

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
May 10, 2023**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Kenny Banner – NLFR
#2 – Tim Beatty	Office Admin/HR Krista Bond	Shane Chaffer – NLFR
#3 – Alan Lee	Admin Assistant KrieAnn Kudar	Will Heredia – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Whitney Warren – NLFR
#5 – Dan Drayton	Fire Marshal Cody Heidt	Rymer Hoey – NLFR
		Arturo Aguilar, Jr. – NLFR
		Nick Wettlaufer – NLFR

Board President Alan Lee 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. President Lee then asked Chief Dahlman if he had received any public comments prior to the meeting and Chief Dahlman replied that he had not.

EXECUTIVE SESSION

Board President Alan Lee called the Executive Session to order at 4:02 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, AND;

ORS 192.660 (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; AND;

ORS 192.660 (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Executive Session was closed at 4:37 p.m.

Approval of Minutes

4/12/2023 Board Minutes

The Board Minutes of 4/12/2023 were presented for approval. The Board inquired as to which engine with issues Chief Dahlman was referring under Buildings and Equipment Maintenance and Chief Dahlman clarified it was E-14, with E-142 also having issues. The Minutes will be amended to reflect this.

Tim Beatty made a motion to approve the Minutes as amended; 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. Account #5150 (Programs, events & meals) was \$4,979 over budget due to costs from the Awards Banquet. However, the Board will be asked to approve Resolution #2023-03 in which \$2,483.90 received from the Volunteer Association will be transferred to that account.

At 83% of the way into the fiscal year, we are at 77% of the budget.

Tim Beatty made a motion to approve the monthly financial statements as presented; Dan Drayton 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)**

Resolution #2023-03 Appropriate Reimbursement from the Volunteer Association for the Awards Banquet

The Board reviewed Resolution #2023-03 to appropriate \$2,483.90 received from the Volunteer Association to reimburse the District for Awards Banquet costs.

Jamie Wright made a motion to approve Resolution #2023-03 to appropriate \$2,483.90 received from the Volunteer Association to reimburse the District for Awards Banquet costs; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

Budget

The Board reviewed the Minutes of the 4/19/2023 Budget Committee Meeting. Budget Committee Position #1 "Nancy Oksenholt" is to be amended to "Dan Clanton" and Board Member Position #1 "Ron Woodard" is to be amended to "Nancy Oksenholt".

Tim Beatty made a motion to approve the 4/19/2023 Budget Committee Meeting Minutes as amended; Dan Drayton seconded the motion. The motion passed. **(See Motion #5)**

Old Business

None.

New Business

Item #1 – Discussion of the CBA Article 17 Section 17.2 Cost of Living Pay Increase

The Board reviewed Article 17 Section 17.2 of the Collective Bargaining Agreement (CBA). The Union had agreed to a 2% pay increase for firefighters and a 3% pay increase for captains.

Tim Beatty made a motion to approve the respective 2% and 3% pay increases as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #6)**

Item #2 – Discussion of Fire Chief Pay Increase

The Board reviewed Chief Dahlman's request for a 6% pay increase. Last year he received no increase and this year the District no longer pays 6% into PERS on his behalf, so there will be no additional cost to the District. He also presented a request for the next fiscal year that he receive a cost-of-living increase of not less than 2% and not more than 4%.

Nancy Oksenholt made a motion to approve the current pay increase of 6% at no additional cost to the District, and the cost-of-living increase for the next fiscal year as specified; Dan Drayton seconded the motion. The motion passed. **(See Motion #7)**

Item #3 – Reissue LOSAP Funds that were accidentally forfeited back to the District

Former Volunteer Rochelle Toon had received a letter from Oregon Fire District Directors Association (OFDDA) notifying her that her Length of Service Awards Program (LOSAP) funds of \$760.11 had been forfeited back to the District. This was found to have been requested by the District in error, and Ms. Toon would like the funds put back into LOSAP.

Tim Beatty made a motion to approve issuing a check for \$760.11 to OFDDA to reinstate Ms. Toon's LOSAP account; Jamie Wright seconded the motion. The motion passed. **(See Motion #8)**

Committee / Staff Reports

Training

- Fire – 12 hours
- EMS – 1 hour
- Wildland training all month.
- EMS check offs for re-certification are done.

Fire Marshal

- We received a \$3,449 grant from FM Global for a one-year payment of APX (pre-plan/inspection software) and the purchase of an iPad and accessories.
- Defensible Space Assessments training from the State on May 11th.

