

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

**Board of Directors Meeting – Minutes
October 9, 2024**

***** APPROVED *****

<u>Attendance:</u>		
Board Members:	Staff:	Guests:
#1 – Nancy Oksenholt	Fire Chief Rob Dahlman	none
#2 – Tim Beatty	Deputy Chief/Fire Marshal Cody Heidt	
#3 – Eric Creighton	Deputy Chief David Bickerdyke	
#4 – Jamie Wright	Office Admin/HR Krista Bond	
#5 – Dan Drayton	Admin Assistant KrieAnn Kudar	

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. 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

9/11/2024 Board Minutes

The Board Minutes of 9/11/2024 were presented for approval. Dan Drayton abstained from voting as he wasn't present at the last meeting and was therefore unable to attest to the accuracy of the Minutes.

Nancy Oksenholt made a motion to approve the Minutes as presented; Jamie Wright seconded the motion. The motion passed. **(See Motion #1)**

Review of Financial Statements

Banking

Secretary/Treasurer Dan Drayton confirmed that he had reviewed both last month's and this month's Banking Reconciliation.

Financial Statements

The Board reviewed the monthly financial statements. Chief Dahlman stated that at 25% of the way into the year, we are at 26.5% of the budget. Overtime and PERS is high due to conflagration staffing but will be reimbursed by the State. Temporary Employees is covered by the Oregon State Fire Marshal (OSFM) grant. Workers Comp is at 54.8% due to being paid up front, as was the County Radio System Fee (84.4%).

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

Budget

None.

Old Business

None.

New Business

Item #1 – Joint City Council Meeting Scheduled for December 2, 2024

The Board discussed what they would like to see on the agenda for the upcoming meeting:

- Hydrants/water system
- Beach Fires – City create an ordinance for unauthorized fires
- Any other ideas are to be sent to Chief Dahlman

Item #2 – QuickBooks Audit Process

The Board discussed how they want to approach a quarterly audit trail. They agreed that the Secretary/Treasurer would select two or three account numbers and contact the District Accountant to run a report of all expenditures, edits, etc. from these accounts over a 3-month timeframe. There will be a place holder on the Agenda under Financials for this.

Item #3 – Update LGIP Permissions Chart

The Board reviewed LGIP account access, with the request by Kathie Gordon-Brooks that Dorothy Kowarko replace Keri Uhls as Accountant #2.

Dan Drayton made a motion to replace Keri Uhls with Dorothy Kowarko as Accountant #2; Nancy Oksenholt seconded the motion. The motion passed. **(See Motion #3)**

Local Union 5169 Report

Local Union 5169 provided a report of recent activities which included a beach volleyball match against LCPD on 9/21/24. They are currently preparing teams for the Seattle Stairclimb in March, will be doing community fundraising.

Committee / Staff Reports

Safety Committee

The Minutes from the 9/16/24 meeting were included. Chairman Greg Keyte will be stepping down after the next meeting; there is no replacement for the position yet.

Fire Marshal

Some highlights from DC Heidt's report are below:

- 44 Short-term rental inspections were conducted in September
- 11 Approved plan reviews

- Fire investigations:
 - Jetty Ave. fire – intentionally started, not by LCPD
 - Harbor Ave. fire – intentionally started, not by LCPD
 - Right Repair fire – undetermined

Training

Some highlights from DC Bickerdyke's report are below:

- September training hours – 608
- September's Crew Performance Standards training was suspended due to lack of consistent staffing
- Technical Rescues:
 - North Bank Rd. – small puppy rescued off cliff face
 - Roads End Beach – 2 people rescued who attempted to climb the cliffs
 - Siletz Bay – 3 people in a boat rescued as boat was sucked out to sea by tide

