

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

**Board of Directors Meeting – Minutes  
July 12, 2023**

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

<b><u>Attendance:</u></b>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Kenny Banner – NLFR
#2 – Tim Beatty	Office Admin/HR Krista Bond	Hunter Pariani – NLFR
#3 – Eric Creighton	Admin Assistant KrieAnn Kudar	Dan Sparrow – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Douwe de Boer – NLFR
#5 – Dan Drayton	Fire Marshal Cody Heidt	
		<i>GoToMeeting:</i> Nick Wettlaufer – NLFR

Board Secretary/Treasurer Dan Drayton 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.

**Swearing in of Board Members**

Board Secretary/Treasurer Dan Drayton swore in Nancy Oksenholt as Position #1 Director, Tim Beatty as Position #2 Director, and Eric Creighton as Position #3 Director.

**Nomination of Board Officers**

Nancy Oksenholt made a motion to nominate Tim Beatty for the office of President; Eric Creighton seconded the motion. The motion passed. **(See Motion #1)**

Nancy Oksenholt made a motion to nominate Jamie Wright for the office of Vice-President; Eric Creighton seconded the motion. The motion passed. **(See Motion #2)**

Tim Beatty made a motion to nominate Dan Drayton to retain the office of Secretary/Treasurer; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #3)**

Board President Tim Beatty took over the meeting and asked Chief Dahlman if he had received any public comments. Chief Dahlman replied that he had received an email from Ron Woodard congratulating the new Board member and officers.

**EXECUTIVE SESSION**

Board President Tim Beatty called the Executive Session to order at 4:07 p.m.

An Executive Session was called to order as authorized by:

ORS 192.660 (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Executive Session was closed at 4:49 p.m.

## Approval of Minutes

### 6/14/2023 Board Minutes

The Board Minutes of 6/14/2023 were presented for approval.

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

## 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. The books are still open for FYE 06/2023; the accounting won't be final for 60 days or until the auditor arrives.

Property tax collected was higher than anticipated at 103% and General Resources was 11% higher than anticipated. Account #6640 Wireless Services was \$4,417 over budget but the new data plan will equalize that. Interest earned was \$151,864 instead of \$20,000 due to higher interest rates.

Jamie Wright made a motion to approve the monthly financial statements as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #5)**

### Payment of Bills

The bills were presented for payment.

Check #33799 made payable to SAIF Corporation in the amount of \$106,334.71 was noted. SAIF is the District's new Workers Compensation insurer and wanted payment the 1<sup>st</sup> of July. Next year we will budget for two payments, the following year we won't make any, and then moving forward, every June we'll make the annual payment.

Dan Drayton made a motion to approve payment of the bills as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #6)**

## Budget

None.

## Old Business

None.

**Item #1 – Length of Service Awards Program (LOSAP)**

The LOSAP reports for the months of April, May, and June 2023 were presented to the Board for review and approval. The check for \$9,860 will be paid with the July mid-month bills and approved with the Payment of Bills during the August Board meeting.

Nancy Oksenholt made a motion to approve the LOSAP reports as presented; Dan Drayton seconded the motion. The motion passed. **(See Motion #7)**

**Item #2 – Resolution #2023-05 Appropriate OSFM Grant Money to Temporary Employee Fund**

The Board reviewed Resolution #2023-05 to appropriate \$35,000 received from the Oregon State Fire Marshal Wildfire Season Staffing Grant to Temporary Employees (Account 5610).

Dan Drayton made a motion to approve Resolution #2023-05 as presented; Jamie Wright seconded the motion. The motion passed and the Resolution was signed. **(See Motion #8)**

**Item #3 – Resolution #2023-06 Appropriate Funds from Contingency Fund to Other Financing Uses**

The Board reviewed Resolution #2023-06 to transfer \$184,248 of Contingency appropriations (Account 9970) into Other Financing Uses within the General Fund (Account #9975).

Dan Drayton made a motion to approve Resolution #2023-06 as presented; Nancy Oksenholt seconded the motion. The motion passed and the Resolution was signed. **(See Motion #9)**

**Item #4 – Reappoint Bryan Fitzsimmons for Civil Service Commission 4-year Term**

Dan Drayton made a motion to approve the reappointment of Bryan Fitzsimmons to a 4-year term on the Civil Service Commission; Eric Creighton seconded the motion. The motion passed. **(See Motion #10)**

**Item #5 – Correction to Resolution #2023-04 Adopting the 2023-2024 Budget**

Resolution #2023-04 adopting the 2023-2024 Budget had been approved and signed at the 6-14-2023 Board meeting. Subsequently it was discovered that the debt service amount contained in the “Imposing the Tax” section of the Budget was incorrect. This correction to \$843,305 was made and the date of signature of the corrected Budget noted as this date are presented as the Correction of Resolution #2023-04 Adopting the 2023-2024 Budget.

Jamie Wright made a motion to approve the correction of Resolution #2023-04 as presented; Dan Drayton seconded the motion. The motion passed and the Resolution was signed. **(See Motion #11)**

## Committee / Staff Reports

### Training

- Fire – 9 hours
- EMS – 2 hours
- Other training completed – sexual harassment awareness, Diversity, Equity and Inclusion, Active Shooter

### Fire Marshal

- 41 inspections were completed in June.
- All hotels/motels have had their initial inspection completed. Of the 48, only 13 have not been brought into compliance; several have been waiting on contractors, others have been receiving reinspection fees, one of them daily.
- 11 Defensible Space Assessments have been scheduled or completed.