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 April
 - 76 transports in some level of billing with PWA
 - Ambulance transport dollars received FY 22/23 is \$55,778
- Monies received:
 - \$ 1,278 EF Recovery
 - \$ 112 Ambulance collections
 - \$ 550 Plan review fees
 - \$ 10,000 Surplus Equipment (Engine is going to Mexico, loaded it with expired turnouts, 40-yr. old hose, other equipment – drove it to Woodburn)
- Building and Equipment Maintenance:
 - Bob is working on multiple landscaping projects and prepping Station 16 for painting.
 - Kenny has many equipment repairs – L-16 and HR-16 are out of service, E-14 still has Jake brake issues, E-15 is waiting for repair in Eugene.
- Alarm Responses:

255 alarm responses in April, down 7% from 275 alarms in April 2022. Alarms for 2023 (1037) are down 7% over this time last year (1113).
- Urban Renewal:
 - The new URD is moving forward with the City, next is approval from Lincoln County on May 17th. If the County approves it, it comes back to the City to move forward, and if the County doesn't approve it, it goes back to the City where the boundaries can be extended and more dollars taken from the Fire District. The City still needs a Meet and Confer with the District to address our concerns.
- Grant applications:
 - 2022-23 SDAO Safety and Security \$5,000 grant for security lighting at Stations 12, 13, and 17 – funds have been received and the contractor has completed the job.
 - Application has been made for an OSFM Upstaffing grant of \$35,000 for summer hiring.
 - Application for the 50/50 matching grant with the County for disaster preparedness (\$2,500) was successful. We will purchase three more Jackery

- Solar power units to distribute to stations – they are used for medical devices when power is out for an extended period of time. Kudos to Firefighter/Paramedic Brandon Bowers, who has been soliciting donations and received \$500 from Harbor Freight to help with the cost.
- OSFM Tender grant – the District is still waiting for the agreement from OSFM to sign and finalize.
 - Bond Purchases:
 - The new ambulance was picked up and radios will be installed May 11th. Hopefully it will be licensed by the Oregon Health Authority and in service by the end of June.
 - Personnel and Hiring:
 - We have two new paid firefighters – Joe Morgan started May 8th and Keaton Foster starts May 15th.
 - Three Volunteers are in first-year training. We have 20 active Volunteers on the roster, two new applicants having physicals done and one pending review.
 - Surplus Property:
 - The Engine was sold to Guaymas Fire Department in Mexico at a cost of \$10,000; we included some old, expired equipment.
 - The jet ski payment of \$4,850 was received.
 - Casino Relationship:
 - FM Heidt is working with them on the June fireworks.
 - Firefighter/EMT Schroeder has taught one class to security staff on EMS triage and is scheduled to teach another class.
 - Out-of-District Properties:
 - SB1068 is moving forward, is in the House Committee. The Bill would allow the District to annex within 7 road miles of a fire station, is expected to pass.
 - Budget Process:
 - The District Accountant is sending the final LB1 forms to the State.
 - FYI Information:
 - The City has requested a joint NLFRC/City Council Meeting in October. We are looking to build a relationship with the City, will bring up a discussion regarding offsetting our dispatching costs with transient room tax.
 - Firefighter/EMT Schroeder taught fire extinguisher training to Teen CERT at Station 16.
 - We can contact Toledo Fire to see how they run their Cadet program. FM Heidt ran one at Sheridan High School, as well.
 - We are finally receiving \$47,000 from the Covid clinics we held.
 - Morris Excavation would like to extend their agreement with the District for another year. We'll put together an extension agreement and have Board President Lee sign it.

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 5:46 p.m. **(See Motion #9)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 5-10-2023

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 Minutes of the 4/12/23 Board meeting as amended.

	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: 5-10-2023

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 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: 5-10-2023

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: 5-10-2023

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

MOTION: To approve Resolution #2023-03 to appropriate \$2,483.90 received from the Volunteer Association to reimburse the District for Awards Banquet costs.

	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: 5-10-2023

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 4/19/23 Budget Committee Meeting Minutes as amended.

	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: 5-10-2023

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

MOTION: To approve a 2% pay increase for firefighters and a 3% pay increase for captains.

	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: 5-10-2023

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 a 6% pay increase for Chief Dahlman this year and a cost-of-living increase for the next fiscal year at no less than 2% and no more than 4%.

	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: 5-10-2023

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 issuing a check for \$760.11 to OFDDA to reinstate Rochelle Toon's LOSAP Account.

	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: 5-10-2023

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 adjourning the meeting at 5:46 p.m.

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

RESULTS

PASSED	FAILED
X	