

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

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

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

<b><u>Attendance:</u></b>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Riley Schroeder – NLFR
#2 – Tim Beatty	Fire Marshal Cody Heidt	Simeon Wakefield – NLFR
#3 – Eric Creighton	Interim Deputy Chief David Bickerdyke	Joe Morgan – NLFR
#4 – Jamie Wright	Office Admin/HR Krista Bond	Trent Rainforth – NLFR
#5 – Dan Drayton	Admin Assistant KrieAnn Kudar	
		<i>GoToMeeting:</i> Station 16 Crew - 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 not.

**Approval of Minutes**

**12/13/2023 Board Minutes**

The Board Minutes of 12/13/2023 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 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 50% of the way into the fiscal year, we are at 44.6% of the budget. 94.5% of property tax revenue has been collected. Staff overtime is still over budget at 60%, but we just received the State conflagration reimbursement of \$129,000 so this will show an adjustment in next month's figures.

Nancy Oksenholt 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.

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

## Budget

The Board reviewed the 2024/2025 Budget Calendar and discussed the appointment of the Budget Officer for the fiscal year.

Eric Creighton made a motion to approve the 2024/2025 Budget Calendar and the appointment of Dan Drayton as Budget Officer; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

## Old Business

None.

## New Business

### **Item #1 – Resolution #2024-01 Authorize Online Bill Pay Authority**

The Board reviewed Resolution #2024-01 Authorize Online Bill Pay Authority which was drafted according to the Board's approval at the last Board meeting. The Board requested that when the bills are entered into QuickBooks for payment, they receive an emailed copy of the Vendor Balance Summary so they have an opportunity to voice any concern to the Fire Chief before the payments are disbursed.

Dan Drayton made a motion to approve Resolution #2024-01 as presented and with their caveat; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #5)**

### **Item #2 – Length of Service Awards Program (LOSAP)**

The LOSAP reports for the months of October, November, and December 2023 were presented to the Board for review and approval. The check for \$3,525 will be paid with the next billing cycle.

Eric Creighton made a motion to approve the LOSAP reports as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

## Local Union 5169 Report

Capt. Wakefield was present at the meeting and said the Union is moving forward. They will be sending an "Intent to Bargain" letter to the District.

FF Wilkinson is working on organizing commemorative t-shirts for the merger of the two previous fire districts (Devils Lake Rural Fire Protection District and Taft-Nelscott-DeLake Rural Fire Protection District) in 1997.

## Committee / Staff Reports

### Training

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

- Fourth quarter training hours for 2023: 1082.
- 2024 Training Calendars have been created for volunteer firefighters and for career firefighters.
- Volunteer Mentorship Program is being developed to aid with retention.

### Fire Marshal

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

- 26 inspections were completed in December with an average of 2.88 violations per inspection.
- 370 inspections/reinspections were conducted in 2023.
- 156 plan reviews were approved in 2023.
- All crews will be going through the Company Inspector training and will start doing company fire inspections.

## 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 December
  - Ambulance transport dollars received FY 2023/2024 is \$29,294
  - 64 transports in some level of billing with PWA
- Monies received in December:
  - \$ 2,818 Ambulance collections
  - \$ 2,234 EF Recovery (\$1,150 from Fire Marshal reinspections)
  - \$ 1,700 Plan review fees
  - \$ 632 Sale of surplus
- Building and Equipment Maintenance:
  - The old station signs at Stations 14 and 16 have been removed and installation of the new signs is scheduled for January 15<sup>th</sup> and 18<sup>th</sup>.
  - Capt. Schroeder inspected all stations after the storms to check for damage. Rain blows under the door at Station 12 so he will add a storm door.
  - Capt. Banner is working on finishing up several repair projects. Beach Rescue-14 had some significant front-end repairs.
  - Pierce pumper warranty extension is being negotiated – they are asking for the date the engine was damaged and the date it went back into service.
- Alarm Responses:
  - 270 alarm responses in December, down 20% from 325 alarms in December 2022. Overall, alarms for 2023 (3,374) are down 5.3% from 2022 (3,552).

- Financial Audit:
  - For the audit for FY 2022/2023, we received the Draft Audit Report, which contains some errors. We are working with the District Accountant to wrap this up.
- OSFM Tender:
  - The new tender is scheduled to be delivered in February.
- Personnel and Hiring:
  - Seven Volunteers are in first-year training, two of them are water rescue only. We now have 22 active Volunteers on the roster.
  - Four full-time employees are in their first-year probation.
  - Three new volunteer applications are in background checks.
  - New career firefighter is expected to start February 5<sup>th</sup>; he will be on C-shift.
  - Capt. Bickerdyke is working a 40-hour week as he temporarily fills Deputy Chief Strange's position.
  - Capt. Banner has submitted his resignation due to moving out of state; his last day is Jan. 26<sup>th</sup>. Capt. Schroeder will temporarily take on his duties.
  - Working on an MOU with the Union to bring on a temporary employee to backfill vacancies. If agreed upon, Board President Beatty will sign it.
- FYI Information:
  - HR-16 equipment inventory is completed, its hose reels will go to E-12. Brindle Mountain will sell the Heavy Rescue for us.
  - 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.
  - Occupational Safety and Health Administration (OSHA) inspections are taking place around the state. We are addressing the issues with SCBA inspections.
  - Insurance Standards Organization (ISO) paperwork has been sent to the other three water companies in our District. NLFIR has been assigning internal work to staff.
  - A health and wellness program is in development. Mental health is being addressed.
  - We sent a letter to Depoe Bay Fire as required by SB1068 for annexation; we are looking at properties on Millport Slough and Immonen Rd. We've requested assistance from the County GIS Dept., but we haven't heard from them.
  - Chief Dahlman will be gone the week of January 15<sup>th</sup>.
  - Lincoln County School District will implement an Explorer program and we hope to recruit future firefighters from it.
  - Volunteers can wash their vehicles at the fire stations and the paid crew can only when they are off duty – use the back of Stations 14 and 16. No mechanical repairs on District property.
  - Provided mutual aid on a school bus crash in Cloverdale, good coordination with the school district.

**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 and the regular session was adjourned at 5:30 p.m. **(See Motion #7)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 1-10-2024

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 the Minutes of the 12/13/23 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: 1-10-2024

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 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: 1-10-2024

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 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: 1-10-2024

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 the 2024/2025 Budget Calendar and the appointment of Dan Drayton as Budget Officer.

	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: 1-10-2024

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 Resolution #2024-01 as presented and with their caveat of receiving copies of Vendor Balance statement when bills are paid.

	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: 1-10-2024

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 LOSAP reports for October, November, and December 2023 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: 1-10-2024

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 adjourning the meeting at 5:30 p.m.

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

RESULTS

PASSED	FAILED
X	