

**NEHALEM BAY FIRE & RESCUE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES**

**Thursday, January 19, 2017**

**I. CALL TO ORDER**

President Walt Covert called the meeting to order at 7:03 p.m. President Covert acknowledged the presence of Vice President Sue Remy, Secretary Robert Forster, Treasurer John Steele, Director Charles Bridge and Fire Chief Perry Sherbaugh.

**II. WELCOME TO VISITORS**

President Walt Covert welcomed visitors of the public.

**A. PUBLIC COMMENT**

Ann Morgan submitted donation to the Volunteer Firefighters Association from bottle deposit returns.

Roy Blackman voiced his appreciation for the district during the winter storms we have endured lately.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES**

President Walt Covert asked the Board members if they had any corrections or comments after reviewing the minutes from the December 15, 2016 District Board Meeting Minutes.

*Vice president Remy moved to accept the Board Meeting Minutes of December 15, 2016 as presented. Secretary Forster seconded the motion. Motion passed unanimously.*

**III. FINANCIAL REPORTS**

**A. REVIEW OF ACCOUNTS PAYABLE**

The Board reviewed and discussed the Accounts Payable with Chief Sherbaugh.

**B. FINANCIAL STATEMENT**

The Board reviewed and discussed the Financial Statements with Chief Sherbaugh.

*Secretary Forster moved to accept the financials as presented. Director Bridge seconded. Motion passed unanimously.*

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Chief Sherbaugh presented the Chief's Report outlining call statistics for December 2016 and reminded the board of the upcoming SDAO Conference in February. Chief Sherbaugh advised the board that the new tender pumper has arrived and is in service. Additionally, he discussed plans for getting quotes to have the 1997 GMC mini-pumper remounted on a new chassis instead of replacing it with a new one. This would result in a savings of \$50,000 to \$100,000 to the District.

Chief Sherbaugh also informed the board of the districts accountant's intention to retire this June, further discussion will be brought to the next meeting.

## **V. UNFINISHED BUSINESS**

### **A. Five Year Strategic Plan – Update**

The SDAO packet of information is nearly completed and a meeting date will be set up to start the agency analysis next week. No board action required.

### **B. District Revenue – Investments**

By request of the Board, to ensure District revenues are protected, Chief Sherbaugh is requesting to continue researching investment options between treasury bonds and CDs.

*Secretary Forster moved to have the Fire Chief further research treasury bonds in contrast to CDs investments. Vice President Remy seconded. Motion passed unanimously.*

## **VI. NEW BUSINESS**

### **A. DHS Grant – Mass Sheltering Plan**

EVC and the fire district partnered to obtain this grant to hire a consultant to write a mass sheltering plan for the community. The grant total is for \$20,000. There was discussion between the proposal selection committee and the fire district board regarding the received proposals and evaluations. Chief Sherbaugh recommended the board direct him to award the Mass Sheltering Plan Project to Catholic Relief Services and authorize him to negotiate the contract not to exceed \$20,000.

*Treasurer Steele made a motion to direct the fire chief to authorize and negotiate the Mass Sheltering Plan contract to CRS not to exceed \$20,000. Vice President Sue Remy seconded. Motion passed unanimously.*

### **B. Surplus District Property**

#### **1. 1990 Peterbuilt Tender**

Chief Sherbaugh recommended the board make a motion for him to surplus the 1990 Peterbuilt Tender via a sealed bid process or sold to another fire agency.

*Secretary Forster made a motion to authorize the Fire Chief to surplus the Peterbuilt Tender via a sealed bid process to a private party or sold to another fire agency. Treasurer Steele seconded. Motion passed unanimously.*

#### **2. Positive Pressure Fans**

Chief Sherbaugh recommended the board make a motion for him to surplus four gas powered fans to other fire agencies.

*Vice President Sue Remy made a motion to authorize the Fire Chief to surplus the four gas powered fans to other fire agencies in need. Secretary Forster Seconded. Motion passed unanimously.*

**C. Executive Session 192.660(2)(I) Fire Chief Evaluation**

The Board entered into executive session at 7:59 pm to discuss the annual evaluation of the Fire Chief. The executive session was concluded at 8:04 pm.

The Board gave the Fire Chief Perry Sherbaugh an outstanding evaluation for his performance.


**VII. SET NEXT MEETING DATE**

The next meeting will take place at 7:00 p.m. Thursday February 16, 2017.

**VIII. ADJOURNMENT**

*President Covert asked for a motion to adjourn the meeting. Secretary Forster moved to adjourn the meeting at 8:10 p.m. Secretary Forster seconded. Motion passed unanimously.*

MINUTES APPROVED BY BOARD  
February 23, 2017.

  
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Walt Covert, President

ATTEST:   
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John Steele, Treasurer