

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

**Board of Directors Meeting – Minutes  
June 12, 2024**

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

<b><u>Attendance:</u></b>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Rick DeJager – NLFR
#2 – Tim Beatty	Deputy Chief David Bickerdyke	Whitney Krussow – NLFR
#3 – Eric Creighton	Fire Marshal Cody Heidt	Jerry Sneed – NLFR
#4 – Jamie Wright	Office Admin/HR Krista Bond	
#5 – Dan Drayton	Admin Assistant KrieAnn Kudar	

Board President Tim Beatty called the Board of Directors to order at 4:00 p.m. All present stood to recite the Pledge of Allegiance and before everyone was seated, President Beatty asked for a moment of silence to honor Ralph Brown and Al Ball, former Volunteers who had recently passed away. Afterwards President Beatty announced that this meeting was being recorded and asked Chief Dahlman if he had received any public comments by phone, mail, or email. Chief Dahlman replied that he had not.

An Executive Session had been listed on the Agenda but was not held.

**Approval of Minutes**

**5/8/2024 Board Minutes**

The Board Minutes of 5/8/2024 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 92% of the way into the fiscal year, we are at 70.6% of the budget. Tax collections are at 100%. Sale of surplus is at 433.7% due to the recent sale of HR-16. Life insurance paid out was double, more will be added to the next budget. Building and vehicle insurance was adjusted for this year, was at 104.3% due to the increase in premiums.

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

## Budget

None.

## Old Business

None.

## New Business

### **Item #1 – New Ambulance Billing Company**

The Board reviewed the contract with Tactical Business Group LLC. They would charge a \$35 flat fee per billing and the contract would take effect July 1, 2024.

Dan Drayton made a motion to approve the contract with Tactical Business Group LLC; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #3)**

### **Item #2 – Review Policy #8.5: Time Off**

The Board reviewed changes made to Policy #8.5: Time Off due to Oregon Family Leave Act (OFLA) being rolled into Paid Leave Oregon in stages beginning July 1, 2024. Changes include re-definition of family members.

Jamie Wright made a motion to approve the changes made to Policy #8.5: Time Off as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #4)**

### **Item #3 – Update Exhaust System for Station 16**

The Board reviewed the proposal from Weidner Fire to remove the current top-stack exhaust removal system (required only by HR-16 which has been sold) and replace it with a side-mount exhaust removal system as utilized by the other apparatus. The total quote is \$17,019.18 and Weidner will find a buyer for the top-stack system with the proceeds going to the District.

Nancy Oksenholt made a motion to approve the Weidner Fire updated exhaust removal system as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #5)**

### **Item #4 – Resolution #2024-05 Adopting the 2024-2025 Budget**

The Board reviewed Resolution #2024-05 to adopt the 2024-2025 budget.

Dan Drayton made a motion to approve Resolution #2024-05 to adopt the 2024-2025 budget as presented; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #6)**

### **Item #5 – Resolution #2024-06 Appropriate Funds to Account #6140**

The Board reviewed Resolution #2024-06 Appropriate Funds (\$8,000) to Account #6140 to pay the 10% fee charged by Brindlee Mountain for the advertising/sale of HR-16.

Eric Creighton made a motion to approve Resolution #2024-06 Appropriate Funds (\$8,000) to Account #6140 as presented; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #7)**

### **Item #6 – Resolution #2024-07 Establish a New Coverage Area**

The Board reviewed Resolution #2024-07 Establish a New Coverage Area listing the 25 properties annexed into the District's coverage area under SB-1068; this extends the District's coverage area up Hwy. 229 (Siletz Hwy.) from MP 8.3 to MP 11.

Dan Drayton made a motion to approve Resolution #2024-07 Establish a New Coverage Area as presented; Jamie Wright seconded the motion. The motion passed and the Resolution was signed. **(See Motion #8)**

## **Local Union 5169 Report**

None. Krista had reached out to them and they did say that they were planning a Fill-the-Boot (for MDA) event for this summer, further details to come.

## **Committee / Staff Reports**

### Safety Committee

- The Minutes from the June 3, 2024 meeting were included.

### Training

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

- May training hours – 611
- May's Crew Performance Standards (CPS) was on Natural Gas Response.
- A prospective house for a Burn-to-Learn was found to need asbestos abatement so will not be used.
- He met with the Lincoln City Dispatch supervisor on 5/30/24 for the purpose of setting goals, problem-solving, and maintaining a good working relationship.

### Fire Marshal

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

- No fire investigations in May.
- 11 Approved Plan Reviews.
- He is in the process of moving to his new office at Station 16.

## **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 May
  - Ambulance transport dollars received FY 2023/2024 is \$57,081
  - 66 transports in some level of billing with PWA.

