

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

**JUNE 8, 2023 3:00 PM**

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

**Zoom Meeting ID 827 0929 9901 Passcode: 546763**

**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 and Executive Assistant Kristen Coyle.

Also in attendance was Volunteer Lt. Leisha Mizee-Riggert and NBFRD Budget Committee member Meadow Davis; district resident Mrs. O'Connor attend via Zoom.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

Mrs. O'Connor noted that the recent District's recent live fire training caused a lot of smoke and residue.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR MAY 11, 2023**

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the May 11, 2023 Board Meeting.

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

**C. READING AND APPROVAL OF SPECIAL BOARD MEETING MINUTES FOR MAY 25, 2023**

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the May 25, 2023 Special Board Meeting.

*Sims made a motion to approve the minutes as presented; Steele 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 May. Knight and Coyle answered board questions concerning payments for the fire alarm system, solar panel project grant consulting, and supplies from COSTCO and Home Depot. Knight indicated future expenditure reports will further break down large supply purchases.

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

#### **IV. STAFF REPORTS**

##### **A. INTERIM FIRE CHIEF'S REPORT**

Knight presented May's call volume; there were 74 calls for the month. Knight recapped two fire incidents: one was a brush fire and the other a fatal MVA fire. Knight also noted seven of the eight water rescue calls for Cannon Beach mutual aid responses spanning over one weekend; the eighth call was also a response to Cannon Beach. He noted he is in communication with the Cannon Beach Fire Chief concerning NBFRD automatic aid vs. mutual aid for CB incidents; he noted there are logistics to work out with responses to CB. Knight responded to Bridge's questions regarding EMS call volume.

The monthly ambulance response times were also provided. Steele noted transporting units' response times are increasing. Knight noted in district QRT response unit was often out of service. In response to a query from Steele, Knight noted that NBFRD is on scene prior to an ambulance unit during dayshift hours. He added first response is more evenly distributed during the evenings and nights due to duty officer response from home.

Knight provided a district volunteer update. He noted an EMS-only volunteer recently left due to moving out of district. He also noted the six recruits are just waiting for DPSST paperwork to be completed in order to become combat FF certified. A pinning ceremony for the new firefighters will be scheduled. Knight responded to Sim's question concerning the district's use of exit interviews. Knight noted the resident volunteer firefighter will be leaving that month in order to take a full-time position with Seaside Fire.

Knight noted Station 13's ground level carpet has been replaced. The project's costs were reduced due to the internal labor utilized to move furniture, remove old carpeting, and paint office walls.

Knight noted the replacement phone system has been installed and is operational; staff is still in the process of learning about all its functionalities.

Knight noted the unofficial election results from May show all three board members who ran for re-election won; it was noted all three ran unopposed.

Knight noted he has begun the hiring process for backfilling the position he vacated when he was appointed the Interim Chief. The position will continue the duties of fire prevention and recruitment/retention.

Knight noted there was a good district turnout for the Memorial Day service at the Nehalem cemetery. Currently, no members are honor guard trained; Knight noted DPSSP sponsors a training program. Bridge noted the American Legion will be getting more involved in future ceremonies.

Knight noted the current beach rescue van is out of service due to a fuel tank issue. There is no ETA for the new F-250 beach vehicle; in the interim, the district is looking for economical ideas to get the van back in service.

Knight noted the District has not yet received any communication from the Bob's Creek Fire landowner other than the return receipt postcard for the District's mailed certified letter. Knight indicated he left a voice mail for the owner noting that the deadline for the revised response invoice is approaching.

Knight provided a status update for the City of Nehalem's hydrants on the North Fork. In response to Steele's query, Knight noted he has not had any communication regarding the any desire to put a water system tank on Station 11 property.

Knight concluded his report by noting that the county-wide apparatus renumbering system was recently put in place.

## **B. TRAINING REPORT**

The board packet contained Division Chief Jesse Walsh's training report. Knight noted May was the tail end of the Fire Academy. He highlighted the Fire Investigation training held at NBFRD for Tillamook and Clatsop Co. agencies. He also highlighted a recent training exercise held with Life Flight. Board members discussed district landing zones. Knight noted district landing zones were reviewed with LF personnel prior to the 7 pm. drill.

