

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

MAY 25, 2023 3:00 PM

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

Zoom Meeting ID 810 0050 5908 Passcode: 170401

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 Executive Assistant Kristen Coyle, and off-duty Lt. Jeff Hill.

Volunteer FF Dan Weitzel attempted to join the meeting via Zoom at the end of the meeting.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

No comments were offered.

III. NEW BUSINESS

A. FIRE CHIEF POSITION

President Handler indicated that he and Executive Assistant Coyle recently held a Zoom conference with District's legal counsel to discuss a potential Fire Chief job offer to current Interim Chief Frank Knight III. He indicated the purpose of the meeting was to determine: 1.) Is promoting Knight a viable option without going through an extensive posting process and 2.) Can the negotiation of the chief contract be performed in an Executive Board Session. A handout containing Handler's notes from the meeting as well as his recommended next steps was distributed to board members. He noted copies of the applicable district policies was also provided to counsel.

Handler noted counsel advised that promotion of Knight to Fire Chief is a viable option, provided it is performed in an open public board meeting. Handler also noted counsel advised the negotiation of the Chief salary and benefit contract cannot be done by the board in an executive session under ORS 192.660(7). However, the board could appoint a director to represent the Board in private negotiations and present a draft agreement to the entire board for discussion and/or approval in a future open board meeting. Further, he noted counsel advised the board could recommend guidelines to be considered in the negotiation process.

Handler stated the board has two viable options to fill the open Fire Chief position: offer a promotion to Knight III or go through a formalized posting process. Given all the information, Handler recommended a motion to promote Knight to the Fire Chief position.

Handler noted he would appoint Steele as board representative in District negotiations for a contract with Knight. A draft contract would then be brought forth to the Board, in an open public

meeting, for consideration and approval. He recommended a motion to accept the appointment of Steele as board representative in negotiations of a draft contract with Knight.

Handler recommended a motion to accept the proposed negotiation guidelines as presented in the handout. Key points include utilizing former Chief Beswick's contract and addendum as a guide, establishing a base salary between the current Interim Chief's compensation and that of comparable fire chiefs, adding additional terms as requested by Knight or Board representative, and ensuring the draft contract shall be reviewed by legal counsel prior to presentation to the Board for consideration and final approval in an upcoming board meeting.

Handler opened the floor for director input and discussion. Forster expressed gratitude for the research performed for filling the Fire Chief Position; Sims concurred. Sims added that he is in favor of the appointment of Steele to negotiate a draft contract should the board promote Knight; he is also grateful the guidelines include legal counsel's review of the draft contract prior to its presentation to the Board.

Bridge made a motion to promote Frank Knight III to Fire Chief for Nehalem Bay Fire & Rescue District, subject to successful salary and benefit negotiations; Forster seconded. Handler performed a rollcall for votes; motion passed unanimously 5-0.

Handler noted he has already approached Steele regarding the prospect of serving as the board representative in contract negotiations with Knight. Steele indicated he is willing to serve in such capacity.

Sims made a motion to accept Handler's appointment of John Steele to represent the district in the negotiations for a Fire Chief contract with Knight; Forster seconded. Handler called for the question; motion passed unanimously 5-0.

Handler asked if the board had any comments regarding the recommended contract guidelines. Steele commended Handler for all his preparation.

Sims made a motion to accept the proposed negotiation guidelines for the Fire Chief position as noted on page 3 on Handler's handout; Steele seconded. Handler called for the question; motion passed unanimously 5-0.

IV. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

Steele asked for clarification of the timeline to fill the position. Handler noted it would be helpful if it could be completed prior to the next scheduled board meeting in case there are any changes that need to be made to the approved budget prior to the budget hearing and the board's budget adoption. Coyle noted the board could make changes up to 10% of the approved budget prior to its adoption. She also noted that if the negotiations are expedited, a special board meeting could be held to approve the Fire Chief Contract. Sims noted he does not feel the board needs to be in a hurry to finalize this before the end of the fiscal year. Bridge noted Knight's former position is now vacant as a result of the interim chief appointment and it needs to be timely filled. Steele noted he will strive to get a draft contract in a timely fashion and leave open the possibility for a special board meeting. Coyle noted she would need at least 24 hours prior to a special meeting in order to post notice for public attendance.

Bridge suggested some alternative apparatus uses once the new F-250 beach vehicle is in service. Hill noted some current challenges with apparatus on the beach. Steele suggested the board table the discussion, as he would like the Chief to be part of the discussion.

Hill noted he feels the board is making a great decision to promote Knight. He is also grateful for the timing of filling the position, as the district is approaching its busy response season.

V. REVIEW / SET NEXT MEETING DATE

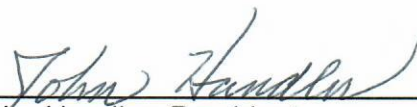
No new meetings were set. The next board meeting is scheduled for Thursday, June 8th at 3:00 PM

VI. ADJOURNMENT

Handler adjourned the meeting at 3:21PM.

MINUTES APPROVED BY BOARD
June 8, 2023

ATTEST: 
Charles Bridge, Secretary


John Handler, President