

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

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

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Kenny Banner – NLFR
#2 – Tim Beatty	Admin Assistant KrieAnn Kudar	Dan Sparrow – NLFR
#3 – Alan Lee	Deputy Chief Doug Strange	Sam Hockett – NLFR
#4 – Jamie Wright	Fire Marshal Cody Heidt	Douwe de Boer – NLFR
#5 – Dan Drayton		
		<i>GoToMeeting:</i>
		Nick Wettlaufer – NLFR
		Rymer Hoey – NLFR
		Brandon Lauritzon – NLFR
		NW (unknown)

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 letter he had received from a grateful citizen thanking NLFR for their response to an incident at their house.

EXECUTIVE SESSION

Board President Alan Lee called the Executive Session to order at 4:02 p.m.

An Executive Session was called to order as authorized by ORS 192.660 (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and to consider information or records that are exempt by law from public inspection.

The Executive Session was closed at 4:14 p.m.

Approval of Minutes

1/11/2023 Board Minutes

The Board Minutes of 1/11/2023 were presented for approval.

Jamie Wright made a motion to approve the Minutes as presented; Dan Drayton 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. 58% of the way into the budget year, we are at 52.8% of our budget.

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

Payment of Bills

The bills were presented for payment. For accounting transparency, a budget reconciliation with a breakdown of additional resources was included.

Dan Drayton made a motion to approve payment of the bills as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #3)**

Budget

Appoint New Budget Committee Member

Dan Clanton had provided Chief Dahlman with a Letter of Interest regarding appointment to the Budget Committee.

Tim Beatty made a motion to approve appointing Dan Clanton to the Budget Committee; Dan Drayton seconded the motion. The motion passed. **(See Motion #4)**

Appoint New Budget Officer

Appointing a new Budget Officer was to have been done when the Board approved the 2023/2024 Budget Calendar at the January 11th meeting, but it was overlooked.

Tim Beatty made a motion to approve appointing Dan Drayton as the 2023/2024 Budget Officer; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #5)**

Old Business

None.

New Business

Item #1 – Surplus of 2012 Kawasaki Jet Ski

The Board reviewed a proposal to declare as surplus property:

- 2012 Kawasaki Jet Ski
 - Hull ID number: KAW10613K112

A value will be placed on the jet ski and it will be put on Govdeals.

Dan Drayton made a motion to approve declaring as surplus the 2012 Kawasaki Jet Ski; Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

Item #2 – Purchase of Zoll Monitor for New Ambulance

The Board reviewed the quote of \$42,634.73 for the purchase of a Zoll Monitor for the new ambulance.

Tim Beatty made a motion to approve the purchase of a Zoll Monitor for the new ambulance for \$42,634.73 as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #7)**

Item #3 – Purchase of New Fire Alarm System for Station 15

The Board reviewed the quote of \$21,795.00 (plus permits) provided by Iconipro Security & Alarm for the purchase and installation of a new fire alarm system for Station 15. The current system is outdated and unable to be serviced and maintained. The funds will come out of Bond Facilities and Upgrades.

Nancy Oksenholt made a motion to approve the purchase and installation of a new fire alarm system for Station 15 from Iconipro for \$21,795.00 (plus permits); Dan Drayton seconded the motion. The motion passed. **(See Motion #8)**

Item # 4 – Policy 8.13 Revision – Alcohol and Drugs in the Workplace

The Board reviewed Policy 8.13 – Alcohol and Drugs in the Workplace and the revisions made to it to bring it into compliance with state and federal law.

Tim Beatty made a motion to approve Policy 8.13 as revised; Dan Drayton seconded the motion. The motion passed. **(See Motion #9)**

Item #5 – 2022/2023 Union Contract

The Board reviewed the July 1, 2022 through June 30, 2024 Collective Bargaining Agreement ratified by the District members of Local 5169.

Dan Drayton made a motion to approve the ratified Collective Bargaining Agreement; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #10)**

Item #6 – Approval to Move Forward with the Process of Adoption Procedure of 2022 Public Contracting Rules

The Board reviewed the 2022 Public Contracting Rules Update Packet provided by Local Government Law Group.

Dan Drayton made a motion to approve the District proceed with 2022 Public Contracting Rules Update Packet adoption process provided by Local Government Law Group; Jamie Wright seconded the motion. The motion passed. **(See Motion # 11)**

Item #7 – Union Request to Use NLFR Logo on Local 5169 Challenge Coins

The Union requested permission to use the NLFR logo on their Challenge Coins.

Dan Drayton made a motion to grant permission to Local 5169 District members to use the District logo on their Challenge Coins; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #12)**

Committee / Staff Reports

Safety Committee

- The Minutes from the 1/23/23 meeting were included
- Zero time was lost last year (OSHA)
- Nancy Oksenholt may be interested in being a member of the Safety Committee

Fire Marshal

- Costs for commercial plan reviews are built into the Ordinance we adopted last year; the City of Lincoln City ensures our fees and theirs are paid up front. This lines up with how other Fire Departments do business.

