

**NEHALEM BAY FIRE AND RESCUE DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING**

**MARCH 16, 2023 3:00 PM**

**36375 Hwy 101 N.  
Nehalem, OR 97131**

**Zoom Meeting ID 898 7921 8400 Passcode: 531204**



**I. CALL TO ORDER**

President John Handler called the meeting to order at 3:00 p.m. Board members present for the roll call were Treasurer John Steele, Vice President Mike Sims, Secretary Charles Bridge, and Director Bob Forster. Other district personnel present were Fire Chief Chris Beswick, Executive Assistant Kristen Coyle, and Captain Frank Knight.

Volunteers Lt. Leisha Mizze-Riggert and Lt. Jay Verburg attended via Zoom.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

No comments were offered.

**III. NEW BUSINESS**

**A. INTERIM FIRE CHIEF CONTRACT**

The Director's Meeting packet contained a draft Interim Fire Chief contract prepared by Beswick and reviewed by the District's attorney. Beswick noted that the Board can conduct an executive session without notification should both parties agree to the executive session. Steele indicated he would like an executive session; the remaining board members and Capt. Knight agreed to the session.

*Handler announced that the Board would meet in executive session for the purpose of conducting deliberations regarding the interim fire chief contract. He noted that the executive session was held pursuant to ORS 192.660(2)(d), which allowed the Board to meet in executive session to conduct deliberations with persons designated to carry on labor negotiations, and ORS 192.660(3) which allows labor negotiations to be conducted in executive session at the agreement of both parties. Handler indicated that the executive session would last up to thirty minutes.*

The Zoom meeting was paused, Captain Knight left the room, and the board met in executive session.

The Board came out of executive session at 03:51 PM, and parties were allowed to rejoin the meeting. Handler noted the business to be conducted under executive session had not been completed.

*Handler declared another executive session pursuant to ORS 192.660(2)(d) and ORS 192.660(3) to last up to thirty minutes.*

The Board came out of executive session at 16:00; Capt. Knight joined the meeting in person; one volunteer firefighter attended via Zoom.

The Board presented Captain Knight with a contract to serve as the Interim Fire Chief for a three-month period commencing April 7, 2023; the working draft copy was provided. Handler indicated the final contract would change Section II A. from "... ending July 7, 2023..." to "... ending **by** July 7, 2023...". He also noted that the term ending date should be clarified with "unless agreed to by both parties". Sims discussed Section VI Compensation; he provided the criteria the board considered when determining an annual compensation of \$90,000. As an exempt position, it is not subject to overtime. He noted that should the board wish to roll the interim position into a permanent position, the contract would be up for re-negotiation. Various board members emphasized the benefits of the position, including a means to obtain fire chief training, the flexibility offered to the chief position, and a monthly vehicle stipend as described in Section VII. Steele noted that Knight did not have to provide his acceptance at the meeting.

Captain Knight recognized there would not be some flexibility during the three months. In reference to the vehicle stipend, Knight noted a single to a conference may cost more than the monthly stipend. Beswick suggested adding language to the contract to the effect should the Interim Chief attend an event on official district business in excess of 50 miles one-way, he shall receive a mileage reimbursement at the then prevailing IRS rate for that trip in addition to the monthly vehicle stipend. The Board and Knight agreed to Beswick's suggestion. Knight indicated his willingness to accept the contract as written with the changes discussed.

*Bridge made a motion to accept the changes noted to the Interim Fire Chief Contract and to proceed with drafting a final contract for execution; Forester seconded. Handler called for the question; motion passed unanimously 5-0.*

## **B. FIRE CHIEF POSITION**

Beswick asked if the board had any questions regarding the remaining term of his position. He noted that although his resignation date is April 7, 2023, he does have some flexibility with his newly accepted position, and he offered to provide his services during that time. The board deferred to Knight to make the decision as to request Beswick's assistance. Knight noted the District may be short with personnel resources at the end of April should he attend the Oregon Fire Chief Association conference. Beswick offered to provide coverage during that time. Coyle noted that would present legal and insurance problems. Knight indicated he would be comfortable with current staff / volunteers during that time but will reach out to confirm availability.

## **IV. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS**

Volunteer Mizze-Riggert indicated she would be in district during the end of April and is willing to assist with coverage.

## **V. REVIEW / SET NEXT MEETING DATE**

No new meetings were set.

## **VI. ADJOURNMENT**

*Handler adjourned the meeting at 4:15 PM.*

MINUTES APPROVED BY BOARD  
April 13, 2023

ATTEST: Charles Bridge  
Charles Bridge, Secretary

John Handler  
John Handler, President

Public Version