

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

APRIL 13, 2023 3:00 PM

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

Zoom Meeting ID 847 6679 9848 Passcode: 967896

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 Interim Fire Chief Frank Knight III and Executive Assistant Kristen Coyle.

In attendance was one member of the public and one via Zoom.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

No comments were offered.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR MARCH 9, 2023

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the March 9, 2023 Board Meeting. Steele commented on the minutes noting incremental monthly costs relating to the new phone system; he asked for more information. Coyle explained the additional costs related to the phone system and the current system charges which would go away when the transition is completed; she also provided an overview of the transition.

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

C. READING AND APPROVAL OF SPECIAL BOARD MEETING MINUTES FOR MARCH 16, 2023

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the March 16, 2023 Special Board Meeting.

Steele made a motion to approve the minutes as presented; Forster seconded the motion. Handler called for the question; motion passed unanimously.

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of March.

Sims made a motion to approve the March 2023 financial reports as presented; Forster seconded. Handler called for the question; motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight presented March's call volume; there were 81 calls for the month. Knight noted that call volume was relatively high for the month due to numerous responses to the same address throughout the month. He also noted two structure fire responses and three water rescue calls. Knight also noted a water rescue occurred the previous weekend; discussion ensued regarding communication and Coast Guard involvement. The monthly ambulance response times were also provided. Knight noted that the first arriving unit is often a QRT non-transporting unit staffed by a lower skilled provider. Coyle clarified that that the times reflect the average time between ambulance agency dispatch and the arrival of a transporting ambulance.

Knight provided a district volunteer update; he responded to Board questions concerning the Drone team.

Knight provided an update with the MoA (Memorandum of Understanding) with Adventist Ambulance Service; the Tillamook Co. Fire Defense Board is reviewing the MOA drawn up by NBF RD's legal counsel.

Knight noted a certified letter was mailed to the Bob's Creek incident property owner; no response had yet to be received. Coyle indicated the District received the proof of delivery postcard.

Knight noted the new fire alarm system has been installed in Station 13 and the monitoring service has begun.

Knight noted the phone system project is on a brief hold due to a problem porting the phone number.

Knight noted the SAFER (Staffing for Adequate Fire and Emergency Response) Grant has been submitted. The grant would fully fund one full-time fire fighter/recruitment & retention coordinator position for three years. The anticipated award notification will be in October.

B. TRAINING REPORT

The board packet contained Division Chief Jesse Walsh's training report. Knight noted the pre-plan walk through scheduled as last training of the month was not completed as a Search and Rescue call lasting many hours coincided with the scheduled time. Knight noted changes to the Fire Academy schedule; he also noted changes to the duty shift schedule as a result of former fire chief Chris Beswick's departure.

Steele noted he is continually impressed with the intensity and variety of the training activities described in the Training Report. Discussion ensued regarding how training requirements for volunteers are just as vigorous as they are for full time personnel. It was noted water training occurs throughout the year. Discussion ensued regarding water conditions and factors leading to decisions to launch skis.

V. UNFINISHED BUSINESS

A. LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

Knight noted that he has been working with OFDDA to get the program set up effective July 1. The Board needs to pass a resolution to enact the program, and a Board Policy needs to be established. Knight presented Resolution 23-04, A Resolution to Establish a Length of Service Award Plan. He also presented Policy 9.14 Length of Service Award Plan. Discussion ensued; topics covered included vesting terms established based on volunteer feedback, funding flexibility, and employee disqualification from participation.

Bridge made a motion to adopt Resolution 23-04, A Resolution to Establish a Length of Service Award Plan; Steele seconded. Handler called for the question; the motion passed unanimously 5-0.

There was consensus amongst board members to perform a second reading of Policy 9.14 Length of Service Award Plan, as presented, during the May Board meeting.

B. SURPLUS OF 1997 E-ONE PUMPER (1314)

Knight noted that the engine has been advertised for sale at \$30,000 for 45 days with no buyer interest. He has sourced a government surplus auction house as an alternative. An overview of the intermediary and a listing of similar engine sales was distributed.

Sims made a motion to list the 1997 E-One Pumper on GovDeals.com for \$20,000, FOB Nehalem, and NBFRD will remove the lettering. Bridge seconded the motion. Handler called for the question; motion passed unanimously 5-0.

VI. NEW BUSINESS

A. NO NEW BUSINESS

V. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

Knight noted the bridge leading into Riverview Estates, the Clatsop County development within NBFR's District, has been removed. Estimated replacement date is 4/21/2023. He noted the alternative access to the development is through Weyerhaeuser logging roads; NBFRD has the gate key and has performed dry runs accessing the development.

Knight noted the apparatus re-numbering decals have been applied. The county-wide apparatus renumbering project has been slightly delayed.

The board packet included a thank you letter to the Board from former chief Beswick.

VII. REVIEW / SET NEXT MEETING DATE

The next regular board meeting was set for Thursday, May 11, 2023 at 3:00 PM. Coyle reminded the board the FY 2023-24 Budget Committee meeting is scheduled for Thursday, April 20 at 3:00 PM.

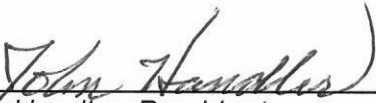
The attending member of the public asked for more information regarding the occupancy pre-plan for the White Clover Grange; Knight explained the reasons for the pre-plan inspections.

VIII. ADJOURNMENT

Handler adjourned the meeting at 4:04 PM.

MINUTES APPROVED BY BOARD
May 11, 2023

ATTEST: 
Charles Bridge, Secretary


John Handler, President