



## North Lincoln Fire & Rescue District #1

PO Box 200, Lincoln City, OR 97367  
541-996-2233 (Office) / 541-996-5344 (Fax)  
Website: [www.nlfr.org](http://www.nlfr.org)

---

### Board of Directors Meeting Minutes December 10, 2025

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

#### The following people attended the meeting:

**Board Members:** President Tim Beatty, Vice-President Dan Drayton, Secretary/Treasurer Nancy Oksenholt, Member Eric Creighton, Member Jerry Warner

**Staff:** Fire Chief Rob Dahlman, Deputy Chief David Bickerdyke, Deputy Chief/Fire Marshal Cody Heidt, Office Administrator/HR Krista Bond, Administrative Assistant KrieAnn Kudar, Administrative Assistant Sarah Lewis

**Guests:** NLFR Firefighter's, Jerry Sneed, Rick DeJager and Seth Siedling

**GoToMeeting:** Station 16 crew

#### Regular Board Meeting

Board President Tim Beatty called the Board of Directors to order at 4:00 p.m. All present stood to recite the Pledge of Allegiance, followed by roll call for Board attendance: Tim Beatty, Dan Drayton, Nancy Oksenholt, Eric Creighton, and Jerry Warner were all present. Afterwards, President Beatty asked Chief Dahlman if he had received any public comments by phone, mail, or email; none had been received. Deputy Chief/Fire Marshal Cody Heidt shared the Community Impact Award received from the Chamber of Commerce. Deputy Chief Heidt accepted the reward on behalf of the fire department. Board Secretary/Treasurer Nancy Oksenholt was also present to represent the Board of Directors. The plaque will be hung up in the lobby.

#### Approval of Minutes

##### 11/12/2025 Board Minutes

The Board Minutes from 11/12/2025 were presented for review.

Jerry Warner made a motion to approve the Board Minutes as presented; Eric Creighton seconded the motion. A roll call vote was taken: Beatty – yes, Drayton – Abstain due to not being present for the November meeting, Oksenholt – yes, Creighton – yes, and Warner – yes. The motion passed.

## Review of Financial Statements

### Banking

Board Secretary/Treasurer Nancy Oksenholt confirmed that she had reviewed this month's Banking Reconciliations.

### Monthly Financial Reports

The Board reviewed the monthly financial statements. 41.6% of the budget year is completed. The district has received 87% of allocated tax funds. General Fund Resources are at 97% of expected. Medical costs for volunteers and background checks are a little over. Personal Services costs are at 41%. Software Programs are a little above, at 45% due to yearly subscriptions. Building maintenance/repairs are at 59% because of the roof repairs at the Otis fire station. Insurance is \$110,000 for the year, which is deducted monthly, not in one big lump sum, however the district pays it in one lump sum. Chief Dahlman said that insurance rates will increase next year by 10%. Fuel costs are still a little high at 48%. Chief Dahlman said overall the budget looks good with Public Safety Expenditures at 29%. There were no further questions on the financial reports.

Dan Drayton made a motion to approve the monthly financial statements as presented; Jerry Warner seconded the motion. A roll call vote was taken: Beatty – yes, Drayton – yes, Creighton – yes, Oksenholt – yes, and Warner – yes. The motion passed.

## Budget

Chief Dahlman went over a few handouts he provided for the Board. One was a comparison of tax rates among neighboring districts. Chief Dahlman said they just got the actual values for the 2025/2026 tax year. We estimated a 2 ½ % increase and the actuals were more than that. Tillamook county went up 3.88%. Lincoln County went up 2.95% with urban renewal and without urban renewal, up 3.51%. The Urban Renewal difference was estimated at \$65,448,214, but that actual jumped up to \$82,388,744 due to the addition of the Nelscott URD. Chief Dahlman went over his other two handouts, with the work he has been doing on next year's budget. Should the 27/28 levy not pass, it would be an almost four million dollar drop in our budget and 21 positions would go away.

## Old Business

None

## New Business

### Item #1 – Resolution #2025-10- Appropriate Insurance Claims Funds

All Board members had a chance to review and there were no further questions or discussion.