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 September
 - Ambulance transport dollars received FY 2024/2025 is \$6,766
 - Reviewing all outstanding billing from PWA for accounting years 22/23/24
 - All 21 new transports have been billed through Tactical Billing
- Monies received in September:
 - \$ 1,668 Ambulance collections
 - \$ 2,800 STR Inspection
 - \$ 425 Surplus Sales
 - \$ 600 Firefighter Physical reimbursement
 - \$ 2,313 EF Recovery
 - \$ 1,400 Plan review fees
- Summer Staffing Grant:
 - OSFM Grant Summer Staffing program has ended and all grant funds have been spent.
- Building and Equipment Maintenance:
 - B-16 had an additional issue of a bad O-ring, which was replaced.
 - Annual pump testing was moved back due to mechanical issue with the contractor, has yet to be rescheduled.
 - Hose and ladder testing is scheduled for Oct. 14-16.
 - DC Bickerdyke is working on a maintenance plan for the training tower.
 - Complete Wireless performed preventative maintenance on all radios in November and made sure all radio chargers were properly installed on our apparatus.
- Annexations:
 - 29 letters were sent (affecting 38 properties on Hwy. 229 and in the Roads End area). Three of these properties had existing Fire Service Contracts with us. We have received 10 consents for annexation with hopefully more coming soon. The County now has a process in place.

- Alarm Responses:
 - 268 alarm responses in September, down from 293 alarms in September 2023, a 7.5% decrease. 2,548 alarms to date in 2024, down 1.5% from 2,583 this time last year.
- Financial Audit:
 - We are still sending any requested documents.
- OSFM Conflagrations:
 - All Conflagrations (preposition and immediate response) have been billed to Oregon State Fire Marshals (OSFM), the total is \$501,281.
- Personnel and Hiring:
 - Six Volunteers are in first-year training, three of them are water rescue only. Roster now has 20 active Volunteers and four Support Volunteers (Chaplains/Inspector). Inactive Volunteers will be taken off the roster, letters will be sent out.
 - Five full-time employees are in their first-year probation.
 - One application pending for Volunteers.
 - We have made a tentative offer pending background and physical results for one full-time paid Firefighter.
- Ladder Truck:
 - The investigation of L-16 has been completed; our insurance company is currently considering it to be a total loss.
 - Station damage is limited to one light fixture, which is a separate claim and carries a \$1,000 deductible.
 - Replacement truck will need to have a 100' ladder.
- FYI Information:
 - Joint City/NLFR meeting is scheduled for December 2nd at City Hall.
 - Oregon Coast Bank has a new credit card company. Staff will be getting replacement cards and updating all our vendors.
 - Special District Association of Oregon (SDAO) Best practices have been completed and accepted; this gives the District a 10% premium discount.
 - We purchased a new jet ski to replace the 2023 ski. It was determined the 2023 ski was unsafe and unsuited to ocean rescues. The cost of the new ski was trade-in value and \$8,600.
 - The Short-Term Rental (STR) inspection program is working very well.
 - We are still waiting for the City to provide water system information, everything else has been sent. Dispatch has an issue with call processing times. ISO said once they receive all the information they requested, we can expect six months to receive our updated grading.
 - We are holding off on PacWest Ambulance (PWA) collections until the Audit is completed. We will clear up 2022's collections and then work on 2023's.
 - Valley Credit has been successful for EF Recovery.

- Pending grant applications:
 - Assistance to Firefighter Grant (AFG) – 15 sets of turnouts. We should hear this month.
- The surplus batteries were donated to another fire department.
- Corvallis Fire will pay us our overtime rate to help stand by at their football games.

For the Good of the Order

- None

Call for General Public Comments for Non-Agenda Items

The Board training required by the Board of Ethics was discussed; it is available only during the workday and not conducive to working Board members.

Dan Drayton made a motion to adjourn the meeting; Eric Creighton seconded the motion. The motion passed and the regular session was adjourned at 5:15 p.m. **(See Motion #4)**

The Minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assistant. The next meeting is scheduled for Wednesday, November 13th at 4:00 p.m. at the Bob Everest Fire Station located at 2525 NW Hwy. 101 in Lincoln City, Oregon.

NORTH LINCOLN FIRE & RESCUE DISTRICT #1

Motion #1 and Voting Record

Date: 10-9-2024

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

MOTION: To approve the Minutes of the 9/11/24 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: 10-9-2024

Motion Made By:		Motion Seconded By:	
	Nancy Oksenholt		Nancy Oksenholt
	Tim Beatty		Tim Beatty
X	Eric Creighton		Eric Creighton
	Jamie Wright		Jamie Wright
	Dan Drayton	X	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: 10-9-2024

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 updated LGIP Permissions Chart 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: 10-9-2024

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 5:15 p.m.

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

RESULTS

PASSED	FAILED
X	