- Monies received in May:
  - \$ 2,275 Ambulance collections
  - \$ 853 EF Recovery (\$103 highway billings, \$750 reinspection fees)
  - \$ 1,200 Plan review fees
  - \$ 83,850 Surplus sales (includes HR-16)
- Summer Staffing Grant:
  - NLFR was awarded a \$35,000 staffing grant; funds have been received.
  - One Volunteer has been hired to date; we are still recruiting a second person. Grant will cover July – September, Friday through Sunday.
- Building and Equipment Maintenance:
  - Beau is being kept very busy with lots of projects.
  - The apparatus isn't being driven enough, will start having them taken out on the road on monthly Check and Clean nights.
  - HR-16 was sold.
  - We will need to revamp our inspection schedule to ensure the cabs are being tilted regularly.
- Alarm Responses:
  - 301 alarm responses in May, down 10% from 334 alarms in May 2023. 1,355 alarms to date in 2024, down 2% from 1,371 this time last year.
- Financial Audit:
  - The Letter of Engagement from the 2023-2024 audit was signed. The fee increased by \$1,000 from their proposal from a couple of years ago.
  - We are already putting together documents for the current fiscal year's audit; we have requested that it be done on time this year.
- OSFM Tender:
  - Delivery date is sometime after June and as late as October.
- Personnel and Hiring:
  - Five Volunteers are in first-year training, three of them are water rescue only. Roster now has 18 active Volunteers. Two Volunteer applications in background checks.
  - Four full-time employees are in their first-year probation.
  - We received 10 applications for the Captain position, only one of them internal. Seven will be testing this Friday, we've hired Brassroots Training to conduct the testing. The Chiefs interviews will be held the same day, and we hope to make a job offer on Monday, June 17<sup>th</sup>.
- FYI Information:
  - HR-16 was picked up by the buyer on May 31st.
  - The new Ordinance is in effect June 10<sup>th</sup> with the new fee schedule, documents have been posted on our website.
  - We're holding a Father's Day Pancake Breakfast on June 16<sup>th</sup> at Station 16, 8 a.m. to noon.
  - Casino fireworks June 22<sup>nd</sup> upstaffing – UTV-16 down on the beach and a Volunteer engine in the Roads End area.

- We're looking to renegotiate our Dispatch Service Contract with the City.
  - Met with Police Chief Broderick, he thinks the plan is to raise our rates, not decrease them.
  - It's important that we have a good dispatch service so we can better serve our community.
  - With a continual rise in EDP/homeless calls, it's important that Dispatch does status checks on our responders, is mindful of their safety.
- The Short-Term Rental (STR) inspection program will start on July 1<sup>st</sup>.
- ISO inspection is scheduled for July 11th.
- The Health and Wellness and Mental Wellness program has a good policy we will adopt when finalized. Working with many different components.
- The new Ford F-250 truck is in development, canopy and striping completed. Waiting on scheduled radio and lighting.
- Pending grant applications:
  - County Disaster Supply
  - Assistance to Firefighter Grant (AFG) – 15 sets of turnouts.
- Letters have not yet gone out for annexation in compliance with SB-1068 for Roads End area.
- Labor negotiations are in progress.
- Our next big project is to review and update our Standards of Coverage document; the current one is 10 years old.
- We are looking to upgrade our service contract with TK Elevators. The Gold maintenance agreement is \$5,100 annually, covers testing with the State of Oregon, all parts replacement, etc.
- Do we need a Bond? Station 16 needs a seismic upgrade.

### For the Good of the Order

- The plaques at Station 13 need to be updated and painted. Board members commented that Station 13 is a great venue for gatherings and family events.
- Be aware of utility usage – turn off lights when not using, etc.

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

None.

Dan Drayton made a motion to adjourn the meeting; Eric Creighton seconded the motion. The motion passed and the regular session was adjourned at 5:04 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: 6-12-2024

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 5/8/24 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: 6-12-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
X	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: 6-12-2024

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 the contract with Tactical Business Group LLC.

	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: 6-12-2024

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

MOTION: To approve the changes made to Policy #8.5: Time Off 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 #5 and Voting Record

Date: 6-12-2024

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

MOTION: To approve the Weidner Fire updated exhaust removal system 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 #6 and Voting Record

Date: 6-12-2024

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 #2024-05 to adopt the 2024-2025 budget 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: 6-12-2024

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 Resolution #2024-06 Appropriate Funds (\$8,000) to Account #6140 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 #8 and Voting Record

Date: 6-12-2024

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 Resolution #2024-07 Establish a New Coverage Area 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 #9 and Voting Record

Date: 6-12-2024

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

MOTION: To approve adjourning the meeting at 5:04 p.m.

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

RESULTS

PASSED	FAILED
X	