## **V. UNFINISHED BUSINESS**

### **A. BOARD POLICY 9.14 - LENGTH OF SERVICE AWARD PROGRAM (LOSAP)**

Coyle explained the error made during the May board meeting: although the board performed the required second reading of Board Policy 9.14, the motion that was made was to adopt 23-04 Resolution 23-04 was previously adopted during the April board meeting. To remedy the situation, she explained the board needs to make a motion to adopt Board Policy 9.14. A copy of the policy was provided.

*Forster made a motion to adopt Board Policy 9.14 – Length of Service Award Plan, as presented; Sims seconded. Handler called for the question; motion passed unanimously.*

### **B. 1997 E-ONE PUMPER SURPLUS**

Knight noted the auction period for the surplus engine has ended, and the District failed to receive a minimum bid. Knight explained the pump test failure is hindering interest, despite clarification that it is due to voltage problem as the pump itself is in good working condition. Discussion ensued regarding next steps; options presented include listing with Oregon State Surplus, donating to a smaller rural district, and replacing the alternator/regulator in order to meet the pump test. Knight noted he will further explore the options presented.

## **VI. NEW BUSINESS**

### **A. PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2023/24**

At 4:03 PM, Handler opened the hearing for public comment for the Fiscal Year 2023/2024. Davis noted she would like to ensure the budget contains funds for district website development. Coyle noted that the Information Services budget within the General Fund's Material and Service appropriation contains \$10,000 for such improvements. No other comments were made; Handler closed the hearing at 4:06 pm.

## **B. RESOLUTION 23-05 – A RESOLUTION ADOPTING THE FISCAL YEAR 2023/24 BUDGET, MAKE APPROPRIATIONS, IMPOSE AND CATEGORIZE TAXES**

The resolution was presented. The budget for Fiscal Year 2023/24 is \$3,258,104. It appropriates the budget as follows:

### **GENERAL FUND**

Personnel Services	\$ 1,106,588
Materials & Services	506,077
Capital Outlay	0
Debt Services	49,577
Transfers	420,000
General Operating Contingency	41,000
<b>TOTAL GENERAL FUND Requirements</b>	<b>\$2,123,242</b>

### **EQUIPMENT RESERVE FUND**

Capital Outlay	\$ 68,000
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### **CONSTRUCTION RESERVE FUND**

Capital Outlay	\$ 309,119
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**Total UNAPPROPRIATED and RESERVE FUNDS**      \$ 757,743

**Total Adopted Budget**      \$3,258,104

The Resolution also imposes taxes for the budget at an assessed rate of \$1.15 / \$1,000 assessed value for all taxable property within the Fire District as of July 1, 2023.

*Forester made a motion to Adopt Resolution 23-05– A Resolution Adopting the Fiscal Year 2023-24 Budget, Make Appropriations, Impose and Categorize Taxes. Director Sims seconded. President Bridge called the question. Motion passed unanimously.*

## **C. FIRE CHIEF POSITION**

Steele noted that he is in the midst of negotiating a Fire Chief Contract with Frank Knight III. He noted that although Knight's Interim Chief contract runs through July 7, 2023, he is expediting the formulation of a new contract, and he anticipates a special board meeting will be called to review a draft contract. Discussions ensued concerning the mechanics of a supplemental budget should one be necessary.

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

No items were brought forth.

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

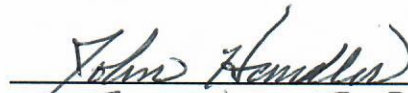
The next regular board meeting was set for Thursday, July 13, 2023 at 3:00 PM.

## **X. ADJOURNMENT**

*Handler adjourned the meeting at 4:17 PM.*

MINUTES APPROVED BY BOARD  
July 13, 2023

ATTEST:   
CHARLES F BRIDGE, Secretary

  
JOHN HANDLER, President