

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
November 9, 2022**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Ron Woodard	Fire Chief Rob Dahlman	Nancy Oksenholt
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Rick DeJager - NLFR
#3 – Alan Lee	Office Admin/HR Krista Bond	
#4 – Jamie Wright	Deputy Chief Doug Strange	
#5 – Dan Drayton	Fire Marshal Cody Heidt	
(Arrived at 4:20 p.m)		

Board President Ron Woodard called the Board of Directors to order at 4:01 p.m. and all present then stood to recite the Pledge of Allegiance. President Woodard 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.

Approval of Minutes

10/12/2022 Board Minutes

The Board Minutes of 10/12/2022 were presented for approval.

Tim Beatty made a motion to approve the Minutes as presented; Alan Lee 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. 33% of the way into the fiscal year, we are at 34.6% of the budget. The Board noticed that the financials are dated a week before the Board meeting but include checks that are dated the day of the Board meeting and signed that night. Chief Dahlman will talk to the District Accountant to see if this is standard practice.

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.

Alan Lee made a motion to approve payment of the bills as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #3)**

Budget

None.

Old Business

None.

Resignation Announcement

President Woodard announced his resignation from the Board of Directors, effective immediately as he presented a letter to the Board Members. He recommended that Nancy Oksenholt be appointed to serve the remainder of his term, and he stepped down. Vice-President Alan Lee stepped into the role of President and thanked Ron Woodard for his years of service. Discussion of Nancy Oksenholt's appointment to Position #1 was tabled until later in the meeting so Dan Drayton could take part when he arrived.

New Business

Item #1 – 2011 Ford Transit Connect for Surplus

The Board reviewed a proposal to declare as surplus property:

- 2011 Ford Transit Connect AdvanceTrac RSC
 - VIN: NM0LS6BN3BT066379

Tim Beatty made a motion to approve declaring as surplus the 2011 Ford Transit Connect AdvanceTrac RSC; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

Item # 2 – 2013 Shore Lander Boat Trailer for Surplus

The Board reviewed a proposal to declare as surplus property:

- 2013 Shore Lander Boat Trailer
 - VIN: 1MDKNAM15DA509426

Tim Beatty made a motion to approve declaring as surplus the 2013 Shore Lander Boat Trailer; Jamie Wright seconded the motion. The motion passed. **(See Motion #5)**

Item #3 – Grievance Over Staffing

The Board reviewed copies of documents pertaining to the Grievance filed by the Union over Staffing. The trending deficit shortfall is \$70,000; 33% of the way into the budget year, Overtime is at 39.3% of the budget. Chief Dahlman reported that if the Union

doesn't accept the District's response, the matter will go to Arbitration. Once he receives the final document from the attorney, he will email it to the Board members.

Item #4 – Policy 8.15 – Workers Compensation Insurance & Return to Work

The Board reviewed Policy 8.15 – Workers Compensation Insurance & Return to Work with the recommended changes.

Jamie Wright made a motion to approve Policy 8.15 – Workers Compensation Insurance & Return to Work with recommended changes; Dan Drayton seconded the motion. The motion passed. **(See Motion # 6)**

Item # 5 – Appointment of Nancy Oksenholt to Board of Directors Position #1

With the arrival of Dan Drayton, the Board reviewed the appointment of Nancy Oksenholt to Position #1 to complete Ron Woodard's term that expires 6/30/23. Nancy would add her name to the May 2023 ballot for consideration by the voters to fill that position for the regular three-year term.

Tim Beatty made a motion to appoint Nancy Oksenholt to Position #1 to fill Ron Woodard's term that expires 6/30/23; Jamie Wright seconded the motion. The motion passed. **(See Motion #7)**. President Lee administered the oath of office and Nancy took her place at the Board table.

Committee / Staff Reports

Safety Committee

- Safety Committee Meetings are held every other month – the next one is scheduled for November 21, 2022.

Fire Marshal

- Fire Prevention Week was October 9-15th; the District provided education to over 370 students. Riley Schroeder did a great job of organizing the week's events and C-Shift participated in the presentations.
- Monday morning there will be an online presentation on software that will allow us to complete pre-incident plans and fire inspections. We are looking into a grant that would fund the first year of the software and equipment.

Training

- Fire – 9 hours, EMS – 1 hour.
- Aerial operator class is scheduled for December 10th & 11th.

Chief's Report

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

- FEMA Covid:
 - All accounting completed and final documents have been signed.
 - The unused \$506,440.75 was returned to them.

