

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Board of Directors Meeting – Minutes December 14, 2022

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Rick DeJager – NLFR
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Eric Maestas – NLFR
#3 – Alan Lee	Deputy Chief Doug Strange	Shane Chaffer – NLFR
#4 – Jamie Wright	Fire Marshal Cody Heidt	Kenny Banner – NLFR
#5 – Dan Drayton		
		GoToMeeting:
		Mark Wolf – Local Government Law Group
		Nick Wettlaufer – NLFR
		Rymer Hoey – NLFR
		Brian Nordyke – NLFR
		Dan Sparrow – NLFR

Board President Alan Lee called the Board of Directors to order at 4:00 p.m. and all present then stood to recite the Pledge of Allegiance. President Lee 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.

EXECUTIVE SESSION

Board President Alan Lee called the Executive Session to order at 4:00 p.m.

An Executive Session was called to order as authorized by ORS 192.660 (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Executive Session was closed at 4:45 p.m.

Approval of Minutes

11/9/2022 Board Minutes

The Board Minutes of 11/9/2022 were presented for approval.

Nancy Oksenholt made a motion to approve the Minutes as presented; Dan Drayton 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. 41.6% of the way into the fiscal year, we are at 40.8% of the budget. Account #5612 Incentive Pay is at 52.5% of the amount budgeted.

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

Payment of Bills

The bills were presented for payment.

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

Budget

None.

Old Business

Item #1 – Review of Closing Financial Dates from October Financials

The District Accountant had included an explanation for the question raised at the November Board meeting regarding the closing date used for October's Financials. In the future, she will use the date that she prepares the Financials, not the date that the Administrative Assistant enters the bills into Quickbooks.

New Business

Item #1 – 2000 BME (Fire Truck) for Surplus

The Board reviewed a proposal to declare as surplus property:

- 2000 BME (Fire Truck)
 - VIN: 44KFT4281YWZ19374

Nestucca Rural Fire Protection District has committed to purchasing the fire truck for \$35,000.

Tim Beatty made a motion to approve declaring as surplus the 2000 BME (Fire Truck); Dan Drayton seconded the motion. The motion passed. **(See Motion #4)**

Item # 2 – Policy 8.20 – Pregnancy & Maternity Temporary Light-Duty for Emergency Response Personnel

The Board reviewed newly drafted Policy 8.20 – Pregnancy & Maternity Temporary Light-Duty for Emergency Response Personnel to make available light-duty employment to District firefighters during pregnancy and while breastfeeding. HR Answers assisted with putting the policy together.

Nancy Oksenholt made a motion to approve Policy 8.20 as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #5)**

Item #3 – Policy 8.3 – Payroll, Scheduling and Overtime Practices

The Board reviewed the changes made to Policy 8.3 – Payroll, Scheduling and Overtime Practices regarding Payroll Deductions.

Jamie Wright made a motion to approve the changes to Policy 8.3 as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

Item #4 – Policy 8.5 – Time Off

The Board reviewed the changes made to Policy 8.5 – Time Off regarding Sick Leave, Bereavement Leave, and Oregon Family Leave Act (OFLA).

Dan Drayton made a motion to approve the changes to Policy 8.5 as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #7)**

Item #5 – Budget Committee Vacant Seat

The Board discussed the fact that there is now a vacant seat on the Budget Committee with former Committee member Nancy Oksenholt having been appointed to the Board of Directors. There is at least one interested party; Letters of Interest should go to Chief Dahlman and he will present them at the February 2023 Board meeting.

Item #6 – Resolution #2022-12 Appropriate Conflagration Funds

The Board reviewed Resolution #2022-12 to Appropriate \$86,653.00 received from the State of Oregon for our participation in the mobilization of personnel and equipment for state conflagrations to the following accounts:

- \$43,945.00 to Account #5570 (Staff Overtime)
- \$ 5,000.00 to Account #5612 (Incentive Pay)
- \$15,000.00 to Account #5720 (PERS)
- \$10,000.00 to Account #6810 (Apparatus Repairs)
- \$ 5,000.00 to Account #6812 (Apparatus Fuel)
- \$ 7,708.00 to Account E6835 (Fire Supplies)

Nancy Oksenholt made a motion to approve Resolution #2022-12 to appropriate \$86,653.00 received from the State of Oregon for our participation in the mobilization of personnel and equipment for state conflagrations to the accounts listed as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion # 8)**

Item #7 – Purchase of Power Cot for New Ambulance

The Board reviewed the quote from Stryker in the amount of \$47,295.29 for the purchase of a power cot for the new ambulance the District is purchasing. The money will come out of Bond Equipment funds.

Tim Beatty made a motion to approve the purchase of the power cot from Stryker for \$47,295.29; Dan Drayton seconded the motion. The motion passed. **(See Motion #9)**

Committee / Staff Reports

Safety Committee

- The Minutes of the November 21, 2022 Safety Committee Meeting were included.
- Chief Strange will work with the Water Rescue Crew to take on a Water Rescue leader.

