

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

FEBRUARY 8, 2024 3:00 PM

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

Zoom Meeting ID 824 3362 8274 Passcode: 615530

I. CALL TO ORDER

Treasurer John Steele called the meeting to order at 3:00 p.m. In addition to Steele, Board members present were Secretary Charles Bridge, and Director Bob Forster. Directors Sims and Handler were absent and excused. Other district personnel present were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle. Volunteer Assistant Chief Dan Weitzel attended via Zoom.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

As the Public Works Director for the City of Manzanita, Weitzel thanked Knight for having the recent ice storm responding personal attend a recent city council meeting to receive the City's gratitude.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR JANUARY 11th, 2024

Steele asked the Board members if they had any corrections or comments after reviewing the minutes from the January 11, 2023 Board Meeting. Forster noted he would like the minutes to show the board's favorable performance review of Chief Knight. Steele agreed. Bridge asked if that would involve additional staff time. Coyle proposed to note the director's overall score was higher than Knight's self-evaluation score and to note favorable comments were shared by each Director; she noted it could be done without much additional effort.

Forster made a motion to approve the minutes for January 11, 2024 with the corrections noted; presented; Bridge seconded the motion. Steele 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 January. Staff responded to board questions regarding expenditure variances to budget for volunteer reimbursements. Forster noted next month's P&L may reflect expenditures for LOSAP. Knight noted interest income is very favorable to budget due to higher rates.

Forster made a motion to approve the January 2024 financial reports as presented; Bridge seconded. Steele called for the question; motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight provided a district head count update; the schedule presented shows the 19 volunteer responders and 5 paid staff. Knight highlighted there are four volunteer firefighter recruits and one drone team/photographer volunteer recruit. Knight also provided certifications and technical team headcounts. Knight noted that although the numbers are accurate, he will be re-working the schedule to be more concise.

Knight presented January's call volume; there were 62 calls for the month and consistent with January 2023. Knight provided an overview of the month's two fire-related incidents: one mutual aid structure fire and one abandoned vehicle. Knight explained most vehicle fire responses are for abandoned vehicles and not for occupied vehicles. He also noted the types of incidents the district responded to during January's ice storm and the cohesion among the NBFRD crew and the City of Manzanita during the storm and its aftermath. He also noted the Tillamook County Emergency Management Director was communicative throughout the storm and proactive in deploying required resources.

Ambulance response times were also presented; it was noted the times continue to improve. Steele recommended Knight reach out to Adventist Ambulance to convey gratitude from the NBFRD Board for improving response times.

Knight provided an apparatus update: all units are in service. He noted recent repairs performed on an engine and a squad vehicle. He described additional service to the squad vehicle in order for it to be fully functional. He will obtain estimates and then determine if the older, low-mileage vehicle should undergo the necessary repairs or should be surplus. Knight noted the new Ram pickup will be undergoing warranty repairs and then its final outfitting to operate as a beach rescue vehicle.

Knight noted there were no public outreach events for January; however, he noted he recently placed an on-line ad with the Daily Dispatch for the resident volunteer program. He also noted SDAO will be attending the Oregon State University job fair for students; the District provided the association with District recruiting marketing materials.

Knight noted the new full-time FF/EMT employee will start February 14, 2024. He provided more details about the recruit candidates. He highlighted that vol. FF Weitzel has been promoted to vol. Assistant Chief.

Knight provided an update of the District's new website roll-out. He also noted the web-design organization will be doing a soft re-branding of the District's logo; this is necessary as there are currently slightly different versions in use.

Knight noted he recently met with the City of Nehalem Water Department to discuss the ongoing water moratorium in the east end of its service area. Knight noted a new fire hydrant has been installed on North Fork Road. The hydrant will serve as a line blow off, and it will also improve the ISO ratings for those properties within 1,000 ft. Knight noted the District has a good working relationship with the new city manager, and he noted teamwork within the City staff members. He also noted the City has received a grant to improve water source capacity. He responded to board inquiries regarding hydrant testing timing and resources.

Knight solicited the board's feedback regarding the recent annual awards banquet. Each Director shared positive reviews.

Knight provided an update on the storage shed being built by the high school's construction trades class; he also noted some excavation work will need to be performed at St. 13 to place the non-permanent structure.

B. TRAINING REPORT

The board packet contained Division Chief Jesse Walsh's December Training Activity Report. Knight highlighted CPAT (Candidate Physical Agility Test) tests were performed at the beginning of the year. He also highlighted the two-day Pumper / Operator class in Tillamook in which 3 NBFRD personnel participated. He noted the District continues to have more integrated training with other agencies. Knight also described the pre-planning training performed at the Nehalem Bay Wastewater Agency at the end of the month.

V. UNFINISHED BUSINESS

A. LOSAP IMPLEMENTATION DATE

Knight noted that the District is very close to making its first contribution in recognition of volunteers past years of service. The volunteers will get one year of LOSAP service for every two years of District service. He estimates the initial contribution will be \$46,000.

B. RESILIENT SOLAR POWER PROJECT UPDATE

Knight noted the Oregon Department of Emergency Management is still waiting for its award agreement to be reviewed by the Oregon Department of Justice.

VI. NEW BUSINESS

A. REVIEW TILLAMOOK COUNTY NATURAL HAZARD MITIGATION PLAN

Knight noted that the District needs to adopt a Hazard Mitigation plan in order to receive funding for FEMA grants, including that for the Resilient Solar Power Project. The district partnered with Tillamook County to be included in its Natural Hazard Mitigation Plan; that plan has been finalized. The county requires the Board to formally adopt the plan via a Resolution. Knight presented the plan for a first reading, and he highlighted the District's specific action plan goals. Plan projects include installing Shake-Alert to open station bay doors in the event of seismic detection, developing solar energy sources for both stations, developing a Starlink Communication System, and educating the public about wildfire defensible space.

Board members did not have any additions to the plan. The plan will be presented at the March board meeting for another reading and adoption.

B. REVIEW BOARD POLICY 1.17

Knight noted that Board Policy 1.17 – Director Code of Ethics requires an annual review by the Board of Directors. He also noted that the Board policy 1.21 Oregon Ethics Law also relates to Ethics; that policy essentially mirrors the State's Public Entity Ethics Policy. In order to avoid confusion and per the advice of District legal counsel, Knight recommends the District change the name of Policy 1.17 to Director Code of Professionalism. He provided a copy of 1.17 with this change and noted no other changes were made. For comparative purposes, he also provided a copy of Policy 1.21.

Forster made a motion to adopt the renamed Policy 1.17 - Director Code of Professionalism, as presented. Bridge seconded. Steele called for the question; motion passed unanimously.

C. BUDGET COMMITTEE APPOINTMENTS

Knight noted that the terms for two budget committee members, Meadow Davis and Lance Stockton, expired 6/30/2023. Both members expressed their willingness and ability to serve an addition 3-year term. Knight recommend the Board re-appoint the members.

Forster made a motion to re-appoint Meadow Davis and Lance Stockton for another three-year budget committee term; Bridge seconded. Steele called for the question; motion passed unanimously.

VII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

It was noted that the SDAO conference in Seaside will be held February 9th-10th.

VIII. REVIEW / SET NEXT MEETING DATE

Knight noted the second Thursday in March is March 14th. No board member conflicts were noted. The meeting was set for 3:00 PM.

X. ADJOURNMENT

Steele adjourned the meeting at 4:07 PM.

MINUTES APPROVED BY BOARD
March 14, 2024

ATTEST: 
Charles Bridge, Secretary


John Handler, President