

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

OCTOBER 19, 2023 3:00 PM

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

Zoom Meeting ID 889 5276 8303 Passcode: 916100

I. CALL TO ORDER

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

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

No members of the public were present.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR SEPTEMBER 14, 2023

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the September 14, 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.

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of September. Staff responded to Sim's question regarding the expenditure to the County's dispatch center for its annual software user fees.

Forster made a motion to approve the September 2023 financial reports as presented; Sims seconded. Handler called for the question; motion passed unanimously 4-0.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight provided a district volunteer head count update: the agency roster contains 19 volunteer responders and remains unchanged from the prior month.

Knight presented September's call volume; there were 82 calls for the month. Knight noted the district continues to see an increase in incidents compared to prior years. Knight's report presented transport ambulance response times to in-district medical calls: although response time shows slight improvement from August, the ambulance response times remain below benchmark. Knight noted, however, that the ambulance service have recently added headcount,

and he hopes this will result in better future response times. Knight responded to board director questions regarding multiple visits to the same address. Knight described the actions district personnel perform as a patient advocate.

Knight provided an apparatus update. The Type III engine, although functional, has failed its recent pump test; the District is working with the manufacturer to perform warranty repairs. The outfitter for the Dodge Ram pickup is still waiting for all the necessary parts to be stocked in order to begin outfitting. Knight also noted additional accessories such as larger tires and a suspension lift may need to be installed to optimize beach performance.

Knight noted that Fire Prevention Week was full of activities with schools and ended with a Community Open House at St. 13. Bridge commended Knight on the Open House. Knight acknowledged Lt. Mizze-Riggert's coordination efforts which lead to the week's successful public outreach.

Knight noted he officially accepted the FEMA SAFER Grant for a full-time Recruiting/Retention Officer based on the Board's approval during September's meeting. The District is in a 90-day period before it can incur grant-reimbursed costs for the position. The 90-day period ends November 24th.

Knight noted the paperwork to utilize Oregon State Surplus to sell Engine 1314 has been completed; the engine was recently delivered to the State's distribution location located in Salem, and he acknowledged Vol. FF Dan Weitzel's assistance with the project. Several board members made positive comments regarding the quality and quantity of the goods available through the surplus program. Knight noted it may be a good place for the District to source a replacement mobile aerial lift.

Knight concluded his report by noting the District has begun the budgeted website revamp project; Lt. Mizze-Riggert will be the Project Lead. Knight anticipates the project will come under budget, and he noted web developer is a local organization. Forster noted the website will be a valuable tool to attract recruits.

B. TRAINING REPORT

The board packet contained Division Chief Jesse Walsh's September Training Activity Report. Knight noted it was a standard training month; activities centered around EMS, fire, extrication, and water rescue activities. Knight described a minor cosmetic repair that needs to be performed on a jet ski damaged during a recent water drill.

V. UNFINISHED BUSINESS

A. LOSAP POLICY UPDATE – FIRST READING

Knight noted that board policy 9.14 Length of Service Award Plan (LOSAP) needs revisions in order to align with the key plan attributes required by the OFDDA LOSAP Adoption Agreement. The directors performed a first reading of the revised policy with noted additions, deletions, and re-arrangements was provided for a first reading. In response to Forster's query, Coyle went into greater detail the mechanics of the quarterly contribution distribution pools described on 9.14.3.3.

The board had no changes to the policy provided; it agreed to present the policy for a second reading at the next board meeting.

VI. NEW BUSINESS

A. FACILITY USE REQUEST – CITY OF MANZANITA

Knight noted the City of Manzanita has requested the continued use of the Station 13 Training Room for its 2024 Municipal Court sessions. The board packet contained City Manager Leila Alman's letter requesting the extended use; the letter contained twelve court dates. Knight noted there have been no issues arising from the City's current use, and he noted the City sends a public works employee to maintain traffic flow. Sims disclosed for the record that he is a current City of Manzanita employee. Comments regarding the positive working relationship with the City were noted. Knight noted that the District will only allow usage of the facility to other public safety organizations or local government entities.

Bridge made a motion to extended the City of Manzanita's use of the training room for its municipal court for the 2024 dates provided; Forster seconded. Handler called for the question; the motion passed unanimously 4-0.

B. RESOLUTION 23-06 WILDFIRE REIMBURSEMENT

Knight noted the District has received one of two reimbursements submitted for 2023 Wildfire Response. The \$9,964.28 in revenue was not included in the FY 21023-24 budget; it is necessary to designate a revenue account and an appropriation account. Resolution 23-06 – A Resolution to Designate 2023 Wildfire Cost, designates within the General Fund \$9,964.28 Revenue – Wildfire Reimbursement, \$5,971.98 Personnel Services Expense, and \$3,992.30 Material and Services Expense. In response to Bridge's inquiry, Coyle explained how the expense appropriations offset the expenses incurred.

Forster made a motion to adopt Resolution 23-06 – A Resolution to Designate 2023 Wildfire Cost reimbursement as presented; Bridge seconded. Handler called for the question; motion passed unanimously 4-0.

VII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

Knight reminded the Board the annual OFDDA conference will be held in Seaside the first weekend of November.

VIII. REVIEW / SET NEXT MEETING DATE

The next regular board meeting was set for Thursday, November 9, 2023 at 3:00 PM. It was noted two Directors could not make the meeting, but a quorum of three could.

X. ADJOURNMENT

Handler adjourned the meeting at 3:50 PM.

MINUTES APPROVED BY BOARD
November 9, 2023

ATTEST: 
Charles Bridge, Secretary


S. Michael Sims, Vice-President