



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

Board of Directors Meeting Minutes February 12, 2025

*****APPROVED*****

The following people attended the meeting:

Board Members: President Tim Beatty, Vice-President Jamie Wright,
Secretary/Treasurer Dan Drayton, Member Nancy Oksenholt,
Member Eric Creighton

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

Guests: Kathie Gordon-Brooks (Bryan Fitzsimmons, CPA), NLFR Firefighters Sam
Hockett, Trent Rainforth, and Dalton Pariani

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, followed by roll call for Board attendance: Beatty, Wright, Drayton, Oksenholt, and Creighton were all present. Afterwards, President Beatty asked Chief Dahlman if he had received any public comments by phone, mail, or email; Chief Dahlman replied that he had received a card from a grateful citizen, which he passed around for the Board to read.

Approval of Minutes

1/8/2025 Board Minutes

The Board Minutes of 1/8/2025 were presented for approval.

Nancy Oksenholt made a motion to approve the Minutes as presented; Eric Creighton seconded the motion. A roll call vote was taken: Beatty – yes, Wright – yes, Drayton – yes, Oksenholt – yes, and Creighton – yes. The motion passed.

Review of Financial Statements

Banking

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

Quick Books Audit Report

Kathie Gordon-Brooks from Bryan Fitzsimmons, CPA, the District's accounting firm, was present to answer questions and ascertain exactly what the District was looking for. The purpose of the Quick Books audit report is to ensure that the Board, not the staff, is running the District. The Board Secretary/Treasurer will email Kathie routinely with a request to print off a report from any given Budget account number so activity on that account can be checked and a paper trail maintained.

Financial Statements

The Board reviewed the monthly financial statements. At 58% of the way into the year, we are at 53% of the budget, 152% of interest earned. Equipment Testing is at 71% but done for the year.

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

Budget

Item #1 – Appoint Budget Committee Member

Budget Committee member Dan Clanton's 3-year term expires this year, and he has agreed to serve another term.

Nancy Oksenholt made a motion to approve Dan Clanton serving a subsequent 3-year term on the Budget Committee; Eric Creighton seconded the motion. A roll call vote was taken: Beatty – yes, Wright – yes, Drayton – yes, Oksenholt – yes, and Creighton – yes. The motion passed.

Old Business

None.

New Business

Item #1 – Review Policy 8.18: Volunteer Duty Shift & Ambulance Stipend Program

The Board reviewed Policy 8:18: Volunteer Duty Shift & Ambulance Stipend Program which has been updated to address Volunteers who staff ambulances when not on shift and adding stipend payments particular to interfacility transports.

Dan Drayton made a motion to approve updated Policy 8.18 as presented; Nancy Oksenholt seconded the motion. A roll call vote was taken: Beatty – yes, Wright – yes, Drayton – yes, Oksenholt – yes, and Creighton – yes. The motion passed.

Item #2 – Resolution #2025-03 Appropriate Contingency Funds

The Board reviewed Resolution #2025-03 Appropriate Contingency Funds in the amount of \$109,027 (9970) into Staff Overtime – California EMAC (Account 5570.02) due to the fact that reimbursement for the California conflagration response will not be received this fiscal year.

Jamie Wright made a motion to approve Resolution #2025-03 Appropriate Contingency Funds as presented; Dan Drayton seconded the motion. A roll call vote was taken: Beatty – yes, Wright – yes, Drayton – yes, Oksenholt – yes, and Creighton – yes. The motion passed.

Item #3 – Review Policy 1.5: Investment and Safeguarding of Public Funds

The Board reviewed Policy 1.5: Investment and Safeguarding of Public Funds which has been updated to include the District’s use of an electronic bill pay system.

Nancy Oksenholt made a motion to approve updated Policy 1.5 as presented; Jamie Wright seconded the motion. A roll call vote was taken: Beatty – yes, Wright – yes, Drayton – yes, Oksenholt – yes, and Creighton – yes. The motion passed.

Local Union 5169 Report

None.

