

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
August 9, 2023**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Kenny Banner – NLFR
#2 – Tim Beatty	Office Admin/HR Krista Bond	David Bickerdyke – NLFR
#3 – Eric Creighton	Admin Assistant KrieAnn Kudar	
#5 – Dan Drayton	Fire Marshal Cody Heidt	<i>GoToMeeting:</i>
		Station 16 crew – NLFR
		Sam Local 5169 – NLFR

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

7/12/2023 Board Minutes

The Board Minutes of 7/12/2023 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.

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

Payment of Bills

The bills were presented for payment.

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

Budget

The question was posed as to how the District came up with an overage of \$160,186 for the Fiscal Year End 2023 income. Chief Dahlman explained that we had expected to collect 2.5% from the permanent tax rate and we actually received 5.6%, a difference of \$52,470. Also, we collected 6.1% instead of 2.5% from the tax levy, a difference of \$107,715.

Old Business

None.

New Business

Item #1 – Review of 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. The wording “employee or volunteer” was added after “public official,” in Section C. Oregon Ethics Law Policy, as well as “or personal” with “financial (gain/benefit)”; “vaping” was added to Section J. Smoking and Tobacco Use portion of the policy.

Dan Drayton made a motion to approve Policy 8.7 as amended; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

Item #2 – Review of Policy 8.18: Volunteer Duty Shift & Ambulance Stipend Program

The Board reviewed the changes made to Policy 8.18: Volunteer Duty Shift & Ambulance Stipend Program. A maximum number of 10 Duty Shifts per month of no more than three (3) consecutive days was added to A. Duty Shift Program, as well as the time limit of signing up no more than one week in advance.

Under Section B. Maximum Stipend Amounts and C. Stipend Payments for Duty Shifts, “Firefighter 2” was changed to “Captain”.

Nancy Oksenholt made a motion to approve Policy 8.18 as amended; Eric Creighton seconded the motion. The motion passed. **(See Motion #5)**

Item #3 – Review of Policy 12.24: Displaying EMS Licensure Level

The Board reviewed the changes made to Policy 12.24: Displaying EMS Certification Level. The Policy is now titled Displaying EMS Licensure Level and content of the policy regarding EMS provider licensure level displayed on apparel was rewritten.

Nancy Oksenholt made a motion to approve Policy 12.24 as amended; Dan Drayton seconded the motion. The motion passed. **(See Motion #6)**

Item #4 – Review of Policy 12.25: Controlled Substance

The Board reviewed newly-drafted Policy 12.25: Controlled Substance. There was an operational procedure on this subject in place, but not a policy. All controlled substances are double-locked in all vehicles that carry them and while in restock supply storage. All controlled substances utilized by NLFR are authorized in the District's physician-approved standing orders.

Eric Creighton made a motion to approve Policy 12.25 as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #7)**

Item #5 – Resolution #2023-07 Appropriate Special District Insurance Services (SDIS) Reimbursement Money to Apparatus Repair & Maintenance

The Board reviewed Resolution #2023-07 to transfer reimbursement of \$7,341.29 received from SDIS to Apparatus Repair & Maintenance (Account #6810).

Dan Drayton made a motion to approve Resolution #2023-07 as presented; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #8)**

Item #6 – Electronic Reader Signs Purchase

The Board reviewed proposals for two electronic reader signs from Newport Signs and from Foress Sign & Manufacturing, LLC. The signs will be placed at Station 14 and Station 16.

Dan Drayton made a motion to approve the purchase of two electronic reader signs from Foress Sign & Manufacturing for a total price of \$54,620 (\$46,620 plus \$8,000 installation); Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #9)**

Committee / Staff Reports

Training

- Fire – 12 hours
- EMS – 2 hours
- Yearly SCBA mask fit testing has begun for all entry personnel.

Fire Marshal

- 28 inspections were completed in July.
- 14 Defensible Space Assessments were completed in July.
- He is working on a permit process for special events, will have an update for the next Board meeting.

