

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

**JULY 13, 2023 3:00 PM**

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

**Zoom Meeting ID 859 5416 2964 Passcode: 948240**

**I. CALL TO ORDER**

President John Handler called the meeting to order at 3:00 p.m. Board members present were Treasurer John Steele, Secretary Charles Bridge, and Director Bob Forster. Handler noted Vice President Sims was on vacation and excused. Other district personnel present were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle.

District resident Mrs. O'Connor attend via audio conference call.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

Mrs. O'Connor had no comments.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR JUNE 8, 2023**

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the June 8, 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 4-0.*

**C. READING AND APPROVAL OF SPECIAL BOARD MEETING MINUTES FOR JUNE 19, 2023**

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the June 19, 2023 Special Board Meeting.

*Forster made a motion to approve the minutes as presented; Steele seconded the motion. Handler called for the question; motion passed unanimously 4-0.*

**III. FINANCIAL REPORTS**

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of June. Knight and Coyle answered board questions concerning expenditures for training supplies, parts, and disaster planning. Handler commented that the 12-month fiscal year revenue appears healthy, and the district financials are favorable to budget.

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

## IV. STAFF REPORTS

### A. FIRE CHIEF'S REPORT

Knight provided a district volunteer and technical team head count update; he noted Station 11's resident volunteer has departed.

Knight presented June's call volume; there were 96 calls for June 2023, 30 more than from the prior year. Knight noted there were 57 EMS calls for the month, three of which were for cardiac arrests. Knight noted code calls continued into July; such calls require heavy medical supply use. He shared one incident was a "save" due to early defibrillation. Bridge hypothesized reasons for heavy call volume. Steele shared with the group he recently read medical industry reports of new CPR techniques; he noted he would share with Knight and Div. Chief Jesse Walsh at another time.

Knight recapped the four fire incidents. He noted two of the three water rescue calls were in District, and he reports Clatsop County is no longer calling the District for water rescue automatic aid, as Cannon Beach now has its own rescue team. Bridge thanked Knight for his frequent district update communication to internal parties.

Knight explained the nature of the calls that would be considered "public assistance". The monthly ambulance response times were also provided. Knight noted the percentage of transport ambulance arrival times under 20 minutes, 29%, is almost inverse of what it was last year. He noted it is an item of discussion at next week's county EMS meeting. Several board members shared observations of delayed ambulance response. Knight noted many days had only two ambulances in service county-wide. Knight noted an EMS Advisory meeting will be held the following week, and the ambulance issue will be on the agenda.

Knight noted the full time Lieutenant Fire Office position has been posted; the deadline for candidates to submit applications is July 31 at 16:00.

Knight provided an apparatus update. He noted a new fuel tank is being custom fabricated for the beach rescue van. He also noted that the order placed for its replacement F-250 has yet to go into production; he will look for alternative vehicles within the same budget amount. He noted the old engine 14 was failing the pump test due to a bad alternator. The alternator is currently being refurbished, and the repair should be completed the following week.

Bridge inquired about the ISO certification renewal timeframe. Knight noted that Nehalem and Neah-kah-nie water districts are now at "Level 1" capacity. Hander provide an update regarding the Nehalem water issue based on discussion with public works personnel. Knight added the city received a grant to fund water system improvements.

Knight noted he has recently received three bids for the budgeted Station 13 exterior painting project; the bids were distributed at the board meeting. Knight noted he planned to discuss the matter further in the New Business agenda section. Handler noted he would take a motion now. It was noted that two of the bids were from related contractors; Knight explained that they each have a separate active CCB#.

*Forster made a motion to authorize Chief Knight to award the painting contract to the contractor with the lowest priced bid; Steele seconded. Hander called for the question; motion passed unanimously 4-0.*

Knight noted there would be a pinning ceremony for the new recruit class; the time is still to be established. Board members expressed their desire to attend.

