

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

MAY 11, 2023 3:00 PM

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

Zoom Meeting ID 819 5346 9930 Passcode: 109132

I. CALL TO ORDER

President John Handler called the meeting to order at 3:00 p.m. Board members present 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, Executive Assistant Kristen Coyle, and volunteer drone pilot David Archer.

In attendance via Zoom was volunteer Lt. Jason Verburg and volunteer FF Dan Weitzel; a member of the public, Mrs. O'Connor, was also on-line.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

No comments were offered.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR APRIL 13, 2023

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the April 13, 2023 Board Meeting.

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

C. READING AND APPROVAL OF BUDGET COMMITTEE MEETING MINUTES FOR APRIL 20, 2023

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the April 20, 2023 Budget Committee Meeting.

Steele made a motion to approve 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 YTD Profit & Loss vs. Budget reports for the month of April. Knight responded to a board question concerning a payment under the Medical Expense Reimbursement Plan (MERP).

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

IV. DAVID ARCHER – RECRUITMENT/RETENTION PRESENTATION (moved up from New Business section of agenda)

Volunteer Drone Pilot David Archer, a marketing professional, delivered a presentation to the board recommending on-line marketing tactics to enhance the District's image, promote positive morale, and improve volunteer recruiting efforts. The target audience of a marketing plan would be the community the District serves, current volunteers, and future recruits. Key points included creating content that increases awareness by humanizing the department, increasing social media engagement, including a greater use of videos, and updating the website. Knight noted that the District has applied for a FEMA SAFER Grant that would fund a full-time responder/recruiting and retention officer for three years; the award notice is expected in October at the earliest. Knight also noted the FY 2023-24 budget includes funds for a website overhaul. The board thanked Archer for his time; Archer departed the meeting.

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight presented April's call volume; there were 81 calls for the month. Knight recapped three fire incidents; he also noted two mutual aid water rescue calls which were cancelled before arrival on scene. The monthly ambulance response times were also provided. Knight responded to Board questions concerning the District's paramedic capabilities with Chief Beswick's departure. Oregon's paramedic training requirements were noted.

Knight provided a district volunteer update; he noted that the six recruits should become combat FFs by the end of the month. Knight noted DC Jesse Walsh did an excellent job with the academy, particularly in light of former Chief Beswick's departure. Knight provided an overview of the revised Academy scheduling corresponding with Wednesday drill nights.

Knight noted Station 13's ground level carpet replacement will begin next week. The District is using carpet tile squares in order to replace damaged sections readily and economically.

Knight noted the phone system project is scheduled to be completed by the end of the month.

Knight noted he just received notice that the District was not awarded a capacity staffing grant from the Office of State Fire Marshal. He also outlined some changes to OSFM structure; it will no longer be a branch under State Police.

Knight noted that the state will again offer a grant to fund temporary staff during the summer and wildfire season in preparation for wildfire season deployment. He plans to apply for a grant.

Knight noted a live fire training exercise is scheduled for Saturday. As a high heat warning has been issued for the scheduled date with a forecasted East wind event, he is monitoring the situation carefully and he will re-schedule the training if conditions continue to appear poor.

Knight noted the new Type III Engine just received some warranty repairs, and as its ladders have been placed received, it is now fully equipped.

B. TRAINING REPORT

The board packet contained Division Chief Jesse Walsh's training report. Handler commented that the District has been busy with training activities. Knight noted the District had a rough weekend for responses. He noted de-briefing occurred immediately after each incident, and a Tillamook Co. Critical Incident Stress Management Team held a formal meeting at St. 13 with District, sheriff's office deputies, and 9-1-1 dispatchers who worked on a recent MVA fatality. Sims also provided additional information concerning the history and composition of the County's Critical Incident Stress Management Team. Bridge and Weitzel also commented about the benefits of post-incident distress management.

V. UNFINISHED BUSINESS

A. LENGTH OF SERVICE AWARD PROGRAM (LOSAP)

During the April board meeting, the board adopted Resolution 23-04 to establish a Length of Service program. At the same meeting, the board performed the first reading of newly established board policy 9.14 Length of Service Award plan.

The board was to perform a second reading of Policy 9.14; a copy was included in the board packet. However, an erroneous motion to adopt Resolution 23-04 was made by Forster, seconded by Steele, and "passed" unanimously. To correct the error, the second reading of Board Policy 9.14 and its adoption will be added to the next board meeting's agenda.

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

Knight noted that for the past two days ago, the engine has been advertised on GovDeals.com; he added he received two telephone inquiries since the posting went live.

VI. NEW BUSINESS

A. OSFM SEASONAL POSITION FUNDING GRANT

Knight noted that the OSFM has initiated a Wildfire Seasonal Staffing Grant up to \$35,000 per agency for the 2023 Wildfire Season. He explained the District received a grant in 2022, which enabled it to put additional responders in the station for emergency response. He noted he plans to apply for this year's grant to again bolster responder numbers. If the grant is awarded, he hopes to fill the seasonal position with a Duty Officer ready person.

VIII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

No items were brought forth.

IX. REVIEW / SET NEXT MEETING DATE

The next regular board meeting was set for Thursday, June 8, 2023 at 3:00 PM. Coyle noted that the FY 2023-24 Budget Hearing will also take place during the meeting.


X. ADJOURNMENT

Handler adjourned the meeting at 4:12 PM.

MINUTES APPROVED BY BOARD

June 8, 2023

ATTEST:


Charles Bridge, Secretary


John Handler, President