

# NORTH LINCOLN FIRE & RESCUE DISTRICT #1

## Board of Directors Meeting – Minutes November 8, 2023

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

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Kenny Banner – NLFR
#2 – Tim Beatty	Fire Marshal Cody Heidt	David Bickerdyke – NLFR
#3 – Eric Creighton	Office Admin/HR Krista Bond	Eric Maestas – NLFR
#4 – Jamie Wright	Admin Assistant KrieAnn Kudar	Douwe De Boer – NLFR
#5 – Dan Drayton		Keaton Foster – NLFR
		Brandon Bowers – NLFR
		Sam Hockett – NLFR
		Tyler Cunningham – NLFR
		Amanda Hankins – NLFR
		Jeff Rondina – NLFR
		Trevor Armstrong

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 recite the Pledge of Allegiance and afterwards President Beatty asked Chief Dahlman if he had received any public comments by phone, mail, or email. Chief Dahlman replied that he had not.

### **Approval of Minutes**

#### 10/11/2023 Board Minutes

The Board Minutes of 10/11/2023 were presented for approval.

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

### **Review of Financial Statements and Payment of Bills**

#### 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 33% of the way into the fiscal year, we are at 31.4% of the budget.

The Board discussed the added details of the Financial Reports; they agreed that they would like the earlier payment information left on the report but kept to a current 3-month time frame. They also agreed to the removal of the Details of Invoices Entered as it takes the Accountant several hours to put together and they don't see an added benefit of it.

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

### **Payment of Bills**

The bills were presented for payment. It was mentioned that Station 14 has solar panels to help supplement the Pacific Power heating bills for that station.

Nancy Oksenholt made a motion to approve payment of the bills as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #3)**

Check #34035 for \$1,963.81 made payable to Wave Business was presented separately as it had been printed after the Board bills.

Nancy Oksenholt made a motion to approve payment of Check # 34035; Jamie Wright seconded the motion. The motion passed. **(See Motion #4)**

### **Budget**

None.

### **Old Business**

The Board brought up the subject of the Electronic signs for Station 14 and Station 16 that have been ordered from Foress Signs. It was concluded that the District can ask the City to contribute to the cost of the signs, but we must move forward with them. Chief Dahlman will put together a letter for the City.

### **New Business**

#### **Item #1 – Approval of New Staff Vehicle**

The Board reviewed the request for a new staff vehicle, which will be driven by Chief Dahlman. His current vehicle will go to Capt. Schroeder and Capt. Schroeder's current vehicle will be used by Water Rescue. The 2007 Water Rescue vehicle it replaces will then be put up for sale.

The cost of the new 2024 Ford F-250 will be close to \$80,000 when fully equipped and will be available to tow trailers, etc. It is a good fit with the rest of the fleet, can be passed down. The purchase will be made with Bond money.

Nancy Oksenholt made a motion to approve the purchase of a 2024 Ford F-250 as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #5)**

#### **Item #2 – Discussion of Surplus of Heavy Rescue-16 (HR-16)**

HR-16 is too big to be practical in our District, and in the past five years, only 122 miles have been put on it. The District bought it used for \$120,000 and with added equipment, the total came to about \$200,000. Equipment that can be used by the District will be removed and the Board agreed HR-16 be put for sale on Gov Deals for not less than \$100,000 and with a Buy Now price of \$130,000 but they recommend asking Gov Deals for their opinion on the price.

Eric Creighton made a motion to approve declaring HR-16 as surplus advertised for sale on Gov Deals; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #6)**

### **Item #3 – Discussion of Automatic Bill Pay and Transfers**

Chief Dahlman was requesting the Board's okay to move forward with implementing automatic bill pay and electronic payments, direct deposits. The Board would like to know the cost of Melio before they approve the process but the consensus is Chief Dahlman can move forward with investigating it.

### **Item #4 – Discussion of SB1068 Property Annexation Process**

The District would establish where the new boundary lines would be and send Letters of Intent to Expand to neighboring Fire Districts. In case of overlap, we can negotiate with neighboring Fire Districts.

Letters will be sent to property owners in our area who are not currently paying taxes for Fire response or have a private contract with NLFR, and they have 90 days to agree to annexation or we can bill them 3X the cost of services provided or deny them Fire response. If one of these properties should be sold, they will then be in our District.

If the Board agrees, Chief Dahlman will move forward with the annexation process and return with a map.

Dan Drayton made a motion to approve moving forward with the Annexation Process as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion # 7)**

### **Item #5 – Approval of new 18V Combination Tool**

The Board reviewed the request to purchase a M18 Volt Brute Force Combination Tool (Jaws) for E-16 to replace the current outmoded gas-powered combi tool. The quote from Elite Extrication & Equipment is \$12,010.00 and the purchase would be made with Bond funds.