Chief's Report

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

- EMS report:
 - 7 transports in July
 - 62 transports in some level of billing with PWA
- Monies received:
 - \$ 3,235 Ambulance collections
 - \$ 1,228 EF Recovery (\$434 from Fire Marshal's reinspections)
 - \$ 100 Plan Reviews
- Building and Equipment Maintenance:
 - Bob is currently painting Station 16.
 - Kenny has many equipment repairs – HR-16 is still out of service. T-12 is still out of service, L-16 will need 8 tires before winter. The new engines need def tank mounts. Insurance claim for the chain damage has been paid and the body shop is still scheduled for repair work. B-16 went to McMinnville for repair, should be back in a week.
 - Jet ski that went to Salem is working properly, will be replaced in the next 2 years.
 - We are looking for a new Humvee to replace the Beach Rescue Dodge, as it is rusted out. None available on the west coast until next fall.
- Alarm Responses:
 - 303 alarm responses in July, down 11% from 337 alarms in July 2022. Overall, alarms for 2023 (1,971) are down 2% over this time last year (2,016).
- Financial Audit
 - Our audit for FY 2022/2023 is scheduled for August 16th. One day only and they will conduct an exit interview.
- ISO Meeting
 - Upcoming evaluation of the Fire District, water supplies, and 911 dispatch. The presurvey meeting is scheduled for September 27th. Breakdown is Fire District 50%, 911 dispatch 10%, and City water supply 40%.
- Urban Renewal:
 - August 2nd – County Board of Commissioner meeting and vote (they took no action)
 - August 14th – Chief Dahlman will give his in-person testimony at the City Council meeting to respectfully voice opposition to the plan. Possible vote.

- Grant applications:
 - The Lincoln County 50/50 matching grant for disaster preparedness is complete.
 - The District OSFM Upstaffing is in place and successful.
 - OSFM Tender grant – the District is still waiting for the agreement from OSFM to sign.

- Personnel and Hiring:
 - Three full-time employees are in their first-year probation.
 - Six Volunteers are in first-year training, two of them are water rescue only. We have 22 active Volunteers on the roster.

- Casino Relationship:
 - The General Manager has asked that we not send a donation request letter this year, said we should have a Memorandum of Understanding (MOU) to review in the coming month.

- FYI Information:
 - NLFR is participating in the Overdose Detection Mapping Application Program (ODMAP) Narcan distribution.
 - We contacted the Lincoln County Assessor about annexation of properties into the District (SB1068). They are working on the process and will be in touch.
 - 8 new fire pagers have been purchased to replace those lost and damaged. Working on a complete inventory.

For the Good of the Order

Follow up on SDAO Board Training – they will not be training a group here. Nancy Oksenholt will be attending local training in Newport on August 22nd, others can attend virtually.

Call for General Public Comments for Non-Agenda Items

Dan Drayton received a letter from the Secretary of State outlining the duties of Board members, made it available for them to read.

Dan Drayton made a motion to adjourn the meeting; Nancy Oksenholt seconded the motion. The motion passed and the regular session was adjourned at 4:58 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: 8-9-2023

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 7/12/23 Board meeting as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 8-9-2023

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 monthly financial reports as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 8-9-2023

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 payment of the bills as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 8-9-2023

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 Policy 8.7:What the District Expects From You as amended.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 8-9-2023

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 Policy 8.18: Volunteer Duty Shift & Ambulance Stipend Program as amended.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 8-9-2023

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 Policy 12.24: Displaying EMS Licensure Level as amended.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 8-9-2023

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 Policy 12.25: Controlled Substance as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #8 and Voting Record

Date: 8-9-2023

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 Resolution #2023-07 to appropriate SDIS Reimbursement Money to Apparatus Repair & Maintenance (Account #6810)

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #9 and Voting Record

Date: 8-9-2023

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 purchase of two electronic reader signs from Foress Sign & Manufacturing for a total price of \$54,620 (\$46,620 plus \$8,000 installation).

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #10 and Voting Record

Date: 8-9-2023

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 adjourning the meeting at 4:58 p.m.

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

RESULTS

PASSED	FAILED
X	