## 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 June
  - Ambulance transport dollars received FYE 06/2023 \$57,385
  - 84 transports in some level of billing with PWA
- Monies received:
  - \$ 250 Ambulance collections (reviewing all of 2021 outstanding balances)
  - \$ 1,900 Plan review fees
- Building and Equipment Maintenance:
  - Bob is working on landscaping at Station 16 and painting the building.
  - Kenny has many equipment repairs – HR-16 is still out of service and new E-16 had the fuel system lift pump replaced by Cummins NW, still having issues. New E-15 insurance claim has been accepted and the check being sent. Parts should be in by the end of the month and it'll go to Streamline for repair.
  - Beach Rescue Humvee had CV joints and front brake calipers replaced.
  - One of the jet skis is in Salem for dealership repairs, it has a significant loss of power at times.
- Alarm Responses:
  - 292 alarm responses in June, up 4% from 280 alarms in June 2022. Overall, alarms for 2023 (1,668) are down 1% over this time last year (1,679).

- Civil Service Meeting:
  - The annual meeting was held July 6<sup>th</sup>. They reviewed all the required documents including staffing lists, pay schedules, and job descriptions.
- Urban Renewal:
  - The Board was given a current timeline.
  - Both Chief Dahlman and the Board president will sign the Consult & Confer letter which is due by July 29<sup>th</sup>. In-person testimony will be at the August 14<sup>th</sup> City Council meeting to respectfully voice opposition to the plan.
- Grant applications:
  - The Lincoln County 50/50 matching grant for disaster preparedness has purchased three Jackery power units; we need only the solar panels to complete the project.
  - The District OSFM Upstaffing grant funds have been received.
  - OSFM Tender grant – the District is still waiting for the agreement from OSFM to sign and finalize.
- Bond Purchases:
  - The ambulance is licensed, equipped and in service. It ran two transfers in one day: one local and one to Salem.
  - Water rescue equipment racks were purchased for Station 16.
- Personnel and Hiring:
  - OSFM Grant employees started July 7<sup>th</sup>. They work Fri/Sat/Sun from 1100 hrs. to 2100 hrs. They will be assisting FM Heidt with Defensible Space Assessments.
  - Six Volunteers are in first-year training, two of them are water rescue only. We have 23 active Volunteers on the roster.
- Casino Relationship:
  - June fireworks on the beach went well. We had our UTV there and a Volunteer engine in the area, and FM Heidt was in attendance.
  - We haven't heard anything back yet from the General Manager on the MOU reviewed by their attorneys.
- Out-of-District Properties:
  - SB1068 was signed by the Governor, goes into effect September 1<sup>st</sup>. The Bill allows the District to annex properties within 7 road miles of a fire station by petitioning the County.
- FYI Information:
  - The District renewed our Storm and Tsunami Ready certifications with the County.
  - FF/P Bowers is due recognition for his efforts in getting donations for disaster supplies.
  - NLFR is participating in the Overdose Detection Mapping Application Program (ODMAP) Narcan distribution.

- Chief Dahlman would like to order a new laptop as his is no longer reliable; the Board gave their okay. The \$1,500 purchase will come out of Bond money.
- SDAO is offering Board and Management Staff Training. Chief Dahlman will see if George Dunkel will teach an in-person class to NLFR and DBF Boards, will see if DBF is interested.
- The Board would like Chief Dahlman to move forward with purchasing the electronic reader boards for Stations 14 and 16.
- Nancy Oksenholt thanked the firefighters who were helping her with the Backpack Program distribution.

### For the Good of the Order

President Beatty welcomed Eric Creighton to the Board of Directors.

### Call for General Public Comments for Non-Agenda Items

None.

Jamie Wright made a motion to adjourn the meeting; Dan Drayton seconded the motion. The motion passed and the regular session was adjourned at 5:46 p.m. **(See Motion #12)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 7-12-2023

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 election of Tim Beatty to the position of Board President.

	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: 7-12-2023

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 election of Jamie Wright to the position of Board Vice-President.

	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: 7-12-2023

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

MOTION: To approve the retention of Dan Drayton in his position of Board Secretary/Treasurer.

	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: 7-12-2023

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 Minutes of the 6/14/23 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 #5 and Voting Record

Date: 7-12-2023

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	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 7-12-2023

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	X			
Drayton	X			

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 7-12-2023

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 LOSAP reports for April, May, and June 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 #8 and Voting Record

Date: 7-12-2023

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 Resolution #2023-05 to appropriate \$35,000 received from the Oregon State Fire Marshal Wildfire Season Staffing Grant to Temporary Employees (Account 5610).

	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: 7-12-2023

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 #2023-06 to transfer \$184,248 of Contingency appropriations (Account 9970) into Other Financing Uses within the General Fund (Account #9975).

	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: 7-12-2023

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 reappointment of Bryan Fitzsimmons to a 4-year term on the Civil Service Commission.

	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 #11 and Voting Record

Date: 7-12-2023

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 Correction of Resolution #2023-04 Adopting the 2023-2024 Budget with the debt service amount corrected to \$843,305 and the date of signature of the corrected Budget noted as this date.

	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 #12 and Voting Record

Date: 7-12-2023

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 adjourning the meeting at 5:46 p.m.

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

RESULTS

PASSED	FAILED
X	