

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
May 8, 2024**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Riley Schroeder – NLFR
#2 – Tim Beatty	Deputy Chief David Bickerdyke	Hunter Pariani – NLFR
#3 – Eric Creighton	Fire Marshal Cody Heidt	John Wilkinson – NLFR
#4 – Jamie Wright	Office Admin/HR Krista Bond	
#5 – Dan Drayton	Admin Assistant KrieAnn Kudar	<i>GoToMeeting:</i> E-16 Crew – NLFR

Executive Session

Board President Tim Beatty called the Executive Session to order at 4:00 p.m.

An Executive Session was called to order as authorized by:

ORS 192.660(2)(d) To Conduct Deliberations with Persons Designated by the Governing Body to Carry on Labor Negotiations.

The Executive Session was closed at 4:23 p.m.

Budget Hearing

Board President Beatty opened the Budget Hearing at 4:25 p.m. and called for public comments regarding the budget. There were none.

The Budget Hearing was closed at 4:25 p.m.

Regular Board Meeting

Board President Tim Beatty called the Board of Directors to order at 4:25 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 received one email. He had also received a verbal positive comment while at a conference, regarding a call we'd responded to.

Approval of Minutes

4/10/2024 Board Minutes

The Board Minutes of 4/10/2024 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 #1)**

Review of Financial Statements

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 83% of the way into the fiscal year, we are at 71% of the budget. The Deputy Chief budget is at 107% due to the former Deputy Chief payout at the time of his recent retirement. Cell phone total is 103% due to cell phone replacements.

Nancy Oksenholt made a motion to approve the monthly financial statements as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #2)**

Budget

Item #1 – Budget Meeting Minutes of 4/17/24

The Minutes from the 4/17/24 Budget Committee Meeting were presented for approval. “*Board President, Dan Drayton...*” is to be corrected to “*Budget Committee Chairman, Dan Drayton...*”

Eric Creighton made a motion to approve the 4/17/24 Budget Committee Meeting Minutes as corrected; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #3)**

Item #2 – Re-elect Monica Valencia to Budget Committee for a 3-year Term

Nancy Oksenholt made a motion to approve the re-appointment of Monica Valencia to Position #2 on the Budget Committee for a 3-year term; Dan Drayton seconded the motion. **(See Motion #4)**

Old Business

None.

New Business

Item #1 – Plan of Action 2022/2023 Audit Recommendations

The Board reviewed the Plan of Action 2022/2023 Audit Recommendations that addressed a “Material Weakness” and three Best Practices (not significant deficiencies):

- Historical Cost and Depreciation Records – addresses the auditor statement that the District does not maintain historical and depreciation records. Assets acquired post-2004 are fully documented in the District’s financial records.
- Fidelity Insurance Coverage – the District’s insurance agent assures the District that it has sufficient coverage.
- Segregation of Duties – the District does the best it can with a small staff and utilizes an outside Accounting service.
- Monitoring of Financial Activities – the Board does monitor all financial activities.

Dan Drayton made a motion to approve the Plan of Action 2022/2023 Audit Recommendations; Jamie Wright seconded the motion. The motion passed and the Plan of Action was signed by the Board President and will be sent to the State after the Minutes are approved. **(See Motion #5)**

Local Union 5169 Report

None.

Committee / Staff Reports

Training

DC David Bickerdyke went over his report – some highlights below:

- April training hours – 500.25.
- Crew Performance Standards are being assigned monthly.
- Recent Monday night drills included Mayday, Search and Rescue, Rapid Intervention Team (RIT), and CPR/First Aid.
- He thanked Chief Dahlman and the Board for their encouragement and the opportunity to impact his community.

Fire Marshal

FM Cody Heidt went over his report – some highlights below:

- 7 inspections with 26 violations noted.
- Investigation from the 4/29/24 fire on NE 11th St. was turned over to insurance.
- 10 Approved Plan Reviews.
- About 20 people showed up at the Otis Fire Station open house held on May 4th.

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 April
 - Ambulance transport dollars received FY 2023/2024 is \$54,127
 - 68 transports in some level of billing with PWA (we're trying to move away from PacWest doing our billing, looking at Tactical Solutions who will charge a \$35 flat fee instead of 10% of what PacWest collects).
- Monies received in April:
 - \$ 1,918 Ambulance collections
 - \$ 1,264 EF Recovery
 - \$ 900 Plan review fees
- Summer Staffing Grant:
 - NLFR was awarded a \$35,000 staffing grant; funds have been received.
 - Intend to hire two Volunteers for the summer, starting in July.
- Building and Equipment Maintenance:
 - Pierce engine extended warranty ends this month.

- The other new Pierce engine has a windshield that is delaminating, not under any warranty, that will be replaced.
- High pressure fuel pump on B-16 was replaced.
- Ramping up landscaping.
- Beau Brenneman started his position as Maintenance Tech. His focus will be District vehicles, but he and Capt. B. Schroeder will work together on many projects.
- Alarm Responses:
 - 248 alarm responses in April, down 2% from 255 alarms in April 2023. 1,052 alarms to date in 2024, up 2% from 1,037 this time last year.
- Financial Audit:
 - Audit is filed with the State. Response to deficiencies is completed.
- OSFM Tender:
 - Delivery date is sometime after June and as late as October due to PTO parts issue.
- Personnel and Hiring:
 - Four Volunteers are in first-year training, two of them are water rescue only. Roster now has 22 active Volunteers. Two Volunteer applications in background checks.
 - Four full-time employees are in their first-year probation.
 - Conditional job offer made for Firefighter/Paramedic to replace vacancy left by Capt. Brenneman. He is expected to start May 27th.
 - We are accepting internal and external applications for a Captain position.
 - David Bickerdyke has been promoted to Deputy Chief of Operations and Training.
- FYI Information:
 - HR-16 had an offer of \$80,000, which we accepted. Potential owners will fly in to inspect and take possession of the apparatus.
 - The surplus jet ski was sold on GovDeals for \$4,000.
 - 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 have not yet received a response.
 - Short-term rentals (STRs) inspection program will start July 1st.
 - ISO inspection is scheduled for July 11th.
 - A Health and Wellness Program with mental health is moving forward.
 - The new Ford F-250 truck is in development, canopy and striping completed. Waiting on scheduled radio and lighting.
 - Pending grant applications:
 - Siletz Tribal – fire extinguisher training kit (this was not awarded, but we will reapply).
 - Assistance to Firefighter Grant (AFG) – 15 sets of turnouts.
 - Labor negotiations in progress.

- I attended the Oregon Fire Chiefs Conference and the State Fire Defense Board meeting last week. Lots of things occurring with Mental Wellness and with the Department of State Fire Marshal, especially around Wildland fire prevention and awareness.

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 5:15 p.m. **(See Motion #6)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 5-8-2024

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 4/10/24 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: 5-8-2024

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 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: 5-8-2024

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

MOTION: To approve the Minutes from the 4/17/24 Budget Committee meeting.

	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: 5-8-2024

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 the re-election of Monica Valencia to the Budget Committee for a 3-year term.

	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: 5-8-2024

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 Plan of Action 2022/2023 Audit Recommendations.

	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: 5-8-2024

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 adjourning the meeting at 5:15 p.m.

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

RESULTS

PASSED	FAILED
X	