

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
JULY 14, 2022 – 3 P.M.
36375 Hwy 101 N.
Nehalem, OR 97131
and via Zoom:
Meeting ID: 860 4623 5249 Password: 191861**

I. CALL TO ORDER

President John Handler called the meeting to order at 3:00 p.m. Board members in attendance were Vice President Mike Sims, Treasurer John Steele, Secretary Charles Bridge, and Director Bob Forster. Also present were Fire Chief Chris Beswick and Executive Assistant Kristen Coyle.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

There were no members of the public in attendance.

B. READING AND APPROVAL OF SPECIAL BOARD MEETING MINUTES FOR JUNE 29, 2022

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the June 29, 2022 Special Board Meeting.

Bridge made a motion to accept the minutes as presented; Forster seconded the motion. Handler called for the question; motion passed unanimously 5-0.

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the Profit & Loss vs. Budget reports for the month of June. Beswick responded to a board question concerning the annual subscription for the District's Operations Reporting Software.

Sims made a motion to approve the June 2022 financial reports as presented; Steele seconded. Handler called for the question; motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Beswick presented the call volume; there were 66 calls for the month of June. He noted the call volume is drastically lower than June 2021.

Leisha Mizze-Riggert, a volunteer firefighter, then joined the meeting via Zoom and had no comment.

Beswick presented ambulance response times, and he noted that there were some hectic days which negatively impacted some response times.

Beswick provided volunteer and technical team headcounts. He noted the resignation of a volunteer who is pursuing her education. He noted that a recruit is now on-boarded, responding to calls, and pursuing FF1 certification.

Beswick noted that from a call volume perspective, the Independence Day Weekend was quiet. He was pleased with the Open House held at Station 13 that weekend. He estimates several hundred people attended, and he noted most of the District volunteers participated. He expressed his desire to have this become an annual event. Board members brought suggestions as to when such an event should be held. Bridge noted that the EVCNB display had good foot traffic. Beswick noted that the public comment he heard most was "I had no idea what you are capable of doing".

Beswick noted that he made two seasonal part-time firefighter offers to current volunteers; one volunteer will have 2 10-hour shifts and the other will have a 10-hour shift and will also perform ad hoc PIO activities such as updating the District's social media pages. Beswick noted an outside candidate has applied for the position but did not have the minimum credentials required.

Beswick noted that he has been appointed to the Oregon Fire Chiefs Association Board, and he has attended one meeting. He indicated that the group is very involved with state-wide activities, and he feels it will be a great learning experience.

Beswick noted that he obtained the response lights and sirens package for his personal vehicle, and he noted the costs exceeded the amount authorized in the contract by \$300. He offered to reimburse the District for the price difference.

There was consensus among board members to not require Beswick to reimburse the difference.

Beswick noted there is a one-day SDAO conference being held in Salem on September 15th; he noted that those interested in attending make their arrangements through Coyle.

Beswick noted that a town-hall meeting was held at Station 13 on July 12th as a forum for public input to the area's Natural Hazards Mitigation Plan as required by FEMA; it was held in conjunction with Tillamook County and the cities of Manzanita, Nehalem, and Wheeler. No members of the public attended.

Beswick noted that the submission deadline for the Solar Panel Project Grant is July 15th. As he has not been able to solidify cost figures, he requested an extension from the administrator; the extension was allowed. Beswick noted he and Handler will meet with a vendor the following week. Handler noted that the vendor is aware that its assistance providing cost estimates for the grant does not guarantee a contract for the project. Handler and Beswick noted that the project will be working with the TPUD restriction of a max 25 kw/hr system. Beswick estimates the project will cost \$150,000; the grant is for a 75%-25% cost share.

Beswick notified the board he will be off for a few days starting August 11th.

Handler noted for the record that he did not perform a roll call at the beginning of the meeting and noted all directors were present as well as Fire Chief Beswick and Exec. Assistant Coyle.

TRAINING REPORT

The June 2022 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Beswick highlighted a volunteer's instructor role for a Clatsop Co. wildland fire class, member training for arborist / tree worker rescue scenarios, several members' attendance at the annual Oregon Volunteer Firefighters Association conference, and several members' attendance in the annual Clatsop Co. wildland school held at Camp Rilea. He also noted upcoming training with the Coast Guard.

