

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

**Board of Directors Meeting – Minutes  
February 14, 2024**

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

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

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.

**Approval of Minutes**

**1/10/2024 Board Minutes**

The Board Minutes of 1/10/2024 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 58% of the way into the fiscal year, we are at 54% of the budget. 116% of property tax revenue has been collected. Fuel costs continue to be high at 63% of the budget.

The Board prefers the original formatting of Payroll over this month’s and would like to continue the 3-month overview of the Financials.

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

## Budget

### **Appoint Budget Committee Member to Position #3**

Chief Dahlman received two letters of intent, one from Kathy Joy and one from Tom Trunt.

Dan Drayton made a motion to approve the appointment of Kathy Joy to Position #3 on the Budget Committee; Jamie Wright seconded the motion. The motion passed. **(See Motion #3)**

### **Re-appoint Budget Committee Members to Positions #4 and #5**

Eric Creighton made a motion to approve the re-appointment of Renee Selvidge to Position #4 and Jerry Cooksey to Position #5 on the Budget Committee; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

## Old Business

None.

## New Business

### **Item #1 – Resolution #2024-02 Appropriate Conflagration Funds**

The Board reviewed Resolution #2024-02 Appropriate Conflagration Funds in the amount of \$129,940 received from the State of Oregon to the following accounts:

- \$70,000.00 to Staff Overtime (Account 5570)
- \$30,000.00 to PERS (Account 5720)
- \$14,000.00 to Apparatus Repairs (Account 6810)
- \$10,940.00 to Fire Supplies (Account 6835)

\$5,000 had already been put into the budget for this year.

Dan Drayton made a motion to approve Resolution #2024-02 Appropriate Conflagration Funds as presented, Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #5)**

### **Item #2 – Delinquent Claims for MVC / Transports**

Chief Dahlman presented the Board with a list of highway billings that EF Recovery was unable to collect and asked if the Board would like the District to work with a collections agency to try to collect on these and transport billings that Pacific West Ambulance (who bills on NLFR's behalf) was unable to collect. The Board discussed using the services of Valley Credit Service, Inc., whose fee is 35% of any successful collection and nothing for unsuccessful attempts. The Board agreed that only out-of-District residents would be billed for highway billings and there would be no distinction between resident and non-resident status for ambulance billings.

Dan Drayton made a motion to approve using the services of Valley Credit Service, Inc. to collect unpaid billings as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

## Local Union 5169 Report

FF Wilkinson spoke on the progress of Heritage/Retro Volunteer Week planned for the last week in March, which would celebrate the two former fire districts (Devils Lake Rural Fire Protection District and Taft-Nelscott-DeLake Rural Fire Protection District, which merged in 1997.) T-shirts with their logos will be worn by the crew at the respective fire stations, door decals will be placed on the engines, etc. This will become an annual event.

Capt. Riley Schroeder announced that five NLFR firefighters will be participating in the annual Seattle Stair Climb on March 10<sup>th</sup>. The 69 flights of stairs are climbed in full PPE to raise funds for leukemia.

## Committee / Staff Reports

### Training

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

- January Drill hours - 434.
- Water Rescue training is ramping up.
- Volunteer Alex Salicrup is developing a Volunteer Mentorship program.
- Four more drivers have been certified on the Bronto Ladder Truck.

### Fire Marshal

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

- January was a slow month for inspections due to the bad weather.
- 15 approved plan reviews.
- He will be attending a drone class in Nestucca – NLFR currently has no drone pilots.
- Open houses presenting Defensible Spaces information will be held at Stations 13, 14, and 17 in the upcoming months.

## Chief's Report

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

- EMS report:
  - 10 transports in January
  - Ambulance transport dollars received FY 2023/2024 is \$35,581
  - 68 transports in some level of billing with PWA
- Monies received in January:
  - \$ 3,939 Ambulance collections
  - \$ 2,282 EF Recovery (\$1,500 from Fire Marshal reinspections)
  - \$ 2,400 Plan review fees
- Building and Equipment Maintenance:
  - The new signs have been installed at both Station 14 and Station 16. We have received several compliments on them.
  - Pierce pumper warranty is being extended by six months.

