

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

**Board of Directors Meeting – Minutes  
January 11, 2023**

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

<u>Attendance:</u>		
<b>Board Members:</b>	<b>Staff:</b>	<b>Guests:</b>
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	Bryce Estabrook – NLFR
#2 – Tim Beatty (Arrived 4:08)	Admin Assistant KrieAnn Kudar	Brandon Lauritzon – NLFR
#3 – Alan Lee	Office Admin/HR Krista Bond	David Bickerdyke – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Kenny Banner – NLFR
#5 – Dan Drayton (GoToMeeting – joined 4:16)	Fire Marshal Cody Heidt	Whitney Warren – NLFR
		<b>GoToMeeting:</b>
		Nick Wettlaufer – NLFR
		Station 16 crew – NLFR
		RD (unknown)
		Sam (unknown)

Board President Alan Lee called the Board of Directors to order at 4:01 p.m. and all present then stood to recite the Pledge of Allegiance. President Lee announced that the Board Meeting was being recorded and asked Chief Dahlman if he had received any public comments prior to the meeting. Chief Dahlman answered that he had not.

**Approval of Minutes**

**12/14/2022 Board Minutes**

The Board Minutes of 12/14/2022 were presented for approval.

Jamie Wright 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**

**Financial Statements**

The Board reviewed the monthly financial statements. 50% into the budget year, a couple of accounts are over budget. Account # 5510 Fire Chief Salary is at 71.5% of the budget due to Chief Dahlman cashing out two months' salary for PERS. B. Nordyke cashed out 500 hours (\$15,000) when he left the District, bringing the balance of Account #5586 Firefighters/Engineers to 58.2% of the budget.

Nancy Oksenholt made a motion to approve the monthly financial statements as presented; Jamie Wright 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; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #3)**

## **Budget**

The Budget Calendar for Fiscal Year 2023-2024 was presented for review and approval. Board members will try to recruit a new Budget Committee member by the next Board meeting; interested parties are to submit a Letter of Interest to Chief Dahlman.

Tim Beatty made a motion to approve adopting the Budget Calendar for Fiscal Year 2023-2024 as presented; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #4)**

## **Old Business**

None.

## **New Business**

### **Item #1 – Resolution #2023-01 Appropriate Donation Money Received**

The Board reviewed Resolution #2023-01 to Appropriate \$40,000.00 donated by an anonymous community member for the purchase of a jet ski, fire hose, chainsaws and batteries to Account #6835 Fire Supplies.

Nancy Oksenholt made a motion to approve Resolution #2023-01 to appropriate \$40,000.00 received from an anonymous community member for the above purchases to Account #6835 Fire Supplies; Tim Beatty seconded the motion. The motion passed. **(See Motion #5)**

### **Item #2 – Amendments to Ordinance 2021-01**

The Board reviewed the proposed amendments to Ordinance 2021-01 which included changing hourly rates to flat rates charged up front (pre-application meetings, onsite visits, plan reviews) and adding requirements for fireworks permits.

Tim Beatty made a motion to approve the amendments to Ordinance 2021-01 as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #6)**

### **Item #3 – Length of Service Awards Program (LOSAP)**

The LOSAP reports for the months of October, November, and December 2022 were presented to the Board for view and approval. The check for \$6,050 will be paid with the February Board bills and approved with the Payment of Bills during the February Board meeting.

Nancy Oksenholt made a motion to approve the LOSAP report as presented; Tim Beatty seconded the motion. The motion passed. **(See Motion #7)**

### **Item # 4 – Audit Plan of Action Letter to State**

At the end of the 2021/2022 audit there were consistently the same four (4) deficiencies as each year:

- Material Weaknesses – this cannot be resolved as assets not documented were acquired prior to 2004. Assets acquired since then are fully documented in the District's financial records.
- Fidelity Insurance – the District's insurance agent of record has advised the District that the amount of employee fidelity coverage is sufficient.
- Segregation of Duties – there are only two employees who deal with the accounts payable, collecting the mail, depositing checks, etc. so the duties are split between them as a checks and balances system. The independent accountant does all bank reconciliations utilizing statements downloaded directly from the bank.
- Monitoring of Financial Activities – the Board reviews and approves the basic financial statements and all disbursements as noted in the Board Minutes. Additionally, monitoring procedures that increase transparency of accounting functions, purchasing functions, and staff and Board responsibilities have been put into place, such as a purchase order system and spending authority limits.

Jamie Wright made a motion to approve the Audit Plan of Action Letter to the State; Nancy Oksenholt seconded the motion. The motion passed and the letter was signed by Board President Alan Lee. **(See Motion #8)**

### **Item #5 – Policy 8.7 – What the District Expects From You**

The Board reviewed changes made to Policy 8.7 – What the District Expects From You:

- A. Teamwork and Excellence – language was added from job descriptions.
- F. Attendance and Punctuality – language was added regarding unexcused absence or failure to work a scheduled shift.
- G. Personal Appearance – time changed from 18:00 hours to 17:00 hours regarding wearing station uniforms (class B).

- J. Smoking – “Smoking is prohibited on District property” replaced “Smoking areas will be designated”.
- L. Drugs and Alcohol – this section was removed as it is addressed in Policy 8.13 – Policy on Alcohol and Drugs in the Workplace.