IV. UNFINISHED BUSINESS

A. NO UNFINISHED BUSINESS

VI. NEW BUSINESS

A. ELECTION OF BOARD OFFICERS

Handler reminded the board that Board Policy 1.15.4.1 requires the Board to elect new officers at the first meeting of each year. He noted he has served one term as president and is eligible to serve another two terms.

Forster made a motion to nominate Handler for another term as President; Sims seconded. Handler called for the question; motion passed unanimously 5-0.

Steele made a motion for all current officers keep their position for Fiscal Year 2022-23. The officer positions were reviewed: Vice President – Sims, Treasurer – Steele, Secretary – Bridge. Sims seconded. Forster noted that he has been listed in error as Treasurer. Handler called for the question; motion passed unanimously 5-0.

B. APPOINTMENT OF LEGAL COUNSEL

Beswick noted Board Policy 1.12.1.1 requires the Board to select the District's legal counsel at the first board meeting of the fiscal year. Local Government Law Group P.C. of Eugene is the district's counsel and Ross Williamson is the attorney of record. Beswick noted that he is pleased with the service the organization provides and recommends the Board appoint Local Government Law Group LLC as the District's legal counsel for FY 2022/23.

Sims made a motion to re-appoint Local Government Law Group P.C. as the District's legal counsel for Fiscal Year 2022/23; Steele seconded. Handler called for the question; motion passed unanimously 5-0.

C. APPOINTMENT OF AUDITOR

Beswick noted Board Policy 1.13.1.1 requires the Board to select an auditor on an annual basis. The district entered a three-year contract with Accuity LLC to perform the district's audit starting with FYE June 30, 2022. Beswick express his satisfaction with the services Accuity provides, Coyle affirmed.

Steele made a motion to continue to retain Accuity LLC as the District's auditor for Fiscal Year 2022/23; Sims seconded. Handler called for the question; motion passed unanimously 5-0.

D. RESOLUTION 22-11 – A RESOLUTION TO APPROPRIATE FUNDS

Beswick noted that the District has received from the Oregon State Fire Marshal Office a \$26,400 Wildfire Season Staffing Grant; these funds were not included in the adopted FY 2022/23 Budget. He recommended the Board adopt a resolution which would designate the funds as Grant Revenue within the General Fund and to appropriate General Fund expenditures as follows: \$24,000 in Personnel Services and \$2,400 in Materials and Services.

Sims made a motion to adopt Resolution 22-11 A Resolution to Designate OSFM Wildfire Season Staffing Grant Revenue as presented; Forster seconded. Handler called for the question; motion passed unanimously 5-0.

E. REVIEW POLICY 1.3 – NUMBER OF BOARD MEMBERS

The policy, which was first adopted in 2009, establishes the number of board members, qualifications, terms, and vacancy procedures. Beswick noted he feels the policy is acceptable, and he recommended the board make a motion to adopted it as written.

Sims made a motion to adopt Board Policy 1.3 Number of Board Members as written; Steele seconded. Handler called for the question; motion passed unanimously 5-0.

REVIEW POLICY 1.4 – POWERS OF THE BOARD

The policy, which was first adopted in 2009, outlines the Board's powers as outline in ORS Chapter 478. Beswick noted he updated ORS reference numbers within the policy; otherwise, he feels the policy is acceptable, and he recommended the board adopt the policy as written.

Sims made a motion to adopt Board Policy 1.4 Powers of the Board as written; Forster seconded. Handler called for the question; motion passed unanimously 5-0.

VII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

Beswick noted that the Office of State Fire Marshal has announced the requirements for the engine grants. As the district does not have a need for another Type III or Type VI engine, he will not be applying for the grant.

VIII. REVIEW / SET NEXT MEETING DATE

The next monthly board meeting was scheduled for Tuesday, August 16, 2022 at 3:00 PM

IX. ADJOURNMENT

President Handler adjourned the meeting at 3:41 p.m.

MINUTES APPROVED BY BOARD
August 16, 2022



John Handler, President

ATTEST: 

Charles Bridge, Secretary