- EMS report:
 - 5 transports in October
 - Ambulance transport dollars received FY22-23 budget year is \$19,515
 - 64 transports in billing with PWA

- Monies received:
 - \$ 564 EF Recovery
 - \$ 5,329 Ambulance collections
 - \$ 600 Surplus Escape Air system (Govdeals)

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

- Building and Equipment Maintenance:
 - Dry rot repairs at Station 16 are waiting on stainless steel vents to complete the work.
 - Electronic signs for stations 14 and 16 not yet ordered, looking for additional information from Foress Signs. Will work with the City on permits.
 - Vehicle maintenance and winter inspections, tires for 3 vehicles.
 - One new engine has arrived, the other due on November 18th – both will need to be equipped.

- Alarm Responses:
 - October alarm responses 311, up 6% over October of last year. Current average is 9.8 calls per day, total call for the year as of end of October is 2,957. For the year 2022 we are 97 calls ahead of 2021 for an increase this current year of 3.5%.

- Grant applications:
 - SDAO Safety and Security Grant for security lighting at Stations 12, 13, and 17 – no response yet.
 - The \$65,000 grant request made to Tillamook County for a heavy lift drone – still no response, expect that it will not be funded.
 - OSFM Tender Request is still being evaluated.

- Bond Purchases:
 - One Type-1 engine has been delivered and radios installed, the other arrived with a cracked windshield which is being replaced. Equipment installation, radios, MDTs are all being scheduled, hope to have both engines in service the first of the year.

- Ambulance preliminary contract has been signed, making sure we have all the proper documentation. Waiting for purchasing agreement from our attorney as this is considered a “Cooperative Purchase”, will be published Tuesday, November 15th.
- Personnel and Hiring:
 - Three volunteers in training, three new applicants going through initial orientation.
 - 20 active volunteers currently on the roster.
- Surplus Property:
 - Declaring the trailer and Transit. The Transit will go to Power Ford, and we’ll advertise the trailer on our own and through word-of-mouth.
- Audit and Accounting:
 - We have received a “draft” of the 2021/2022 audit, last remaining documents have been sent. Expect to be completed and submitted to the State of Oregon on time.
- FYI Information:
 - On Halloween we handed out candy and stickers at the Outlet Mall. A few kids dropped by Station 14 to trick-or-treat.
 - Toy Drive is gearing up – buckets have been dropped off. Delivery is the morning of December 17th and the Christmas party sponsored by the Volunteers is that evening.
 - The Board authorized distribution of \$50 gift cards to the employees and Volunteers like last year – cards will be purchased through Kenny’s IGA – total amount \$2,600.

For the Good of the Order

None.

Call for General Public Comments for Non-Agenda Items

Dan Drayton made a motion to adjourn the meeting; Jamie Wright seconded the motion. The motion passed. **(See Motion #8)**

ADJOURNED AT 5:03 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: 11-9-2022

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
X	Tim Beatty		Tim Beatty
	Alan Lee	X	Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the Minutes of the October 12, 2022 Board meeting as presented.

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Drayton				Not present for vote

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 11-9-2022

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
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
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Drayton				Not present for vote

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 11-9-2022

Motion Made By:		Motion Seconded By:	
	Ron Woodard		Ron Woodard
	Tim Beatty	X	Tim Beatty
X	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

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

	FOR	AGAINST	ABSTAINED	COMMENTS
Woodard	X			
Beatty	X			
Lee	X			
Wright	X			
Drayton				Not present for vote

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 11-9-2022

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

MOTION: To approve declaring as surplus the 2011 Ford Transit Connect AdvanceTrac RSC.

	FOR	AGAINST	ABSTAINED	COMMENTS
Beatty	X			
Lee	X			
Wright	X			
Drayton				Not present for vote

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 11-9-2022

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

MOTION: To approve declaring as surplus the 2013 Shore Lander Boat Trailer.

	FOR	AGAINST	ABSTAINED	COMMENTS
Beatty	X			
Lee	X			
Wright	X			
Drayton				Not present for vote

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 11-9-2022

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

MOTION: To approve Policy 8.15 – Workers Compensation Insurance & Return to Work with recommended changes.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 11-9-2022

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

MOTION: To approve appointing Nancy Oksenholt to Position #1 for the remainder of Ron Woodard's term.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #8 and Voting Record

Date: 11-9-2022

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 adjourning the meeting at 5:03 p.m.

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

RESULTS

PASSED	FAILED
X	