

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

**Board of Directors Meeting – Minutes  
March 8, 2023**

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

<b><u>Attendance:</u></b>		
<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	Rick DeJager – NLFR
#3 – Alan Lee	Admin Assistant KrieAnn Kudar	John Wilkinson – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Hunter Pariani – NLFR
#5 – Dan Drayton	Fire Marshal Cody Heidt	
		<i>GoToMeeting:</i>
		Nick Wettlaufer – NLFR
		Rymer Hoey – NLFR
		Brandon Lauritzon – NLFR
		E-16 crew – NLFR
		Dan Sparrow – NLFR
		Jennifer Miller
		Guest (unidentified)

Board President Alan Lee called the Board of Directors to order at 4:00 p.m. and all present then stood to recite the Pledge of Allegiance. President Lee 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 shared a note he had received from a grateful citizen thanking NLFR for their call response.

**Public Hearing**

President Lee opened the Joint Meeting of the Board of Directors and Local Contract Review Board Regarding the District’s Adoption of Public Contracting Rules.

The members reviewed Exhibit A – Findings in Support of Resolution No. 2023-02 Adopting Public Contracting Code Rules. As the members had read it ahead of time, President Lee read the title only.

Local Government Law Group reaches out to the District when the State of Oregon revisits the Public Contracting Code Rules every few years to ask the District if they would like to adopt them – the last time this was done was two years ago.

Public Comment: None.

The Public Hearing was closed at 4:06 p.m.

## New Business

### **Item #1 – Adoption of Public Contracting Rules by Resolution 2023-02**

The Board decided to vote on this item now that they had just reviewed it in the Public Meeting.

Dan Drayton made a motion to approve Resolution No. 2023-02 Joint Resolution of the Board of Directors and Local Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the North Lincoln Fire & Rescue District #1 as presented; Jamie Wright seconded the motion. The motion passed and the Resolution was signed. **(See Motion #1)**

## Approval of Minutes

### **2/8/2023 Board Minutes**

The Board Minutes of 2/8/2023 were presented for approval. The question was posed regarding the lack of decimal numbers in the Chief's Report and Chief Dahlman commented that he rounded up and down as the District's Accountant did. It was also clarified that both Medical/Dental Insurance and PERS were increasing 4%.

Nancy Oksenholt made a motion to approve the Minutes as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #2)**

## Review of Financial Statements and Payment of Bills

### **Financial Statements**

The Board reviewed the monthly financial statements. 68% of the way into the budget year, we are at 62.7% of the budget. We have received 105% of the anticipated property taxes and have \$350,000 in contingency funds if we go over budget anywhere.

Dan Drayton made a motion to approve the monthly financial statements as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #3)**

### **Payment of Bills**

The bills were presented for payment. Check # 33579 made payable to The Beach Club for \$5,430.00 was the 50% down payment for the Awards Banquet; the costs will be split 50/50 with the Volunteer Association.

Nancy Oksenholt made a motion to approve payment of the bills as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

## Budget

None.

## Old Business

None.

## New Business

### **Item #2 – Review Policy 6.3 – Purchasing Authority and Spending Limits for District Officers and Employees**

The Board reviewed Policy 6.3 – Purchasing Authority and Spending Limit. This was written to ensure that we have a policy on purchasing authority for budgeted items that falls in line with Resolution 2023-02 Public Contracting Rules which was just approved.

Tim Beatty made a motion to approve Policy 6.3 – Purchasing Authority Spending Limit as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #5)**

### **Item #3 – Review Policy 8.6(e) – Violence in the Workplace**

The Board reviewed revisions made to Policy 8.6(e) – Violence in the Workplace. The policy was 13 years old and updates include:

- Changing “department” to “District” employees and “Department Heads” to “Supervisory Staff”
- C – Accident Reporting and D – Employee Injury Report included changes to the reporting process and titles of appropriate contact personnel
- E1. Statement of Concern became more descriptive
- E. language added regarding weapons
- C. Added content regarding the Whistle Blower Act
- C5. Added content regarding Possession of Weapons on District Policy. An exemption clause will be added between No. 5 and 6 regarding holding hunter safety/concealed carry classes at the Otis Fire Station.

Dan Drayton made a motion to approve Policy 8.6(e) – Violence in the Workplace as amended. Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

### **Item # 4 – Applications for Fire Protection x 5**

The Board reviewed applications for fire protection by the District for five lots off East Devils Lake Rd. owned by P.T. Jensen Properties LLC. Once approved, they have 20 days to forward to the County Assessors Office.

Tim Beatty made a motion to approve the applications for fire protection by the District for the five lots off East Devils Lake Rd. owned by P.T. Jensen Properties LLC as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #7)**

## Committee / Staff Reports

### Training

- Fire – 6 hours
- EMS – 6 hours

### Fire Marshal

- FM Heidt remarked that he doesn't take the reinspection fees lightly, that they are used as advanced measures. The goal is to make the businesses safer and the community overall safer.
- The Oar St. fire was turned over to LCPD.
- Letters were sent out to businesses requesting updated emergency contact information – this will be shared with LCPD.
- FM Heidt and FF/EMT Riley Schroeder taught 97 fifth-graders hands-only CPR. Riley will be contacting public and private schools about more public education.

