

**NEHALEM BAY FIRE AND RESCUE DISTRICT  
BOARD OF DIRECTORS MEETING  
January 14, 2022**

**Public May Attend via Zoom:  
Meeting ID: 836 5707 4059 Passcode: 359994**

**I. CALL TO ORDER** As noted in the 08/16/2022 board meeting minutes, the NBFRD Treasurer for FY 2021-22 was John Steele, not Robert Forster.

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

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

It was noted that the auditor from Accuity LLC, was expected to join the meeting via Zoom. Eric Swanson, President Tillamook Adventist Hospital attended via Zoom. He confirmed with the Board the venue for his presentation for its February meeting. He also inquired if the September board minutes are available as he did not see them posted on the website; staff was tasked to investigate.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES**

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the December 9, 2021 Board Meeting.

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

**III. FINANCIAL REPORTS**

The Board reviewed the Bills Paid, Visa Charges, and the Profit & Loss vs. Budget reports for the month of December. Staff answered board questions regarding the property tax revenue stream, expenditures for computer equipment, exercise equipment, drone equipment, volunteer stipends, and the employee medical expense reimbursement plan.

*Steele made a motion to approve the December 2021 financial reports as presented. Sims seconded. Handler called for the question; motion passed unanimously.*

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Chief Beswick provided the December incident statistics; there were 80 incidents for the month and the district's annual total was 1,001. Although the District was busy for the month, there were no noteworthy calls; 54 of the 80 calls were EMS related.

Beswick provided a volunteer update; Beswick reported no change in status since last month. There are two volunteer applications in process. The two recruits have completed their FF 1 training and are waiting for the paperwork processing for their entry level fire fighter.

certifications. Later this month there will be a meeting of staff and volunteers to discuss recruitment and retention ideas.

Beswick informed the Board that the Nehalem Bay House will be closing its facility in February. Although there are only 23 residents at the home, the facility accounts for 7% of the district's call volume. Facility staff reports that all residents have found new homes; physical placement is pending COVID restrictions at both the Nehalem Bay House and destination facilities. Discussion ensued regarding the drivers for the facility closure.

Beswick reports that he attended a meeting with the County to discuss its replacement plans for the outdated radio system used by county-wide public safety and public works agencies. The upgrade cost is estimated to be \$17M. In addition, the Plan calls for the individual agencies to pay annual user fees. One option presented had the District's fees to be as high as \$90,000 and using the formula provided, he estimates the City of Manzanita's at \$258,000. Beswick feels these fees are unsustainable for the entities and he voiced his concern to the county. Next steps for the project include determining a system of governance and determining funding options. Discussions ensued regarding the history of the radio system, the items to upgrade, and options for governance. Beswick and Sims spoke to the difficulties they experience with the current system while performing their job functions within some areas of their jurisdictions.

Beswick reports that he was elected the head of the Tillamook County Fire Defense Board during its December meeting.

Beswick noted that the budget season approaches and that there will be an opening on the budget committee and is seeking guidance as to how the board would like to fill the position. President Handler asked board members to provide Chief Beswick the contact information for anyone they believe would be interested in serving.

Beswick noted that he was contacted by the Cannon Beach Fire Chief for a temporary use of one of our engines. Cannon Beach, a mutual aid responder, operates on two engines; one engine was recently decommissioned/scrapped due to mechanical issues, and the second engine is now experiencing issues. The Cannon Beach chief is in the process of obtaining a used engine but asked if we would be willing to loan an engine for 6-8 weeks should the second engine fail. Beswick offered use of engine 1314, the engine that will be replaced by the Timberwolf this Spring. There was consensus among the board to loan Engine 1314 to Cannon Beach should the need arrived. Discussion ensued regarding what will happen to 1314 when the new engine is placed in service. Beswick noted that a second fire district has reached out to him for consideration as a donation recipient. Beswick indicated he has made no promises to any agency regarding a donation of the surplus engine. It was noted that the District may want to consider placing the engine for sale. The board agreed to further explore disposal options closer to the in-service date of the new engine.

Finally, Beswick noted that the annual SDAO Conference in February has moved to a virtual platform and will be free to members. Those interested in participating should notify Coyle for registration.

## **B. TRAINING REPORT**

The December 2021 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Beswick highlighted two district volunteers attended a Tillamook Co. Training Association class for entry level officers. He also noted that a circuit workout was held at the

Dec. 22, 2021 drill; it was well received by volunteers and it has now been incorporated as a weekly non-mandatory training on Thursdays.

