

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
September 11, 2024**

***** APPROVED *****

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

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 observe a moment of silence in honor of 9/11 followed by reciting the Pledge of Allegiance. Afterwards, President Beatty asked Chief Dahlman if he had received any public comments by phone, mail, or email. Chief Dahlman replied that he had received emails regarding a recent CPR call and a water rescue call, and the Board read a submission received on the District website regarding vehicle assistance provided by two of our Volunteers. He also passed around cards and letters from children who had received a station tour.

Approval of Minutes

8/14/2024 Board Minutes

The Board Minutes of 8/14/2024 were presented for approval. Jamie Wright abstained from voting as he wasn't present at the last meeting and was therefore unable to attest to the accuracy of the Minutes.

Nancy Oksenholt made a motion to approve the Minutes as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #1)**

Review of Financial Statements

Banking

Secretary/Treasurer Dan Drayton was absent so was unable to address whether or not he had reviewed the Banking Reconciliation.

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman stated that at 16.6% of the way into the year, interest earned is at 38% of the budget. Staff Salary cost is at 55.1% and overtime at \$247,133, which will be covered by the conflagration reimbursement that has been received.

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

Budget

None.

Old Business

None.

New Business

Item #1 – Review Policy 8.7: What the District Expects From You

The Board reviewed the changes made to Policy 8.7: What the District Expects From You. Wording added to “G. Personal Appearance” detailed specifics for 24-hour shift firefighters regarding General Appearance.

Eric Creighton made a motion to approve the changes made to Policy 8.7: What the District Expects From You as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #3)**

Item #2 – Resolution 2024-08 Appropriate Conflagration Funds

The Board reviewed Resolution #2024-08 Appropriate Conflagration Funds in the amount of \$47,527.00 received from the State of Oregon to the following accounts:

- \$20,000.00 to Staff Overtime (Account 5570)
- \$16,000.00 to PERS (Account 5720)
- \$ 4,000.00 to Apparatus Repairs (Account 6810)
- \$ 7,527.00 to Fire Supplies (Account 6835)

The Board decided they would prefer that moving forward when more than one conflagration check are received from the State in a month, that just one appropriation resolution be put together for that month.

Nancy Oksenholt made a motion to approve Resolution #2024-08 Appropriate Conflagration Funds as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

Local Union 5169 Report

None.

Committee / Staff Reports

Fire Marshal

Some highlights from DC Heidt’s report are below:

- They are currently testing ActiveComms through Active 911. This will allow select phones to be used as radios and communicate over key channels like Fire 3 if they have cell service. It appears to be working well.

- 44 Short-term rentals inspections were conducted in August.
- 6 Approved plan reviews.

Training

Some highlights from DC Bickerdyke's report are below:

- August training hours – 554.
- August's Crew Performance Standards training was suspended due to lack of consistent staffing (conflagration deployment).
- We had a successful water rescue save. We are working with Chief Oeder (NRFPD), Tillamook Dispatch, Willamette Valley Communications Center (WVCC) and Lincoln City to correct some dispatch issues.

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 August.
 - Ambulance transport dollars received FY 2024/2025 is \$5,098.
 - 63 transports in some level of billing with PWA.
 - All 16 new transports have been billed through Tactical Billing.
- Monies received in August:
 - \$ 3,605 Ambulance collections
 - \$ 4,900 STR Inspection
 - \$ 2,652 EF Recovery (\$90 false alarm fee)
 - \$ 300 Plan review fees
- Summer Staffing Grant:
 - OSFM Grant Summer Staffing is going well. The program ends September 30, out of funding. Good results with them out in the Otis/Rose Lodge area. If no OSFM funding is available to implement this program next summer, we may try to fund it ourselves.
- Building and Equipment Maintenance:
 - B-16 was taken back to the shop with additional issues.
 - Annual pump testing was moved back, has not yet been rescheduled.
 - Hose and ladder testing will take place in October.
 - Annual UL Aerial ladder tests were completed this month.
 - Capt. Bob Schroeder rebuilt the pump house at Station 12, is working on lots of outside maintenance.
 - FIT testing is underway for all SCBA face masks.
- Annexations:
 - 29 letters were sent (affecting 38 properties on Hwy. 229 and in the Roads End area). We are working with the Department of Revenue application for boundary change, but they have not been given any direction, the Senate Bill is unclear. We'll contact the County Assessor for maps. We've received two consents for annexation to date.
- Alarm Responses:
 - 320 alarm responses in August, up 1 call from 319 alarms in August 2023. 2,279 alarms to date in 2024, down 1% from 2,290 this time last year.

