

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
April 10, 2024**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Simeon Wakefield – NLFR
#2 – Tim Beatty	Fire Marshal Cody Heidt	
#3 – Eric Creighton	Interim Deputy Chief David Bickerdyke	<i>GoToMeeting:</i>
#4 – Jamie Wright	Office Admin/HR Krista Bond	Station 16 Crew – NLFR
#5 – Dan Drayton	Admin Assistant KrieAnn Kudar	Eric Maestas – NLFR

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 received a couple of thank you cards, which he passed around.

Approval of Minutes

3/13/2024 Board Minutes

The Board Minutes of 3/13/2024 were presented for approval.

Dan Drayton 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 confirmed that he had reviewed the Banking Reconciliation.

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman stated that at 75% of the way into the fiscal year, we are at 64.7% of the budget. We have received 99.3% of the anticipated tax income. Overtime is at 71.9% so back in bounds. Programs, events & meals is at 99.7% due to Awards Banquet expenses. Training equipment is over by 15% but well within the overall Training budget (28%)

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

Budget

The Budget Committee is meeting next Wednesday, April 17th.

Old Business

Item #1 – Repeal Ordinance #2021-01, Replace with Ordinance #2024-01

The Board agreed to read Ordinance No. 2024-01 by title: “An Ordinance repealing Ordinance: Adopting cost-based fees and rates for non-emergency services and extraterritorial or extraordinary responses; allowing for future Board amendment of fees and rates by Resolution.”

Nancy Oksenholt made a motion to approve the Ordinance Repeal and Replacement; Dan Drayton seconded the motion. The motion passed. **(See Motion #3)**

New Business

Item #1 – Fencing Project at Station 16

Chain link fencing was proposed to secure the south end of the Station 16 property to the confined space prop, has been extended to the concrete pad. The Board is tabling this item until Capt. Bob Schroeder has received more bids.

Item #2 – Paving Project at Station 16

The Board reviewed an estimate of \$19,480 by Gettis Paving, Inc. for a paving project at Station 16.

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

Item #3 – Remove Fee Schedule from Policy 5.1: Public Records

The Board reviewed the request to remove the Fee Schedule from Policy 5.1: Public Records as the District now has an Ordinance that addresses fees.

Dan Drayton made a motion to approve the removal of the Fee Schedule from Policy 5.1: Public Records as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #5)**

Item #4 – Revised Policy 8.9: Performance Evaluation

The Board reviewed the revisions made to Policy 8.9: Performance Evaluation. Historically, a single evaluation was used for the firefighters, the office administrative staff, and the Fire Chief, but this did not fit the criteria across the board. Changes were made to the policy itself and the original evaluation is to be used for the firefighters. The Board was asked if Human Resources could add two more evaluation forms; one that was tailored to the performance of the office administrative staff and one that was tailored to the Fire Chief's performance.

Jamie Wright made a motion to approve revised Policy 8.9: Performance Evaluation as well as the addition of two new evaluation forms; Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

Item #5 – Length of Service Award Program (LOSAP)

The LOSAP reports for the months of January, February, and March 2024 were presented to the Board for review and approval. The check for \$3,735 will be paid with the next billing cycle.

The quarterly LOSAP reports were always created after the financials had been run, so the Board has historically had to make a motion to approve the reports and check to OFDDA. It was proposed that moving forward, Chief Dahlman would include these reports in his Chief's Report so it wouldn't require a motion and vote.

Dan Drayton made a motion to approve the LOSAP reports as presented and that they be included in the Chief's Report in the future; Eric Creighton seconded the motion. The motion passed. **(See Motion #7)**

Local Union 5169 Report

Capt. Wakefield was present at the meeting and spoke on the following:

- He thanked the Board of Directors and District staff for the (Banquet) awards.
- The stair climb in Seattle was a success.
- The Union is at 100% membership.
- The next Collective Bargaining Agreement negotiations take place tomorrow.
- The Union would like to be involved in the community and will be holding a pancake breakfast in the upcoming months. Other plans involve a 9/11 tribute, Firefighter Olympics, and Throwback Days (a remembrance of the original volunteer fire districts before NLFR was formed.)

Committee / Staff Reports

Safety Committee

The Minutes from the 03/18/24 meeting were included.

