

**NORTH LINCOLN FIRE & RESCUE DISTRICT #1**

**Board of Directors Meeting – Minutes  
September 13, 2023**

**\*\*\* APPROVED \*\*\***

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Kenny Banner – NLFR
#2 – Tim Beatty	Office Admin/HR Krista Bond	
#4 – Jamie Wright	Admin Assistant KrieAnn Kudar	
#5 – Dan Drayton	Deputy Chief Doug Strange	
	Fire Marshal Cody Heidt	

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.

**EXECUTIVE SESSION**

Board President Tim Beatty called the Executive Session to order at 4:01 p.m.

An Executive Session was called to order as authorized by:

ORS 192.660 (h) 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 4:12 p.m.

**Approval of Minutes**

**8/9/2023 Board Minutes**

The Board Minutes of 8/9/2023 were presented for approval. Jamie Wright announced he would abstain from voting on this item as he was not present at that meeting.

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 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 16.6% of the way into the fiscal year, we are at 16.2% of the budget. Alarm monitoring is at 26.5% due to

the fact that elevator testing was not included when the budget was structured. HRA VEBA is at 46.1% due to half of the amount budgeted for the year having been paid in July.

Nancy Oksenholt 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.

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

## **Budget**

None.

## **Old Business**

None.

## **New Business**

### **Item #1 – Review of Policy 8.5 – Time Off**

The Board reviewed the changes made to Policy 8.5:

- 5. One-Year Calculation Period – “backward” replaced with “forward” in wording regarding measurement of rolling twelve-month period.
- 13. Benefits While on Leave – replaced “he or she” wording with “they”.
- H. Paid Leave Oregon Insurance – section added at the end.

Dan Drayton made a motion to approve Policy 8.5 as amended; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

### **Item #2 – Correction of Resolution #2023-05**

The Board reviewed Resolution #2023-05 with the corrected unappropriated balance of the General Fund for the fiscal year ending June 30, 2024 (from \$3,162,804 to \$3,194,953). The date of signature was changed to September 13, 2023 to reflect the date of the signing of the corrected document.

Jamie Wright made a motion to approve corrected Resolution #2023-05 as presented; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #5)**

### **Item #3 – Close LGIP Account #6323 Covid-19 Funds from FEMA. Transfer Remaining Balance to Regular/General LGIP Account #5689**

The Board discussed closing the now-defunct LGIP Account #6323 Covid-19 Funds from FEMA (\$127,160.00) and transferring them to the regular/general LGIP Account #5689.

Nancy Oksenholt made a motion to approve the LGIP funds transfer as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

## Committee / Staff Reports

### Training

- Fire – 10 hours
- EMS – 1 hour
- Water Rescue training is held weekly on alternating Wednesdays and Thursdays.

### Fire Marshal

- 38 inspections were completed in August with an average of 4.04 violations.
- All hotels/motels have had their initial inspection completed. Of the 48, only 9 have not been brought into compliance (19%).
- He received his competency recognition from the Department of State Fire Marshal and is now recognized as an “Oregon Fire Marshal”.

## Chief's Report

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

- EMS report:
  - 5 transports in August
  - Ambulance transport dollars received FY 2023/2024 is \$8,818
  - 59 transports in some level of billing with PWA
- Monies received:
  - \$ 5,583 Ambulance collections
  - \$ 2,442 EF Recovery (\$500 from Fire Marshal reinspections)
  - \$ 4,450 Plan review fees
  - 385 CPR classes
- Building and Equipment Maintenance:
  - Station 16 painting is complete. Bob is working on landscaping and building repairs.
  - The electronic reader board signs for Station 14 and 16 did not meet City code requirements; redesigning the signs was the best option.
  - Kenny has many equipment repairs – HR-16 is still out of service and T-12 was repaired, expected to be back at any time.
  - L-16 and E-14 will need rear tires replaced before winter.
  - Beach Rescue Dodge needs to be replaced, has significant rust due to 16 years of beach use. The District will look into purchasing a wash system to clean underneath the vehicles to help mitigate rust issues.
- Alarm Responses:
  - 318 alarm responses in August, down 3% from 328 alarms in August 2022. Overall, alarms for 2023 (2,289) are down 2.5% over this time last year (2,344).

- Financial Audit:
  - The audit for FY 2022/2023 was done onsite. We are still providing some documents but are ahead of schedule.
- ISO Meeting:
  - Presurvey meeting is scheduled for September 27<sup>th</sup>. Both Public Works and Dispatch will be in attendance.
- Urban Renewal:
  - Urban Renewal Development (URD) plan passed with the County Commissioners and now with the City.
  - The City was not swayed by our written or spoken testimony of how the Fire District would be adversely affected by their decision and they refused to take any action on our requests to make it a 15-year plan or tied to a Performance Review.
  - URD plan will be effective September 27<sup>th</sup>.
- Grant applications:
  - The District OSFM Upstaffing is successful with two more weekends left. \$21,000 of the \$35,000 has been spent to date.
  - OSFM Tender grant – the District is still waiting for the agreement from OSFM to sign and finalize.
- Personnel and Hiring:
  - Six Volunteers are in first-year training, two of them are water rescue only. We have 22 active Volunteers on the roster. Two new water rescue only applications.
  - Three full-time employees in their first-year probation.
  - One full-time employee resigned. Starting the interview process to replace, plan to make job offer by next Monday.
- Casino Relationship:
  - Chief Dahlman met with the General Manager (GM) on Friday; the Tribe doesn't want a Memorandum of Understanding (MOU) with the Fire District. The GM will ask again in a year, present them with documentation of Fire Marshal involvement.
  - The Tribe will give the Fire District a \$75,000 donation this year.
- FYI Information:
  - Lincoln County was deployed to the Tyee Ridge Complex Fire. NLFR sent six personnel, E-12, and a command vehicle. Our personnel were utilized as Engine Bosses on fire engines from Yachats and Toledo and Chief Dahlman was the Task Force Leader.
  - Lincoln County Assessor still does not have a process for annexation of properties into the District (SB1068). Chief Dahlman will send them a list of properties to be included – they had 90 days.
  - The Get Ready Event held Saturday, September 9<sup>th</sup> at Station 16 was well attended. The “Otis Strong Day” was also held with NLFR crew in attendance.
  - The quarterly Officer Meeting was held yesterday.
  - The eight new fire pagers won't be here until December. Three more were found to be held by former volunteers and we are working on having them returned.

- Add “Union Report” to the Board Meeting agenda, to be given either in person or in writing, to update the Board on what the Union is doing to be involved in the community.
- Compile a list of agenda items for the workshop with the City – how to make up income from the URD loss? Have the City participate in a Standard of Coverage – put together a strategic plan for 5 years, 10 years, etc. Put together deployment standards. Hydrant needs and maintenance plan for flow testing, etc. – what is their long-term plan for water supply? We should be inspecting Vacation Rental Dwellings (VRDs).

### 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; Jamie Wright seconded the motion. The motion passed and the regular session was adjourned at 5:14 p.m. **(See Motion #7)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 9-13-2023

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 the Minutes of the 8/9/23 Board meeting as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 9-13-2023

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 9-13-2023

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				absent
Wright	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 9-13-2023

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 8.5 – Time Off as amended.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 9-13-2023

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

MOTION: To approve corrected Resolution #2023-05 as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 9-13-2023

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 closing LGIP Account #6323 Covid-19 Funds from FEMA (\$127,160.00) and transferring them to the regular/general LGIP Account #5689.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 9-13-2023

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 adjourning the meeting at 5:14 p.m.

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

RESULTS

PASSED	FAILED
X	