## Chief's Report

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

- EMS report:
  - 4 transports in February
  - 70 transports in some level of billing with PWA
  - Ambulance transport dollars received FY 22/23 is \$53,155
- Monies received:
  - \$ 662 EF Recovery
  - \$ 13,285 Ambulance collections
  - \$ 71,478 Chinook Winds
- Building and Equipment Maintenance:
  - Bob is working on landscaping at all stations – there is a mole problem at Station 13. Plumbing problems at Station 16.
  - There were chain issues during the snow event which resulted in damage to new Engine-15.
  - Kenny is working on multiple vehicle maintenance.
- Alarm Responses:
  - 249 calls in February 2023, up 5% from February 2022's 235 alarm responses. During the snow event, we responded to 62 calls for service over 72 hours.

- Urban Renewal:
  - At the second Urban Renewal meeting there was discussion on boundary changes and total acreage – prediction is the City will maximize the project and take as much property as possible. All the District can do is show up and voice our opinion, let the public know how this will affect our budget and our ability to maintain staffing and service levels.
  - Try to negotiate with the City for free dispatching. We currently pay about \$55,000 annually and it increases 4% every year.
- Grant applications:
  - 2022-23 SDAO Safety and Security \$5,000 grant for security lighting at Stations 12, 13, and 17 – we have a contractor and he will complete the work in the next 30-60 days.
  - OSFM Tender Request – awards will be handed out in April.
- Bond Purchases:
  - We received the power cot and Zoll monitor for the new ambulance.
- Personnel and Hiring:
  - We interviewed 3 candidates for the paid Firefighter position, have made a conditional job offer (retest and pass EMT). (At the time the Minutes were transcribed, the candidate had withdrawn his application.)
  - Captain testing takes place March 16<sup>th</sup> and 17<sup>th</sup>.
  - Two Volunteers are in first-year training. We have 19 active Volunteers on the roster, one new applicant and one pending.
- Surplus Property:
  - The jet ski sold for \$4,850. Engine received no bids at the starting price of \$10,000 so it will be sent to State Surplus. Neighboring departments were contacted but there was no interest.
  - Toledo Fire Department and Georgia Pacific Mill are no longer interested in purchasing HR-16 due to weight and CDL restrictions for GP personnel to drive.
- Casino Meeting:
  - The District has put together a list of services we can assist the casino with. The Head of Security will work with our Fire Marshal and Operations Chief to put a plan together.
- Out-of-District Properties:
  - Roads End properties will be annexed into the County following property owners meeting with County Legal Counsel.
- Budget Process:
  - PERS and Medical/Dental Insurance are increasing 4%.
  - We will be meeting with the Union in the next couple of weeks to negotiate wage increases.

- FYI Information:
  - Awards Banquet will be held on March 25<sup>th</sup> at the Beach Club.
  - The District has a new website which is ADA compliant and user-friendly, with credit card payments accessibility. Content is being ported over from Network Solutions, should be finished in another month.
  - We are looking at going as paperless as possible with Accounts Payable, will be moving toward electronic bill pay.
  - Active Shooter Drill will be held April 1<sup>st</sup> at Oceanlake Elementary. This is a large training event set up by the County.
  - Mr. Hoover is trying to get “Stop the Bleed” kits for all the schools.
  - Senate Bill 1068 was introduced; it would bring properties into the District so we will put in a letter of support. It passed in the Senate, gets stuck in the House committee.
  - Rechargeable batteries are listed on the Surplus Log – they lose power more quickly. No offers through GovDeals so will give them away.
  - Access to Board member emails will be restored on the new website.
  - We received a Wildland Equipment Grant a year ago of \$7,500 for Public Safety and Education – Spanish translation of a video the County is putting together, video will be statewide. B-Shift crew Capt. DeJager, FF Wilkinson, and FF Pariani were featured in the video in the new WUI Engine-12.

### 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 #8)**

### EXECUTIVE SESSION

Board President Alan Lee called the Executive Session to order at 5:19 p.m.

An Executive Session was called to order as authorized by ORS 192.660 (b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

The Executive Session was closed at 6:30 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: 3-8-2023

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 Resolution No. 2023-02 Joint Resolution of the Board of Directors and Local Contract Review Board Opting Out of the Attorney General’s Model Public Contracting Rules and Amending Public Contracting Rules for the North Lincoln Fire & Rescue District #1 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 #2 and Voting Record

Date: 3-8-2023

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

MOTION: To approve the Minutes of the February 8, 2023 Board meeting 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: 3-8-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
X	Dan Drayton		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 #4 and Voting Record

Date: 3-8-2023

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	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 #5 and Voting Record

Date: 3-8-2023

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

MOTION: To approve Policy 6.3 – Purchasing Authority Spending Limit 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 #6 and Voting Record

Date: 3-8-2023

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 Policy 8.6(e) – Violence in the Workplace 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 #7 and Voting Record

Date: 3-8-2023

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 the applications for fire protection by the District for the five lots off East Devils Lake Rd. owned by P.T. Jensen Properties LLC 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 #8 and Voting Record

Date: 3-8-2023

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

MOTION: To approve adjourning the regular meeting at 5:15 p.m.

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

RESULTS

PASSED	FAILED
X	