Knight provided an update on wildland deployment. Tillamook Co. now has a task force to deploy on conflagrations. The district's Type III engine and 3 personnel are stated to deploy when summoned.

Knight concluded his report by noting the county wide burn ban will go into effect on July 15<sup>th</sup>. Only recreational fires in approved areas will be allowed.

## **B. TRAINING REPORT**

The board packet contained Division Chief Jesse Walsh's training report. Knight noted it was another busy month for training; he emphasized a Stop-the-Bleed class and hazmat and wildland training.

## **V. UNFINISHED BUSINESS**

### **A. LOSAP POLICY 9.14 - OVERVIEW**

Knight explained when the final paperwork was being prepared to submit to OFDDA for the Length of Service Program, several issues surfaced. Staff learned that any forfeited contributions from non-vested departing volunteers which get re-allocated to the remaining participants count against the \$6,000 annual maximum. It was discovered that the vesting period stated in the first reading of Policy 9.14 was five years, but the vesting period in the second reading of Policy 9.14 was three years. Finally, it was revealed that the \$6,000 maximum contribution per participant is based on the plan year, not on a calendar year. It was noted OFDDA confirmed the LOSAP plan year the district adopts can be made retroactively. Staff indicated they would continue to work through scenarios with the newly gained information and draft a revision to policy 9.14 for board approval.

### **B. BOB'S CREEK FIRE INVOICE**

Knight noted the landowner did reimburse the District for response to the 2022 Bob's Creek Fire at the reduced amount authorized by the Board. Knight indicated that NBFRD subsequently distributed to the participating mutual-aid partners their share of the reimbursement.

## **VI. NEW BUSINESS**

### **A. ELECTION OF BOARD OFFICERS**

Handler noted that Board Policy 1.15 Election of Officers requires the Board to elect new officers at the first meeting of each fiscal year. He noted that the policy does not allow a member to serve more than three consecutive terms as President; Handler is eligible for another term.

*Bridge made a motion to keep the current officer slate for one more year; Forster seconded. Handler called for the question; motion passed unanimously 4-0.*

### **B. APPOINTMENT OF LEGAL COUNSEL**

Handler Board Policy 1.12 Legal Counsel requires the Board to select the District's legal counsel during the first board meeting of the fiscal year. Local Government Law Group P.C. is the

District's legal counsel. Knight noted he is pleased with the service the group provides, and he recommended the Board re-appoint the firm.

*Steele made a motion to appoint Local Government Law Group P.C. as the District's legal counsel for Fiscal Year 2023-2024; Forster seconded. Handler called for the question; motion passed unanimously 4-0.*

### **C. APPOINTMENT OF AUDITOR**

Handler noted Board Policy 1.13 Audit and Annual Audit requires the Board to select an auditor on an annual basis. The district has a three-year contract with Accuity LLC to perform the District's audit starting with Fiscal Year Ended June 30, 2022. The contract was set with a \$7,000 annual price. Knight recommends the Board select Accuity LLC as the district auditor. Bridge asked Coyle if she is pleased with the firm's service; she affirmed.

*Forster made a motion to select Accuity LLC as the District's auditor; Bridge seconded. Handler called for the question; motion passed unanimously 4-0.*

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

Coyle noted SDAO has an upcoming one-day district director training in Astoria. No additional items were brought forth.

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

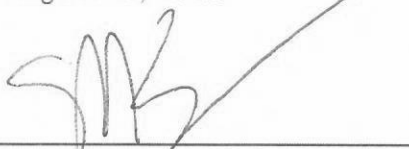
The next regular board meeting was set for Thursday, August 10, 2023 at 3:00 PM. It was noted two directors may have a conflict; they will confirm availability to Coyle.


### **X. ADJOURNMENT**

*Handler adjourned the meeting at 3:55 PM.*

MINUTES APPROVED BY BOARD  
August 10, 2023

ATTEST:

  
S. Michael Sims, Vice-President

  
John W. Handler, President