Training

- Fire – 9 hours
- EMS – 3 hours
- New fire engines (E-15 and E-16) are in service

Chief's Report

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

- EMS report:
 - 1 transport in January
 - 71 transports in some level of billing with PWA
 - Ambulance transport dollars received FY 22/23 is \$38,389
- Monies received:
 - \$ 1,052 EF Recovery
 - \$ 15,500 Ambulance collections
 - \$ 100 Fire Marshal fees

- EF Recovery:
 - NLFR is adding to EF Recovery billing to collect our fines for fire code and alarm violations.
 - 2022 Year End Summary – 96 claims, collected \$22,210.

- Building and Equipment Maintenance:
 - Bob serviced and tested all the station generators after recent storms.
 - Bob Wentz (former Support Services) completed Quarterly Facility Inspections, forwarded to Bob who corrected any issues.
 - Kenny working on multiple vehicle maintenance.

- Alarm Responses:
 - 285 calls in January 2023, down 13% from January 2022's 314 alarm responses.

- Urban Renewal:
 - City of Lincoln City has started the process for another Urban Renewal District, this one in Nelscott. Plan A (172 acres) or Plan B (350 acres) will freeze today's value for the next 25 years, impacts our budget significantly – 97% of our funding comes from property taxes.

- Grant applications:
 - 2022-23 SDAO Safety and Security \$5,000 grant for security lighting at Stations 12, 13, and 17 is being rebid as proposal was not what we had asked for.
 - OSFM Tender Request submitted, no word yet.

- Bond Purchases:
 - All new engines are in service.
 - No update on ambulance build.

- Personnel and Hiring:
 - Hired FF/EMT Trent Rainforth, assigned to C-Shift.
 - Currently accepting applications and test results from National Testing Network, closes the end of February. Will be interviewing and hire immediately afterwards.
 - Three new volunteers finishing first year training. 19 active Volunteers on the roster; lost 2 (one moved and the other has work commitments out of the area).

- Surplus Property:
 - The second engine only received \$5,850 in bids on Govdeals, Chief will contact State Surplus to see what they can do.
 - Toledo Fire Department and Georgia Pacific Mill are interested in purchasing HR-16, Chief will contact them. We don't use it, have enough equipment without it, will declare as surplus.

- Casino Meeting:
 - Chief Dahlman met with the new General Manager, Harold Baugus, on January 17th, and it went very well:
 - Mr. Baugus would like to implement a 190 Agreement or MOU.

- Mr. Baugus agrees a fee increase is in order.
 - We will compile a list of services the District can provide the Casino and Mr. Baugus will make a presentation to Tribal Council and if they approve, we will move forward.
 - Their proposed new 7-story motel is delayed 5-6 years so they can repair/maintain the existing motel.
- Out-of-District Properties:
 - Of the 11 letters sent out, 1 resulted in a completed contract (\$1,408), 1 is pending and 1 is being signed at this Board meeting.
 - There is a new one on Hwy. 229, just past the annexation we did about a year ago.
 - Budget Process:
 - Budget requests are being evaluated.
 - PERS and Medical/Dental Insurance are increasing 4%.
 - FYI Information:
 - Awards Banquet will be held on March 25th at the Beach Club.
 - Captains Testing postponed until March 16th & 17th to satisfy Civil Service Rules.
 - The Depoe Bay Fire Chief wants to revisit some of the things that were talked about several years ago when our two departments were looking at merging. The consensus of the NLFR Board was that the current Mutual Aid Agreement is sufficient, and they have no interest in taking this up again.

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. **(See Motion #13)**

ADJOURNED AT 5:35 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: 2-8-2023

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

MOTION: To approve the Minutes of the January 11, 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 #2 and Voting Record

Date: 2-8-2023

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 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 #3 and Voting Record

Date: 2-8-2023

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 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 #4 and Voting Record

Date: 2-8-2023

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

MOTION: To approve the appointment of Dan Clanton to the Budget Committee.

	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: 2-8-2023

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

MOTION: To approve the appointment of Dan Drayton as the 2023/2024 Budget Officer.

	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: 2-8-2023

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 declaring as surplus the 2012 Kawasaki Jet Ski
Hull ID number: KAW10613K112

	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: 2-8-2023

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 purchase of a Zoll Monitor for the new ambulance for \$42,634.73.

	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: 2-8-2023

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

MOTION: To approve the purchase and installation of a new fire alarm system for Station 15 from Iconipro for \$21,795.00 (plus permits).

	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 #9 and Voting Record

Date: 2-8-2023

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

MOTION: To approve Policy 8.13 – Alcohol and Drugs in the Workplace as revised.

	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 #10 and Voting Record

Date: 2-8-2023

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

MOTION: To approve the July 1, 2022 through June 30, 2024 Collective Bargaining Agreement ratified by the District members of Local 5169.

	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 #11 and Voting Record

Date: 2-8-2023

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 the District proceed with 2022 Public Contracting Rules Update Packet adoption process provided by Local Government Law Group.

	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 #12 and Voting Record

Date: 2-8-2023

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

MOTION: To grant permission to Local 5169 District members to use the District logo on their Challenge Coins.

	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 #13 and Voting Record

Date: 2-8-2023

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

MOTION: To approve adjourning the meeting at 5:35 p.m.

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

RESULTS

PASSED	FAILED
X	