Jerry Warner made a motion to approve Resolution #2025-10 as presented; Nancy Oksenholt seconded the motion. A roll call vote was taken: Oksenholt – yes, Beatty – Yes, Creighton – yes, Warner – yes and Drayton – yes. The motion passed.

### **Item #2 – Resolution #2025-11 – Appropriate Surplus Sales Funds**

All Board members had a chance to review and there were no further questions or discussion.

Dan Drayton made a motion to approve Resolution #2025-11 as presented; Nancy Oksenholt seconded the motion. A roll call vote was taken: Oksenholt – yes, Beatty – yes, Creighton – yes, Warner – yes and Drayton - yes. The motion passed.

### **Item #3 – Authorize Dorothy Kowarko Access to Oregon Coast Bank Accounts**

Chief Dahlman explained this was a request from Brian Fitzsimmons office. Kathy is training Dorothy and so she will need access to those accounts.

Dan Drayton made a motion to approve access for Dorothy Kowarko in Oregon Coast Bank accounts; Jerry Warner seconded the motion. A roll call vote was taken: Oksenholt – yes, Beatty – yes, Creighton – yes, Warner – yes and Drayton - yes. The motion passed.

### **Item #4 – Increase Nancy Oksenholt and Dorothy Kowarko LGIP Access**

Chief Dahlman said this is another request from Brian Fitzsimmons office. Kathy said both Nancy and Dorothy need access to transfer funds between LGIP and Oregon Coast Bank. Nancy does not have access to do this and as Board treasurer, she needs to be able to.

Jerry Warner made a motion to approve an increase in Nancy Oksenholt and Dorothy Kowarko's LGIP access; Eric Creighton seconded the motion. A roll call vote was taken: Oksenholt – Abstained, Beatty – yes, Creighton – yes, Warner – yes and Drayton - yes. The motion passed.

### **Item # 5 – Review and Adopt the 2024/2025 Audit Recommendation Letter to the State of Oregon**

The Board reviewed the Plan of Action 2024/2025 Audit Recommendations that addressed two “Material Weaknesses” and three Best Practices (not significant deficiencies):

- Historical Cost and Depreciation Records – Addresses the auditor statement that the District does not maintain historical and depreciation records. Assets acquired post 2004 are fully documented in the District’s financial records.
- Compensated Absences – Addresses the district has not implemented GASB Statement 101, Compensated Absences. The District does maintain internal record of compensated absences and will review the requirements of GASB 101, to develop the information required to comply.
- Fidelity Insurance Coverage – The District’s insurance agent of record has advised the District that the amount of employee fidelity coverage is sufficient. This is addressed annually during the insurance renewal period.
- Segregation of Duties – The District does the best it can with a small staff and utilizes an outside Accounting service. The Board continually monitors all transactions and financial reports.
- Monitoring of Financial Activities – the Board reviews all financial activities.

Jerry Warner made a motion to adopt the 2024/2025 Audit Recommendation Letter to the State of Oregon as presented; Dan Drayton seconded the motion. A roll call vote was taken: Oksenholt – yes, Beatty – yes, Creighton – yes, Warner – yes and Drayton - yes. The motion passed.

### **Item # 6 Levy Renewal Discussion**

Chief Dahlman said the paperwork for a levy renewal has to be turned into the county in February. The Board has to be in general consensus before Chief Dahlman starts getting the paperwork together. If the levy fails in May, there will be two more chances to pass it. Chief Dahlman suggests keeping the amount the same and not increasing it. It would be voted on in May of 2026. This would not raise taxes, just renew it for the same amount. The Board all agreed that Chief Dahlman should move forward with putting an explanation together for a renewal.

## **Local Union 5169 Report**

### Local Union 5169

- None

## **Committee / Staff Reports**

### Safety Committee Meeting

- The Minutes of the November 17, 2025 meeting were included.