#### **IV. UNFINISHED BUSINESS**

##### **A. FIRE CHIEF EMPLOYMENT CONTRACT REVISION**

Beswick noted that he waives his right for the discussion to occur in an Executive Session. He walked through a red-lined contract revision he prepared and distributed. Changes proposed include the annual base salary adjustment, paid time off accruals (two options presented), and a personal vehicle stipend. Discussion ensued regarding the changes Beswick proposed. Officer and volunteer personal vehicle use with incident response was also discussed. Steele indicated he would like to see added in the contract a clause requiring that the Chief provides to a designee notification and contact information if he will be outside the district for a period of 24 hours or greater. Bridge concurred and suggested it be two people; Handler proposed one staff member and one board member. Beswick concurred with the proposal.

*Sims made a motion to accept the contract as discussed; Steele seconded the motion. President Handler summarized the changes the board was agreeing to: Beswick's proposed base salary adjustment, Beswick's option 2 for paid time off accruals, Beswick's proposed vehicle stipend, and the addition of a clause to require Beswick provide notification and contact information to a staff member and a board member should he be out of district for a period of 24 hours or more. Handler then called the question; motion passed unanimously.*

#### **VI. NEW BUSINESS**

##### **A. AUDIT REPORT FOR FISCAL YEAR 2020/21 BY ACCUITY LLC**

The representative from the CPA firm had yet to join the call (she did so at the end of the meeting). In the interim, Chief Beswick informed the board that the only deficiency the auditors identified is its annual comments about the lack of segregation of duties. Beswick reminded the board this comment arises due to the lack of personnel resources; the Board is required to provide the Oregon Secretary of State its action plan addressing the item. A draft action plan was presented for board review; it is consistent with the language used in previous years.

*Sims made a motion to accept and adopt the Plan of Action to the Secretary of State Audit Division as presented; Bridge seconded. Handler called the question; motion passed unanimously.*

##### **B. RESOLUTION TO APPROPRIATE 2021 WILDFIRE DEPLOYMENT FUNDS**

Resolution 22-01 – A Resolution to Designate 2021 Wildfire Cost Reimbursement, appropriates unbudgeted reimbursement and expenditures for District personnel and apparatus during the Wildfire Season. Beswick noted that the Resolution distributed in the Board packet was for \$6,102.67. Since the packet distribution, the District has received an additional check from the State of Oregon. The revised amount of the Resolution presented during the meeting was \$29,424.27. The resolution designates within the General Fund revenue to Wildfire Reimbursement and expenditures to Personnel Services.

*Steele made a motion to approve Resolution 22-01 A Resolution to Appropriate 2021 Wildfire Deployment Funds in the amount of \$29,424.27; Forster seconded. Handler called the question; motion passed unanimously.*

### C. FIRE CHIEF ANNUAL EVALUATION

Handler indicated that this item is typically discussed in Executive Session; Beswick waived his right to go to executive session. Handler indicated he received the evaluations from all board members and summarized the results in an Excel Worksheet he distributed. For each category it compared Beswick's self- evaluation score to that of each board member and the board average. Handler reported the Board's overall score on a 1-5 Score (5 being highest) averaged to 3.96 compared to Beswick's self-score of 3.60. He congratulated Beswick for doing a terrific job, and he read a comment from Forester's evaluation which he felt summarized the challenges Beswick faces and his positive performance. Handler also presented Beswick a copy of the performance reviews prepared by each board member. Steele added that he appreciated that Beswick's self-evaluation was balanced and not overbearing with exaggeration; he added that he felt Beswick did a great job and has his full support. Beswick expressed appreciation for the feedback.

### D. OREGON FIRE DISTRICT DIRECTOR ASSOCIATION COMMUNICATION

This item, which was not on the initial agenda, sought to obtain board member communication channel preferences with the OFDDA as requested in its annual member survey. Board members conveyed their preferences and staff will relay to OFDDA accordingly.

### E. AUDIT REPORT FOR FISCAL YEAR 2020/21 BY ACCUITY LLC

Kori Sarrett CPA joined the meeting via Zoom and apologized for her tardiness. She reported that the in-person audit went smoothly. There were not adjusting entries made to the financial statements. She indicated there were no issues noted in the areas of budgeting, public contracting, and investments; she noted this was particularly noteworthy due to the amount of grant monies received. She indicated that the district had an ending General Fund Balance of just over \$2M, most of which was committed for early bond payoff. She indicated the uncommitted amount of \$.5M is lower than they like to see; however, with the elimination of debt service the district should be in a good position to build the fund balance. The Construction Reserve Fund had an ending balance of \$32K and the Equipment Reserve Fund had an ending balance of \$48K. She indicated that internal controls looked good, other than the annual reminder that there is a lack of segregation of duties. She reminded the board they are an important part of the internal controls.

### VII. REVIEW / SET NEXT MEETING DATE

The next monthly board meeting was scheduled for Thursday, February 10, 2022, at 3 p.m.

### VIII. ADJOURNMENT

President Handler adjourned the meeting at 4:13 p.m.

MINUTES APPROVED BY BOARD  
February 10, 2022

  
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John Handler, President

ATTEST:   
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Charles Bridge, Secretary