

## NORTH LINCOLN FIRE & RESCUE DISTRICT #1

### Board of Directors Meeting – Minutes October 11, 2023

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

<u>Attendance:</u>		
<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	John Wilkinson – NLFR
#3 – Eric Creighton	Admin Assistant KrieAnn Kudar	Dan Sparrow – NLFR
#4 – Jamie Wright	Deputy Chief Doug Strange	Hunter Pariani – NLFR
#5 – Dan Drayton		

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

#### 9/13/2023 Board Minutes

The Board Minutes of 9/13/2023 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 25% of the way into the fiscal year, we are at 24.4% of the budget. Staff Overtime is at 38.2% due to six personnel going on Conflagration, but the State will reimburse the District \$60,000-65,000 for that.

The Board commented on the added details of the Financials for the month; this was due to a change in how the bills are entered into Quickbooks and the Accountant adding year-to-date information. The Board likes having more detail in the Financials and requests that the new format stay.

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

## **Payment of Bills**

The bills were presented for payment. It was mentioned that GenXSys is still providing cybersecurity for the District and we may or may not be able to go through the City's IT department.

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

## **Budget**

None.

## **Old Business**

None.

## **New Business**

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

The LOSAP reports for the months of July, August, and September 2023 were presented to the Board for review and approval. The check for \$3,805 will be paid with the October mid-month bills and approved with the Payment of Bills during the November Board meeting. Copies of the completed District Task & Duty Shift Points Forms for this period were included; the Board enjoys seeing what the Volunteers are doing so this new addition will carry forward.

Nancy Oksenholt made a motion to approve the LOSAP reports as presented; Eric Creighton seconded the motion. The motion passed. **(See Motion #4)**

## **Local Union 5169 Report**

None.

## **Committee / Staff Reports**

### **Safety Committee**

- The Minutes from the September 18, 2023 meeting were included.
- OSHA has been visiting stations around the state. FM Heidt looked at our stations, made a list of issues to be taken care of by Maintenance. It was recommended that we do an annual, broader review of the stations; inviting OSHA for a consultation is an option.

### **Training**

- Fire – 9 hours
- EMS – 1 hour
- Turnout inspections are underway.
- More firefighters are going through the aerial class.

## Fire Marshal

- 29 inspections were completed in September with an average of 3.44 violations.
- 94% of apartments have had their initial inspection completed and 56% were already in compliance or have been brought into compliance.
- 17 plan reviews were approved.

## Chief's Report

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

- EMS report:
  - 8 transports in September
  - Ambulance transport dollars received FY 2023/2024 is \$10,268
  - 70 transports in some level of billing with PWA
- Monies received in September:
  - \$ 1,450 Ambulance collections
  - \$ 4,232 EF Recovery (\$1,250 from Fire Marshal reinspections)
  - \$ 1,200 Plan review fees
  - \$ 275 CPR classes
- Building and Equipment Maintenance:
  - Capt. Schroeder is addressing the issues found by FM Heidt's station inspections.
  - Permits have been applied for from the City for the electronic reader board signs for Stations 14 and 16. Locations have been staked out to meet requirements of clear view.
  - Capt. Schroeder is meeting with ODOT for "safe sidewalks" process. The entrance to Station 16 off Hwy. 101 will be closed while the work is being done; the crews will use the side access street during that time.
  - Capt. Banner has many equipment repairs – HR-16 is still out of service with wiring issues.
  - Rear tires on L-16 and E-14 and FM Heidt's staff vehicle will be replaced.
  - One of the new Pierce pumpers continues to have problems. It is still under warranty and as it's been out of service so long, we will ask them to extend the warranty.
- Alarm Responses:
  - 293 alarm responses in September, down 3% from 302 alarms in September 2022. Overall, alarms for 2023 (2,583) are down 2.5% over this time last year (2,646).
- Financial Audit:
  - For the audit for FY 2022/2023, they are requesting additional documents from accounting. I am expecting a request for our legal counsel to provide their annual letter.
- ISO Meeting:
  - Presurvey meeting was held September 27<sup>th</sup> with Public Works and Dispatch in attendance.
  - NLFR has the forms and will be collecting the information needed from the City and all the water districts. We will use 2023 alarm information.
  - The inspection is scheduled for March 2024.

- Grant applications:
  - The District OSFM Upstaffing grant for the summer is completed with all funds spent. The program was successful again this year.
- Personnel and Hiring:
  - Five Volunteers are in first-year training; we have 21 active Volunteers on the roster.
  - Three full-time employees in their first-year probation.
  - We made a job offer for a Full-time employee; he is scheduled to start October 30<sup>th</sup>.
- Casino Relationship:
  - The Tribe does not want a Memorandum of Understanding (MOU) with the District. The General Manager is hopeful that he can make the presentation again next year and have the MOU approved then.
  - We will continue to document our responses and maintain a good working relationship with them.
  - The Tribe will give the Fire District a \$75,000 donation this year.
- FYI Information:
  - The Unfair Labor Practice (ULP) complaint against the District has been dropped. It cost the District just under \$6,000 in attorney fees; the October billing will have the final amount.
  - Lincoln County Emergency Manager Jenny Demaris has resigned. County fire chiefs want to be part of the process in hiring a new manager; Samantha Buckley is the interim Manager.
  - The Quarterly Officer meeting was held on September 12<sup>th</sup>.
  - We are working with our Legal Counsel on implementation of SB-1068 and Policy adoption; they will put together a process for annexing properties into the county.
  - Our Best Practices Survey has been completed for the 10% liability insurance discount.
  - Oregon Department of Forestry (ODF) has opened burning in their district.
  - We are working toward a completely paperless burn permit system with access by our crews and Dispatch to check daily reports of scheduled burns.
  - Krista has updated the NLFRR Employee Handbook. All employees are required to review and sign a document stating they have reviewed it.
  - The District is looking to update our “Mission Statement” and add a “Motto”. The Board will make the selection for each of those.
  - Chief Dahlman will attend the OFDDA Conference in Seaside on November 1-3.
  - The Agenda for Monday’s City Council workshop was distributed to the Board.

**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; Eric Creighton seconded the motion. The motion passed and the regular session was adjourned at 4:56 p.m. **(See Motion #5)**

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

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 10-11-2023

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 the Minutes of the 9/13/23 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: 10-11-2023

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 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: 10-11-2023

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 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: 10-11-2023

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 LOSAP reports for July, August, and September 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 #5 and Voting Record

Date: 10-11-2023

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 adjourning the meeting at 4:56 p.m.

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

RESULTS

PASSED	FAILED
X	