and \$1.5 million is still outstanding. Staff overtime is still over budget, but the State conflagration packet has been approved and will be funded.

Nancy Oksenholt made a motion to approve the monthly financial statements as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #3)**

Payment of Bills

The bills were presented for payment. The Board mentioned that they like the three-month history detail.

Jamie Wright made a motion to approve payment of the bills as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #4)**

Budget

The Summary of Assessment for the 2023-24 Tax Year was received from Tillamook County, this came in at \$70,019. The combined 2023-24 Lincoln County and Tillamook County Tax Revenue was revised to \$4,969,979, an increase of \$92,426. Chief Dahlman will be using this number to prepare the next fiscal year's budget.

Old Business

Item #1 – Discussion of Automatic Bill Pay and Transfers

The Board discussed the use of Melio, which will be a cost of \$1.50 per check.

Dan Drayton made a motion to approve moving forward with implementing Melio Payments for the District's Accounts Payable process; Jamie Wright seconded the motion. The motion passed. **(See Motion #5)**

New Business

Item #1 – Review of Policy 8.21 Employment Verification

The Board reviewed new Policy 8.21 regarding the proper procedure to respond to requests for employment verification. The policy was drafted according to HR Answers and attorneys.

Dan Drayton made a motion to approve Policy 8.21 Employment Verification as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #6)**

Item #2 – Review of Policy 8.15 Workers Comp & Return to Work

The Board reviewed the changes made to Policy 8.15 Workers Comp & Return to Work, wherein Specials Districts Insurance Services (SDIS) was changed out to the new insurance provider State Accident Insurance Fund Corporation (SAIF).

The Board concurred that it was okay for the Office Administrator to make these kind of changes to policies without bringing them to the Board to approve by motion, as long as changes were reviewed by the Fire Chief and the Board was notified of said changes afterward.

Dan Drayton made a motion to approve Policy 8.15 Workers Comp & Return to Work as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #7)**

Item #3 – \$50.00 Staff Holiday Gift Cards

The Board discussed distributing \$50 gift cards to employees and Volunteers; cards to be purchased from Grocery Outlet or another locally-owned store such as McKay's Market. Total amount of cards is \$2,600.

Nancy Oksenholt made a motion to approve \$50 gift cards to be distributed to District employees and Volunteers as stipulated; Dan Drayton seconded the motion. The motion passed. **(See Motion #8)**

Item #4 – Resolution #2023-09 Appropriate Donation Money Received

The Board reviewed Resolution #2023-09 to appropriate \$40,000.00 donated by an anonymous community member for the purchase of a jet ski, extrication tools, AEDs, Airlift bags, and Sawzals to Account #6835 Fire Supplies.

Dan Drayton made a motion to approve Resolution #2023-09 to appropriate \$40,000.00 received from an anonymous community member for the above purchases to Account #6835 Fire Supplies; Eric Creighton seconded the motion. The motion passed. **(See Motion #9)**

Local Union 5169 Report

None.

Committee / Staff Reports

Safety Committee Minutes

- The Minutes from the Nov. 20, 2023 meeting were included and there was some discussion.

Fire Marshal

- 11 inspections were completed in November with an average of 8.18 violations.
- 13 plan reviews were approved.
- Firefighter Schroeder taught Hands-Only CPR to 154 5th graders.
- A local hotel was shut down for failing to repair the fire sprinkler system; they'd had over a year to do so and failed to make corrections. They were allowed to reopen a few days later with a signed contract with a sprinkler company to complete the repairs and a plan outlining when the repairs would be completed.