Nancy Oksenholt made a motion to approve Policy 8.7 as amended; Jamie Wright seconded the motion. The motion passed. **(See Motion #9)**

### **Item #6 – 2000 HMEIN (Fire Truck) for Surplus**

The Board reviewed a proposal to declare as surplus property:

- 2000 HMEIN (Fire Truck)
  - VIN: 44KFT4283YWZ19375

Nancy Oksenholt made a motion to approve declaring as surplus the 2000 HMEIN (Fire Truck); Dan Drayton seconded the motion. The motion passed. **(See Motion #10)**

## Committee / Staff Reports

### Fire Marshal

- The pre-incident planning software and inspection program is in use and is already proving its efficiency. Notification setup will be installed on the mobile data terminals (MDTs) in the apparatus.

### Training

- Fire – 6 hours (lower numbers due to the holidays)
- 10 people completed the Aerial Operator class last month and they will now be working on task books for both L-14 and L-16.

## Chief's Report

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

- FEMA Covid:
  - FEMA is waiting for “obligation” of the approved project.
- EMS report:
  - 6 transports in December
  - 71 transports in billing with PWA
  - Ambulance transport dollars received FY 22/23 is \$22,889
- Monies received:
  - \$ 1,109 EF Recovery
  - \$ 3,374 Ambulance collections
  - \$ 35,000 Surplus Property (fire engine sold to Nestucca Fire)

- Conflagrations:
  - Miller Rd \$19,234 (received)
  - Klamath County \$22,551 (received)
  - Rum Creek \$94,868 (received)
  
- Building and Equipment Maintenance:
  - Several roof leaks after recent storms – vent covers were put on. No damage from ice event.
  - The generator at Station 13 had to be manually started.
  - Multiple vehicle maintenance and repair items while equipping the two new engines; one will operate out of Station 15, the other out of Station 16.
  
- Alarm Responses:
  - 325 alarms in December, up 23% over December 2021. 2022 alarm total is 3,552, ahead of 2021 total by 181 calls for an increase of 4%. 2022 average is 9.8 calls per day.
  
- Grant applications:
  - 2022-23 SDAO Safety and Security \$5,000 grant for security lighting at Stations 12, 13, and 17 – Bob is obtaining electrician’s proposal. Lights are to shine down, not out, match the others already in place.
  - OSFM Tender Request submitted, the State wants additional information.
  
- Bond Purchases:
  - The two Type-1 engines are being outfitted, hope to have in service by the end of January.
  - New ambulance update – power stretcher mounting hardware and wiring being sent to Braun to be installed as part of the contract.
  
- Personnel and Hiring:
  - Hired the last person on the active list, he will begin January 23rd.
  - Currently accepting applications and test results from National Testing Network, closes the end of February. Will be interviewing and hire immediately afterwards.
  - Three new volunteers finishing first year training. 20 active Volunteers on the roster, 2 new applicants observing drills.
  
- Surplus Property:
  - The first engine was sold to Nestucca Fire for \$35,000
  - Jet ski will be on next month’s Board agenda to declare as surplus
  
- Out-of-District Properties:
  - Sent letters to owners of 11 properties, have received two responses back so far. They want immediate contracts while they work on the annexation process.
  - Ten million dollars in property value would bring in \$4,000 more to the District annually.

- FYI Information:
  - OHA Ambulance inspection corrections have been completed. Final compliance letter attached to Board report.
  - Captain testing process taking place on February 16<sup>th</sup> and 17<sup>th</sup>. (At time of Minutes being transcribed, testing was moved to March 16<sup>th</sup> and 17<sup>th</sup>.)
  - Breakdown of 2022 alarms was attached – day of the week, hour of the day, etc.
  - Pac West requests for out-of-town transfers – will look at hiring off-duty personnel instead of taking crews out of service.

### **For the Good of the Order**

NW Natural Gas will be holding an open house of their new facility on January 20<sup>th</sup> from 2-3 p.m.

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

None.

Jamie Wright made a motion to adjourn the meeting; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #11)**

ADJOURNED AT 4:55 p.m. *The minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assistant*

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the Minutes of the December 14, 2022 Board meeting as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #2 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the monthly financial reports as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #3 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the payment of the bills as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #4 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve adoption of the Fiscal Year 2023-2024 Budget Calendar as presented.

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

RESULTS

PASSED	FAILED
X	



NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #5 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Oksenholt
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve Resolution #2023-01 to appropriate \$40,000.00 received from an anonymous community member to Account #6835 Fire Supplies for the purchase of a jet ski, fire hose, chainsaws and batteries.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #6 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
X	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the amendments to Ordinance 2021-01 as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #7 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty	X	Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the LOSAP report for October, November, and December 2022 as presented.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #8 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve the Audit Plan of Action Letter to the State.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #9 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright	X	Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve Policy 8.7 as amended.

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #10 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
X	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
	Jamie Wright		Jamie Wright
	Dan Drayton	X	Dan Drayton

MOTION: To approve declaring as surplus the 2000 HMEIN (Fire Truck)

VIN: 44KFT4283YWZ19375

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

RESULTS

PASSED	FAILED
X	

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #11 and Voting Record

Date: 1-11-2023

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt	X	Nancy Oksenholt
	Tim Beatty		Tim Beatty
	Alan Lee		Alan Lee
X	Jamie Wright		Jamie Wright
	Dan Drayton		Dan Drayton

MOTION: To approve adjourning the meeting at 4:55 p.m.

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

RESULTS

PASSED	FAILED
X	