Committee / Staff Reports

Training

Some highlights from DC Bickerdyke’s report are below:

- January training hours – 496
- Researching ladder trucks to replace L-16
- January Crew Performance Standard (CPS): 90-second structure fire response

Fire Marshal

Some highlights from DC Heidt’s report are below:

- 8 approved plan reviews in January
- 62 inspections completed in January – Short Term Rental (STR) and Commercial
- Researching ladder trucks to replace L-16

Chief’s Report

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

- EMS report:
 - 12 ambulance transports in January (3 of them out-of-town transfers)
 - Ambulance transport dollars received FY 2024/2025 is \$20,026
 - Outstanding billings from PWA – they are not doing anything and do not return emails
 - Tactical Billing has 53 transport billings in process, plus 2 more PWA failed to bill
- Monies received in January:
 - \$ 5,241 Ambulance collections
 - \$ 7,200 STR Inspections
 - \$ 1,877 EF Recovery (now billed by Nightshade Solutions)
 - \$ 645 CPR Classes
 - \$ 1,600 Plan Review fees

- Building and Equipment Maintenance:
 - Interior painting, readying generators for inclement weather
 - Rear brakes on E-14 have been repaired
 - Several apparatus services were completed after California conflagration deployment

- Annexations:
 - 30 letters were sent (affecting 39 properties on Hwy. 229 and in the Roads End area). To date we have received 19 consents for annexation. District has been advised to send Hwy. 229 to the Department of Revenue.

- Alarm Responses:
 - 288 alarm responses in January 2025, down from 317 alarms in January 2024 (heavy call volume due to ice storm), a 10% decrease.

- Financial Audit:
 - The auditors requested additional information on IT Security and Internal Controls, which was sent to them.

- OSFM Conflagrations:
 - NLFR sent Engine-12, Water Tender-16 (state-owned) and one Command vehicle to California under the State-to-State EMAC Agreement, along with seven personnel. They were gone for about 2 weeks. Completed reimbursement packet sent to OSFM totaling \$276,997, reimbursement not expected for nine months up to two years.
 - E-12 with 4 personnel \$163,967 per diem to be added
 - WT-16/C-1 with 3 personnel \$113,030 per diem to be added

- Personnel and Hiring:
 - 6 Volunteers are in first-year training, four of them are water rescue only. Roster now has 19 active Volunteers and five Support Volunteers (Chaplains/Inspector). We will be losing one Volunteer due to out-of-District move. One pending Volunteer application.

- Ladder Truck:
 - All replacements for damaged equipment have been received and currently working on finalizing the insurance claim.

- ISO Review
 - President Beatty, DC Heidt, DC Bickerdyke, and Chief Dahlman have a meeting scheduled with David Hiland on May 14th; Mr. Hiland's boss will be present, as well. We're frustrated with the rating we received, believe it should be better.

- FYI Information:
 - We are still working with the City on the SW 51st St. beach property. The City is putting up new tsunami warning sirens.
 - We applied for an AFG grant for \$103,000 for new turnouts.
 - We applied for a 50/50 matching Disaster preparedness Grant from Lincoln County.
 - There have been no further issues following the break-in at the fueling station at Station 13, repairs have been made and additional security lighting has been added around the back. The person caught on video still not found.

- Awards Banquet will be held March 1st at Chinook Winds. Amanda Hankins is doing an outstanding job in organizing and planning, there will be lots of door prizes.
- SDIS grant cameras were installed, exterior lighting at Station 16 is next.
- Chief Bickerdyke put together a policy on Training Tower use. Outside agencies (law enforcement) must sign a waiver.
- Currently working on the 2025/2026 budget.
- Morris Excavation is almost done on our side of the property at Station 16.
- In March we will be sending out our second annual community letter to residents.
- We have a meeting tomorrow with Pierce regarding a ladder truck purchase and will have a proposal for the Board at the next meeting.
- We will have two Board vacancies coming up this year; Dan Drayton will run for election again, and Jamie Wright won't be.

For the Good of the Order

- Ethics training for the Board will be held at the end of August/beginning of September.
- The Board will be relieved of SDAO Best Practices training this year.

Call for General Public Comments for Non-Agenda Items

None.

Dan Drayton made a motion to adjourn the meeting; Nancy Oksenholt seconded the motion. A roll call vote was taken: Beatty – yes, Wright – yes, Drayton – yes, Oksenholt – yes, and Creighton yes. The motion passed and the meeting was adjourned at 5:06 p.m.

The Minutes were taken, transcribed, and submitted by KrieAnn Kudar, Administrative Assistant. The next meeting is scheduled for Wednesday, March 12, 2025 at 4:00 p.m. at the Bob Everest Fire Station located at 2525 NW Hwy. 101 in Lincoln City, Oregon.