Chief's Report

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

- EMS report:
 - 3 transports in November
 - Ambulance transport dollars received FY 2023/2024 is \$23,017
 - 62 transports in some level of billing with PWA
- Monies received in November:
 - \$ 8,265 Ambulance collections
 - \$ 1,448 EF Recovery (\$243 from Fire Marshal reinspections)
 - \$ 2,400 Plan review fees
 - \$ 600 Firefighter Physical reimbursement (Krista)
- Building and Equipment Maintenance:
 - The permits for the new station signs have been approved. Installation will begin the second week in January.
 - Capt. Schroeder inspected all stations after the storms. The generator at the St. Clair station had an issue with the transfer switch failing during a power outage but has been repaired.
 - T-12 pump/transmission repairs have been completed and it is back in service.
 - Quite a few tires were replaced this month, which is reflected in the Les Schwab bill.
 - Pierce pumper repairs seem to have corrected the problem and we have asked for a warranty extension.
- Alarm Responses:
 - 246 alarm responses in November, down 10% from 270 alarms in November 2022. Overall, alarms for 2023 (3,103) are down 4% over this time last year (3,227).
- Financial Audit:
 - For the audit for FY 2022/2023, we received a letter from our attorney as requested, with a list of legal fees and what they were for. We expect that to be the last documentation request.
- OSFM Tender:
 - The agreement with the State of Oregon has been signed. Deliveries will begin in February. The vehicle will be equipped and we'll install a radio; the Tender will be stationed at the St. Clair station.
- Personnel and Hiring:
 - Seven Volunteers are in first-year training, two of them are water rescue only. We now have 22 active Volunteers on the roster.
 - Four full-time employees are in their first-year probation.
 - Three new volunteer applications are starting the process.
 - Capt. Sparrow submitted his resignation effective January 8, 2024. Riley Schroeder will be promoted to Captain, and we interviewed the next three people on the list; a job offer will be made on Monday.
 - Deputy Chief Strange will be out for the next two months and Capt. Bickerdyke will move into his position during that time. Beginning January 2, 2024 he will be on a Monday-Friday 40-hour work week.

- FYI Information:
 - HR-16 has been stripped of decals and some equipment, will be posted on govdeals after the first of the year.
 - Request put to the City Manager to renegotiate our Dispatch Service Contract due to the District's loss of income from their urban renewal project.
 - We will be sending out "mailers" to all mailboxes to let them know how their bond dollars are being spent. The cost will be an estimated \$6,000 to \$7,000 and the timeline is the end of April.
 - Occupational Safety and Health Administration (OSHA) inspections are taking place around the state. Crews will use the manufacturer's checklist to inspect SCBAs every day, not once per shift.
 - Insurance Standards Organization (ISO) paperwork has been sent to Public Works and Dispatch. NLFRR will be assigning our internal work to staff.
 - Lincoln County has appointed Samantha Buckley to the Emergency Manager position; her priority is the county's radio system.
 - A health and wellness program is in development. Mental health is being addressed and there is State Accident Insurance Fund Corporation (SAIF), Oregon Fire Chiefs Association (OFCA), and third-party funds available for this.
 - We are working with our Legal Counsel on implementation of SB-1068 and Policy adoption as The Lincoln County Assessor still does not have a process for annexation of properties.
 - All Lincoln County Fire and EMS agencies have adopted the same protocol; we have moved to the Metro Consortium group.
 - The last Standard of Coverage (SOC) document put together for the District was in 2014. It was not adopted by the Board but recognized. Now that we have career staff, we will change the SOC and ask the Board to adopt it, looking at a June deadline.
 - We will put together a Strategic Plan as the District doesn't currently have one. Chief Dahlman will talk to other fire chiefs around the state about hiring someone to put it together, and we will put it in the budget.
 - The Awards Banquet will be held Saturday, March 23, 2024 at Chinook Winds.
 - We will hold an open house at Station 14 on April 6, 2024 to allow the public to see the changes made to the building. CERT, Red Cross, and NW Natural will have tables.
 - The City will take more of an emergency plan role.
 - We will be getting an Instagram account; FM Heidt manages the District's Facebook page. It's been suggested we include a 5-minute First Aid video.
 - Chief Dahlman will be out of the office for the next five days.

For the Good of the Order

None.

Call for General Public Comments for Non-Agenda Items

None.

Dan Drayton made a motion to adjourn the meeting; Nancy Oksenholt seconded the motion. The motion passed and the regular session was adjourned at 5:10 p.m. **(See Motion #10)**

The Minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assistant

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 12-13-2023

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 adopt Resolution No. 2023-08 on behalf of North Lincoln Fire & Rescue District #1 and on behalf of the District's Local Contract Review Board.

	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: 12-13-2023

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

MOTION: To approve the Minutes of the 11/08/23 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 #3 and Voting Record

Date: 12-13-2023

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 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 #4 and Voting Record

Date: 12-13-2023

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 payment of the bills 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: 12-13-2023

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

MOTION: To approve moving forward with implementing Melio Payments for the District's Accounts Payable process.

	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: 12-13-2023

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 8.21 Employment Verification 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 #7 and Voting Record

Date: 12-13-2023

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

MOTION: To approve Policy 8.15 Workers Comp & Return to Work 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: 12-13-2023

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 \$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 #9 and Voting Record

Date: 12-13-2023

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

MOTION: To approve Resolution #2023-09 to appropriate \$40,000.00 received from an anonymous community member for specified purchases 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 #10 and Voting Record

Date: 12-13-2023

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 adjourning the meeting at 5:10 p.m.

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

RESULTS

PASSED	FAILED
X	