Eric Creighton made a motion to approve the purchase of the new M18 Volt combi tool as presented; Nancy Oksenholt seconded it. The motion passed. **(See Motion #8)**

## **Local Union 5169 Report**

None.

## **Committee / Staff Reports**

### **Fire Marshal**

- 29 inspections were completed in October with an average of 4.44 violations.
- 11 plan reviews were approved.
- Firefighter Schroeder taught CPR classes for LCPD and Taft High School.
- Trick-or-treating at the Mall went well: Firefighter de Boer headed up a joint table between the Union and the District, and Firefighters Rainforth and Morgan headed up trick-or-treating at Stations 14 and 16.

## Chief's Report

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

- EMS report:
  - 2 transports in October
  - Ambulance transport dollars received FY 2023/2024 is \$11,620
  - 64 transports in some level of billing with PWA, working on an audit procedure
- Monies received in September:
  - \$ 1,352 Ambulance collections
  - \$ 3,061 EF Recovery (\$2,150 from Fire Marshal reinspections)
  - \$ 1,000 Plan review fees
- Building and Equipment Maintenance:
  - Capt. Schroeder is working on winter preparations.
  - Pump testing took place November 3<sup>rd</sup> and 4<sup>th</sup>, except on T-12 which is still in Salem.
  - HR-16 is back in service.
  - The new Pierce pumper repairs have been corrected. The company agreed to extending the warranty but want it to start a month after the repairs to make sure any issues are gone.
- Alarm Responses:
  - 275 alarm responses in October, down 13% from 311 alarms in October 2022. Overall, alarms for 2023 (2,858) are down 3.5% over this time last year (2,957).
- Financial Audit:
  - For the audit for FY 2022/2023, they are still requesting additional documents from us.
- Personnel and Hiring:
  - Seven Volunteers are in first-year training, two of them are water rescue only. We now have 23 active Volunteers on the roster.
  - Four full-time employees in their first-year probation.
- FYI Information:
  - Chief Dahlman spoke with the City about performing Vacation Rental Dwelling (VRD) Fire & Life Safety inspections. We have authority for R-1 occupancy, not for R-3.
  - Met with the City Manager as follow-up from our joint work session. Made some basic plans on addressing some issues discussed and who would take lead on some of those issues. FM Heidt is working with the water department regarding private hydrants.
  - On November 5<sup>th</sup>, two of our new Volunteers, Amanda Hankins and Alex Salicup, graduated from the Lincoln County Basic Firefighting Academy in Toledo.
  - Section process for the new Lincoln County Emergency Manager has begun; County Fire Chiefs will be assisting and interviewing.
  - The District can now take credit card payments through our website.

- There was an attempted break-in at Station 14; the person was caught on security camera and subsequently arrested.
- Burn season is open – we are no longer issuing paper permits and it is all being done on-line so a report of scheduled burns is readily accessible by Dispatch and the crews.
- The District is looking to update our Mission Statement and add a Motto.
- Chief Dahlman attended the OFDDA conference in Seaside November 1<sup>st</sup>-3<sup>rd</sup>. The issue of firefighter mental health was addressed, and it was relayed that the Employee Assistance Program (EAP) is not equipped for this. The Guardian program was discussed; cost would be about \$3,000 and would also track recognitions, disciplines, and exposures.
- The insurance claim for the ambulance has been completed.
- Chief Dahlman will be out of the office for two weeks, returning November 27<sup>th</sup>. FM Heidt will be in charge in his absence and Capt. Bickerdyke will use Chief's vehicle.

Board member Nancy Oksenholt asked the Board if they would like to donate a "Toyland" tree to Angels Anonymous along with the police department. It was decided they would donate \$200 to the Volunteer Association so the Association could give \$200.

Dan Drayton made a motion that the Board members donate \$200 to the Volunteer Association for the Angels Anonymous tree; Jamie Wright seconded the motion. The motion passed. **(See Motion #9)**

#### 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; Jamie Wright seconded the motion. The motion passed and the regular session was adjourned at 5:48 p.m. **(See Motion #10)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 11-8-2023

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 Minutes of the 10/11/23 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: 11-8-2023

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 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: 11-8-2023

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 payment of the bills 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 #4 and Voting Record

Date: 11-8-2023

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 Check #34035 for \$1,963.81 made payable to Wave Business 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: 11-8-2023

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

MOTION: To approve the purchase of a 2024 Ford F-250 for the total cost of approximately \$80,000.

	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: 11-8-2023

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 declaring HR-16 as surplus 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: 11-8-2023

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 moving forward with the Annexation Process 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: 11-8-2023

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 the purchase of the new M18 Volt combi tool 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: 11-8-2023

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 donation of \$200 to the Volunteer Association for the Angels Anonymous Police and Fire tree.

	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 #10 and Voting Record

Date: 11-8-2023

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 adjourning the meeting at 5:48 p.m.

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

RESULTS

PASSED	FAILED
X	