Training

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

- March training hours – 733.
- Instructor I and II classes took place in March.
- Surface Water Rescue classes are continuing.
- Hazmat Awareness and Operations class will be taught by the Albany Hazmat Team at Station 16 on April 20th and 21st .

Fire Marshal

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

- 9 inspections with 69 violations noted.
- 17 approved plan reviews.
- March events included Fire Flow Testing with Lincoln City, a Fire Preparedness Community Event, and a Head Start Community Event.

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 March
 - Ambulance transport dollars received FY 2023/2024 is \$52,209
 - 63 transports in some level of billing with PWA
- Monies received in February:
 - \$ 4,321 Ambulance collections
 - \$ 1,235 EF Recovery
 - \$ 1,000 Plan review fees
 - \$ 600 Physicals reimbursements
- Building and Equipment Maintenance:
 - Capt. Bob Schroeder has most of the vehicle services completed. He is starting maintenance projects and landscaping/mowing.
- Alarm Responses:
 - 275 alarm responses in March, up 10% from 248 alarms in March 2023. 804 alarms to date in 2024, up 3% from 782 this time last year.
- Financial Audit:
 - A couple of errors were found during the Audit compliance review. They have been corrected and we are waiting for the final copy and them to file with the State.
- OSFM Tender:
 - Delivery date sometime after June and as late as October. PTO parts issue.
- Personnel and Hiring:
 - Four Volunteers are in first-year training, two of them are water rescue only. Roster now has 21 active Volunteers. One Volunteer application in background, working on three more to get moving.
 - Five full-time employees are in their first-year probation.
 - Entry-level FF/EMT for testing closed March 22nd; we had 24 applicants.
 - One internal application for Maintenance Tech. Beau Brenneman will move into that position at the beginning of May. We'll then hire one person from the Entry list.
 - DC Strange will be retired at the end of April and his position will be posted internally in the next week.
- FYI Information:
 - HR-16 did not garner any bids on GovDeals the second time around so it is now listed on Brindlee Mountain Fire Apparatus.
 - Request put to the City Manager to renegotiate our Dispatch Service Contract due to the District's loss of income from their urban renewal project; we have not yet received a response.
 - The City amended their Short-Term Rental (STR) Ordinance so STR owners cannot renew or get a new license until we inspect the properties – program to begin in July.
 - New Depoe Bay Fire Chief is Tom Jackson, his contract is in process.
 - ISO inspection has been pushed back by them to July.

- A Health and Wellness Program is still in development, it includes mental wellness. Guardian on Target Solutions will be used to track good reports, etc., stressful calls will be documented. The cost will be \$2,500 per year, this is based on the number of employees.
- Depoe Bay Fire responded back to our letter regarding SB-1068 annexation – they want the area off Immonen Rd. and we will not contest their decision.
- The new Ford F-250 truck has arrived, waiting for canopy and then light package.
- Five grant applications have been submitted:
 - Firehouse Subs – gas monitoring equipment – was not awarded
 - State Preparedness & Incident Response Equipment (SPIRE) – boat, was turned down
 - Siletz Tribal – fire extinguisher training kit – we are waiting to hear
 - Wildland Fire Season (WFS) - \$35,000 to hire fire season help – this was awarded
 - Assistance to Firefighter Grant (AFG) – 15 sets of turnouts – we are waiting to hear
- The Open House at Station 14 on April 6th went well.
- A community mailer went out; we will send them out again next year, keep the community informed as to what we provide for them.
- Labor negotiations have started.

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 5:04 p.m. **(See Motion #8)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 4-10-2024

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 the Minutes of the 3/13/24 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: 4-10-2024

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 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: 4-10-2024

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 Repeal Ordinance #2021-01, Replace with Ordinance #2024-01.

	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: 4-10-2024

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 the \$19,480 estimate by Gettis Paving, Inc. for a paving project at Station 16.

	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: 4-10-2024

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 removal of the Fee Schedule from Policy 5.1: Public Records.

	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: 4-10-2024

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 revised Policy 8.9: Performance Evaluation as presented, and the addition of two new evaluation forms.

	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: 4-10-2024

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 the LOSAP report for January, February, and March 2024 as presented; and to include the LOSAP report in the Chief's Report moving forward.

	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: 4-10-2024

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 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	