Training

- Total in 2022: Fire – 200 hours, EMS – 30 hours, Water Rescue – 70 Hours
- Total training hours for the quarter – 30 hours
- 9 certifications were awarded after the Aerial Operator class last weekend

Fire Marshal

- A stop work order was issued to a local business with 45 violations. This was a joint effort with NLFRR, Oregon State Fire Marshal, Oregon State Police and Oregon Liquor and Cannabis Commission.
- FM Heidt has been busy with hotel/motel inspections and plan reviews.
- Pre-incident planning software and inspection program has been purchased, should be up and running by January 1st.

Chief's Report

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

- FEMA Covid:
 - No new documents have been requested, should be close to completion.
- EMS report:
 - 5 transports in November
 - 69 transports in billing with PWA
 - Ambulance transport dollars received FY 22/23 is \$19,515

- Monies received:
 - \$ 2,942 EF Recovery
 - \$ 515 Ambulance collections
 - \$ 8,500 Transit sold to Power Ford

- Conflagrations:
 - Miller Rd \$19,234 (received)
 - Klamath County \$22,551 (approved)
 - Rum Creek \$94,868 (approved)

- Building and Equipment Maintenance:
 - Dry rot repairs at Station 16 are completed. Lots of inside building maintenance.
 - Electronic signs for Station 14 and 16 – decision has not yet been made. We are looking for additional information from Foress Sign and the bond budget needs to be considered.
 - Multiple vehicle maintenance items.

- Alarm Responses:
 - 270 alarms in November, up 9% over November last year. 2022 alarms to-date is 3,227, ahead of last year's calls by 120 for an increase of 3.6%. We are currently averaging 9.8 calls per day.

- Grant applications:
 - SDAO Safety and Security Grant for \$5,000 was awarded.
 - The \$65,000 grant request made to Tillamook County for a heavy lift drone is still in the County evaluation process for acceptance
 - OSFM Tender Request submitted, the State wants supplemental information.

- Bond Purchases:
 - The two Type-1 engines are being outfitted, hope to have in service by the end of December.
 - Medic Unit "Cooperative Purchase" documents are in order and Notice of Intent has been published. We took the opportunity to get the 2023 chassis for a \$5,000 credit.

- Personnel and Hiring:
 - Two firefighter resignations – Noah Wierstra to go to TVF&R, last shift December 17th. Brian Nordyke received a conditional offer from Dallas Fire, his last shift would be December 27th.
 - The current list is almost exhausted, have one more to interview. Starting a testing process to fill vacancies and establish an eligibility list.
 - Three new volunteers in first year training. 20 active Volunteers on the roster.

- Surplus Property:
 - The trailer was sold for \$500
 - The Transit was sold for \$3,500

- Audit and Accounting:
 - The Audit is in the final step with the accounting firm, will update the Board when it is completed.

- FYI Information:
 - CERT annual report was sent to all the Board members.
 - Christmas Toy Drive takes place Saturday morning, December 17th; the Christmas party that evening at 6 p.m.
 - The holiday gift cards for employees and Volunteers have been mostly distributed.
 - OHA Inspection found rear and front of the medic unit missing signage, being taken care of.
 - EMS transports – the billing is going up but the payment process is slow. We were not listed in the VA so we are working on that, will receive backpay.
 - Discussion of lift assists – the crews help frequent callers review their living situations.

For the Good of the Order

A thank you was extended to former Board member Ron Woodard for bring the treats.

Call for General Public Comments for Non-Agenda Items

None.

Jamie Wright made a motion to adjourn the meeting; Dan Drayton seconded the motion. The motion passed. **(See Motion #10)**

ADJOURNED AT 5:35 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: 12-14-2022

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve the Minutes of the November 9, 2022 Board meeting as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the monthly financial reports as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Dan Drayton		Dan Drayton

MOTION: To approve the payment of the bills as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve declaring as surplus the 2000 BME (Fire Truck)
VIN: 44KFT4281YWZ19374

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve Policy 8.20 – Pregnancy & Maternity Temporary Light-Duty for Emergency Response Personnel as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve the changes to Policy 8.3 – Payroll, Scheduling and Overtime Practices as Presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
X	Dan Drayton		Dan Drayton

MOTION: To approve the changes made to Policy 8.5 – Time Off regarding Sick Leave, Bereavement Leave, and Oregon Family Leave Act (OFLA).

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve Resolution #2022-12 to Appropriate \$86,653.00 received from the State of Oregon for our participation in the mobilization of personnel and equipment for state conflagrations to the following accounts:

\$43,945.00 to Account #5570 (Staff Overtime) \$10,000.00 to Account #6810 (Apparatus Repairs)
 \$ 5,000.00 to Account #5612 (Incentive Pay) \$ 5,000.00 to Account #6812 (Apparatus Fuel)
 \$15,000.00 to Account #5720 (PERS) \$ 7,708.00 to Account E6835 (Fire Supplies)

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve the purchase of the power cot from Stryker for \$47,295.29.

	FOR	AGAINST	ABSTAINED	COMMENTS
Oksenholt	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: 12-14-2022

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve adjourning the meeting at 5:35 p.m.

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

RESULTS

PASSED	FAILED
X	