

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

**JANUARY 11, 2024 3:00 PM**

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

**Zoom Meeting ID 891 5945 8829 Passcode: 730206**

**I. CALL TO ORDER**

President John Handler called the meeting to order at 3:00 p.m. In addition to Handler, Board members present were Vice President Mike Sims, Treasurer John Steele, Secretary Charles Bridge, and Director Bob Forster. Other district personnel present were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle. There was one visitor attending in person; no visitors attended via Zoom.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

No visitor comments were offered.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR DECEMBER 14th, 2023**

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the December 14, 2023 Board Meeting.

*Sims made a motion to approve the minutes for December 14, 2023 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 December. Staff responded to board questions regarding expenditure variances to budget for disaster planning/supplies and volunteer reimbursements.

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

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Knight provided a district head count update: the agency roster contains 19 volunteer responders and 5 paid staff. Knight also provided certifications and technical team headcounts. Discussion ensued regarding certification requirements and compensation incentives for both volunteers and staff. Also discussed was the adequacy of response personnel responding to technical rescue incidents as well as the decision-making process for deciding "go / no-go" for technical team responses if hazards such as rough surf are present. Knight concluded the personnel

update by noting that three recruits are in various stages of the onboarding process to become enrolled in the next fire academy.

Knight presented December's call volume; there were 67 calls for the month, and 2023 was the second busiest year in the District's history with 948 calls. Knight provided an overview of December's two fire-related incidents. Knight also noted three disruptions to the 911 system during the past 6 weeks. During those incidents, the District pages all responders to Station 13 to be available for incidents in the circumstance of limited communication. He also noted that local landline 911 calls re-routed by the local phone company to St. 13. Knight noted the three recent outages were as a result of long-distance issues in the Tillamook area.

Ambulance response times were also presented; it was noted the times are improving. Several board members mentioned recent news reports regarding Portland's ambulance service shortfalls.

Knight provided an apparatus update: all units are in service. The new beach rescue/duty vehicle should be fully outfitted by the month.

Knight highlighted some of the public outreach events that occurred in December.

Knight noted the District received two completed applications for the vacant FF/EMT position. A candidate assessment center was scheduled for the following week; however, one of the candidates withdrew on his own accord due to a recent injury. Knight will perform a Chief's interview with the remaining candidate. The earliest start date for the position would be February 1, 2024.

Knight noted the ISO Assessment is complete; the District is waiting for the final report.

Knight described the web-site project currently in process; it is being led by Lt. Mizze-Riggert. The anticipated completion date is early springtime. He also noted Lt. Mizze-Riggert is working with the EVCNB to take over the reflective sign program. Knight noted this is a good synergy for EVCNB, as they can incorporate it with their overall neighborhood preparedness programs.

Knight reminded the board of the upcoming annual banquet to be held on January 27<sup>th</sup>. He noted the RSVP rate has been excellent.

Knight distributed an article about the District's new mobile carrier FirstNet.

## **B. TRAINING REPORT**

The board packet contained Division Chief Jesse Walsh's December Training Activity Report. Knight noted the schedule was lighter than normal in order to allow members take a rest after a strong year.

## **V. UNFINISHED BUSINESS**

### **A. LOSAP IMPLEMENTATION DATE**

Knight noted that despite a heavy push with providing all the completed paperwork to the appropriate entities, the District is still waiting for the Plan's investment provider to set up the financial side of the plan. He hopes the district can begin contributions in February if there are no unanticipated hurdles.

## **B. RESILIENT SOLAR POWER PROJECT UPDATE**

Knight noted the Oregon Department of Emergency Management has drafted an award agreement and has submitted it to the Oregon Department of Justice for legal review. The District is waiting for the finalized award agreement in order to proceed with the project.

## **VI. NEW BUSINESS**

### **A. HB 2805 REQUIRED PUBLIC MEETING TRAINING**

Knight noted Oregon House Bill 2805 (2023) added a new mandatory public meeting training requirement for each member of the governing body of public entities with \$1M or more of annual expenditures. The Oregon Government Ethics Commission (EGEC) oversees the bill's enforcement. The board packet contained information regarding an upcoming EGEC sponsored training; Knight noted the EGEC recently cancelled the meeting. Each director will be required to take EGEC approved training once per term. SDAO is seeking to develop an approved training; staff will notify board members when training becomes available.

### **B. ANNUAL FIRE CHIEF EVALUATION - EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)**

Handler noted the meeting would break out to an executive session for the purpose of performing Chief Knight's performance evaluation pursuant to ORS 192.660(2)(i). Knight waived his right to an executive session. Handler described the evaluation process; he distributed a summary of the results. The board's overall evaluation score exceeded the score from Knight's self-evaluation. The summary also included some selected board members' favorable comments. Knight thanked the board for their comments and feedback. Each board member then verbally provided a remark about Knight's impressive job performance.

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

The visitor commended the organization for its cohesiveness and noted it is a model for other governmental agencies. Coyle noted she is still taking enrollments for the annual SDAO Conference to be held in Seaside February 8-10.

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

Knight noted the second Thursday in February is February 8<sup>th</sup>. It was noted that the SDAO Pre-Conference is also on the same day. After determining that the District will be able to have a quorum of available Directors, the next board meeting was scheduled for Thursday, February 8<sup>th</sup> 2024.

## **X. ADJOURNMENT**

*Handler adjourned the meeting at 3:58 PM.*

MINUTES APPROVED BY BOARD  
February 8, 2024

ATTEST: Charles F. Bridge  
Charles Bridge, Secretary

John Steele  
John Steele, Treasurer