### Fire Marshal

Some highlights from DC Heidt's report are below:

- 60 inspections completed in November
- 6 plans approved
- Two fire investigations in November
- Toy/Food Drive Delivery – December 20th

### Training

Some highlights from DC Bickerdyke's report are below:

- 298 training hours in November
- November Crew Performance Standard – Straight hose lay and exposure line
- Certifications Received – Eric Maestas – NFPA Live Fire Instructor, NFPA Fire and Emergency Services Instructor II
- Training tower repairs in progress

## **Chief's Report**

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

- Ambulance Transports:
  - 6 ambulance transports in November (2 of them interfacility transfer)
  - Ambulance transport dollars received FY 2025/2026 is \$59,319
  - Tactical Billing has 60 transports with billing in process

- Audit all FY 24-25 accounts. Waiting for tactical response, \$29,646 still owed
- Notable Monies Received:
  - \$1,156 Ambulance Collections
  - \$ 2,100 STR Inspections
  - \$ 3,434 EF Recovery
  - \$ 70,000 Sale of Surplus items
  - \$1,180 Physical Reimbursements
  - \$645 CPR Classes
  - \$500 Plan Review Fees
- Important Building and Equipment Maintenance:
  - S-15: Water heater leaking and needs replacement - \$2,800. Furnace has been replaced, no bill yet. Several generators needed additional service.
  - No damage was reported from any of the recent storms.
  - OFSM Tender recall is completed. Serviced vehicles with minor repairs.
  - We will need to purchase 8 rear truck tires in the next month.
- Important Building and Equipment Maintenance:
  - 2011 HME is gone and funds received.
  - The transit is also gone.
  - The contract for the Type-6 from Midwest Fire is signed and chassis paid for.
  - The Pierce Ladder Truck needed to have bigger front tires due to weight restrictions, but no price change that we know of. We are still on track for July delivery.
- Alarm Responses:
  - 288 alarm responses in November 2025, up from 282 alarms in November 2024. For the entire year of 2025 we have responded to 3270 alarms. In comparison, in 2024 we responded to 3115 alarms, with an increase of 5% form year to year.
- Fire Incidents – last month high acuity incidents:
  - Structure Fire 6451 SW Galley
  - Structure Fire 1461 NW 17th
- New IT provider:
  - Fastech Solutions has taken over our IT. Installing new firewalls, switches, updating computers and new Wireless Access Points. New WiFi passwords between guests and approved NLFR devices. Some of this has been a challenge. So far additional security hardware has cost us \$11,367. WAP's are another \$2,000.
- Personnel and Hiring:
  - One Full-time employee on probation.
  - Eight Volunteers in the first year of training, one of them water rescue only.
  - Roster has 22 active firefighter Volunteers, plus five Support Volunteers.
  - Six more people are starting the process, attending drill nights, and five have submitted applications. Starting the backgrounds and physicals.
  - We will be holding a Firefighter I academy in January.

- District Motto:
  - “Community Focused / Mission Driven”
- FYI Information:
  - Backyard burning is open and so is ODF slash burning. Working on new guidelines for larger burn piles and permitting processes.
  - SDIS Grant for Cyber Security denied, stating “out of funds.”
  - Training and updating our Fire/EMS reporting system. Federally they are changing from NFIRS to NERIS. State of Oregon has had us updating. Training tomorrow for Cody and Chief. More training for those who write reports upcoming.
  - Applied for State Homeland Security Grant, 40 tourniquets for CERT and 10 Ballistic Helmets for our active threat PPE. Grant status, On Hold with State.
  - Audit completed and locking in 3-year extension with Pauly & Rogers.
  - AFG grant for turnouts, \$103,000 – no word yet.
  - ODF / VFC equipment grant purchasing has started. We purchased and reimbursed half.
  - Received the Chinook Winds Casino fire protection fee, \$75k.
  - Started our FY 26-27 Budget.

### Upcoming District / Board Member Activities

- KrieAnn’s last day – December 12<sup>th</sup>. Happy Retirement KrieAnn!
- Holiday Toy and Food Basket Deliveries – December 20<sup>th</sup>

### For the Good of the Order

- None

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

- None

Jerry Warner made a motion to adjourn the meeting; Dan Drayton seconded the motion. A roll call vote was taken: Oksenholt – yes, Beatty – yes, Creighton – yes, Warner– yes and Drayton - yes. The motion passed and the meeting was adjourned at 4:54 p.m.

*The Minutes were taken, transcribed, and submitted by Sarah Lewis, Administrative Assistant. The next meeting is scheduled for Wednesday, January 14, 2025 at 4:00 p.m. at the Bob Everest Fire Station located at 2525 NW Hwy. 101 in Lincoln City, Oregon.*