- Alarm Responses:
  - 316 alarm responses in January, up 13% from 285 alarms in January 2023.
- Financial Audit:
  - We received the final Audit Report for FY 2022/2023. They will submit it to the State of Oregon.
- OSFM Tender:
  - The new Tender will arrive between March and July; we have already picked up the loose equipment from the State.
- Personnel and Hiring:
  - Seven Volunteers are in first-year training, two of them are water rescue only. One pending Volunteer application. Roster now has 21 active Volunteers.
  - Four full-time employees are in their first-year probation.
  - One full-time firefighter was hired and is expected to start in a couple of weeks.
  - We have posted hiring for entry level FF/EMT for NTN testing – closes March 22nd.
  - Our one remaining Maintenance Technician will be retiring in a couple of months. The District will need to post both positions. The job descriptions will be rewritten to reflect that these employees will not respond to incidents but perform maintenance work only.
- FYI Information:
  - HR-16 will be posted on GovDeals for another week. The asking price is \$75,000 with a reserve of \$100,000 and Buy it Now price of \$130,000.
  - 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.
  - We are taking over STR inspections from the City, price is \$100 per. We will meet with the County to do theirs (27 properties).
  - Depoe Bay Fire Chief Bryan Daniels has submitted his resignation effective the end of March.
  - ISO paperwork has been sent to the other three water companies in our district, internal work assigned to NLFR staff. Inspection date late March.
  - A Health and Wellness Program is in development, includes mental wellness.
  - We sent a letter to Depoe Bay Fire as required by SB1068 for annexation; we are looking at properties on Millport Slough and Immonen Rd. We haven't heard back yet, probably won't until their Board situation changes.
  - Next month will have an ordinance update for approval along with updated fees and adding STR inspection fee along with complete fee review update.
  - The new Ford F-250 truck has arrived.
  - The title to the Humvee we received from Oregon Department of Forestry (ODF) will be transferred to us, no longer part of federal surplus.

- We received a Request to Bargain from the Union, will meet in March or April after the Budget for FY 2024/2025 has been completed.
- We received the \$75,000 check from Chinook Winds Casino Resort today.
- The Awards Banquet will be held March 23<sup>rd</sup>.
- Chief Dahlman will be out of the office next week.
- Chief Dahlman complimented FM Heidt and Capt. Bickerdyke on their running of Operations in the absence of DC Strange.

### **For the Good of the Order**

None.

### **Call for General Public Comments for Non-Agenda Items**

Krista attended the SDAO Conference in Seaside, which will give the District a 2% discount on insurance. The 2024 Best Practices Program should be available next month so Board members can attend. This will give the District an additional 10% discount.

Dan Drayton made a motion to adjourn the meeting; Nancy Oksenholt seconded the motion. The motion passed and the regular session was adjourned at 5:22 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: 2-14-2024

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 1/10/24 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: 2-14-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton	X	Eric Creighton
X	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 #3 and Voting Record

Date: 2-14-2024

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 appointment of Kathy Joy to Position #3 on the Budget Committee.

	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: 2-14-2024

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 re-appointment of Renee Selvidge to Position #4 and Jerry Cooksey to Position #5 on the Budget Committee.

	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: 2-14-2024

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 Resolution #2024-02 Appropriate Conflagration Funds as presented:

\$129,940 received from the State of Oregon to the following accounts:

\$70,000.00 to Staff Overtime (Account 5570)

\$30,000.00 to PERS (Account 5720)

\$14,000.00 to Apparatus Repairs (Account 6810)

\$10,940.00 to Fire Supplies (Account 6835)

	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: 2-14-2024

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 using the services of Valley Credit Service, Inc. to collect unpaid billings 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: 2-14-2024

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 5:22 p.m.

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

RESULTS

PASSED	FAILED
X	