- Financial Audit:
 - Audit of FY 2023-24 had an on-site visit on September 4th, the exit conference notes were included in the Board packet. No major deficiencies, just the same material weaknesses as every year.
- OSFM Tender:
 - The new OSFM tender was delivered and is in service with all equipment installed.
- OSFM Conflagrations:
 - NLFR participated in five conflagrations, one initial response, and one preposition assignment. So far, we have billed the State \$422,000 and have three responses waiting for reimbursement packets from OSFM. The District incurred a significant amount of overtime that will all be reimbursed by the State, usually by the end of the year.
- Personnel and Hiring:
 - Six Volunteers are in first-year training, three of them are water rescue only. Roster now has 19 active Volunteers and four Support Volunteers (Chaplains/Inspector).
 - Five full-time employees are in their first-year probation.
 - Two applications pending for Volunteers.
 - Firefighter/Paramedic Whitney Krussow left to work for another fire department, and a tentative offer was made to her replacement pending background and physical results.
- FYI Information:
 - A joint City/NLFR meeting is scheduled for December 2nd at City Hall. Discussion would include hydrant maintenance and whether the City would give us permission to check them.
 - The Safety Preparedness fair is Saturday, September 14th at Station 16.
 - We are still gathering additional information for ISO from us, the City, and surrounding water districts. Once they receive the information, we can anticipate waiting six months to receive our updated grading.
 - We are sending about nine or ten people to Collections due to unpaid ambulance bills from 2022; we are awaiting confirmation from PWA before we do this.
 - Valley Credit is working about 25 collections for unpaid non-district MVC calls and three unpaid fines for reinspections of properties by the Fire Marshal.
 - The Health and Wellness and Mental Wellness program is a work in progress. The State of Oregon is trying to put a program in place for fire departments and police departments.
 - The new Ford F-250 truck is in service.
 - Pending grant applications:
 - Assistance to Firefighter Grant (AFG) – 15 sets of turnouts. We should hear this month.
 - Reviewing a vehicle deployment and replacement plan is our next big project. We would like to do this in November and need two Board members to sit on the committee.

- We are sending three firefighters to the football game in Corvallis this weekend to stand by for medical emergencies.
- There was a fire in the cab of L-16 while it was in the apparatus bay at Station 16, the damage was limited to the cab itself. An investigator will be coming out to determine the cause and the District insurance company will decide reimbursement and whether it's more cost-effective to repair the cab or declare the truck totaled, necessitating the purchase of another ladder truck.

For the Good of the Order

- None

Call for General Public Comments for Non-Agenda Items

None.

Jamie Wright made a motion to adjourn the meeting; Eric Creighton seconded the motion. The motion passed and the regular session was adjourned at 5:12 p.m. **(See Motion #5)**

The Minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assistant

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 9-11-2024

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 Minutes of the 8/14/24 Board meeting as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 9-11-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Eric Creighton		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				absent

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 9-11-2024

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

MOTION: To approve the changes made to Policy 8.7 as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 9-11-2024

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

MOTION: To approve Resolution #2024-08 Appropriate Conflagration Funds as presented:

\$47,527.00 received from the State of Oregon to the following accounts:

\$20,000.00 to Staff Overtime (Account 5570)

\$16,000.00 to PERS (Account 5720)

\$ 4,000.00 to Apparatus Repairs (Account 6810)

\$ 7,527.00 to Fire Supplies (Account 6835)

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 9-11-2024

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 adjourning the meeting at 5:12 p.m.

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

RESULTS

PASSED	FAILED
X	