

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

Thursday, September 15, 2016

I. CALL TO ORDER

President Walt Covert called the meeting to order at 7:01 p.m. President Covert acknowledged the presence of Vice President Sue Remy, Secretary Robert Forster, Director Charles Bridge, Treasurer John Steele, Fire Chief Perry Sherbaugh and Division Chief Frank Knight.

II. WELCOME TO VISITORS

President Walt Covert recognized there were no visitors in attendance.

A. PUBLIC COMMENT

None.

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 August 18, 2016 District Board Meeting Minutes.

President Covert brought attention to an error in the minutes and asked that it be amended.

Vice president Remy moved to accept the Board Meeting Minutes of August 18, 2016 as amended. Treasurer Steele 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.

President Covert asked for a motion to accept the financials as presented. 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 August 2016. Additionally, Chief Sherbaugh briefed the board on Duty Shifts, the upcoming Emergency Preparedness Summit, the SDAO Conference and the finalizing of the DHS Grant reports.

V. UNFINISHED BUSINESS

A. Five Year Strategic Planning Process

Chief Sherbaugh presented the Scope of Work Proposal from Roy Palmer of SDAO, laying out the process and costs. Chief Sherbaugh said he would put it on their October meeting agenda for consideration.

B. Board Policy 1.21 Oregon Ethics Law Second Reading

Treasurer Steele moved to approve policy 1.21 Oregon Ethics Law and be recognized as the second reading. Vice President Remy seconded. Motion passed unanimously.

VI. NEW BUSINESS

A. SDIS Best Practices

Chief Sherbaugh and the board completed the Oregon Ethics Law Best Practices Checklist discussing Oregon Ethics Law and reviewing the 2015 Legislative Updates.

B. FY 2016/17 Published Budget Error Correction

On September 12th the District's Auditors, Accuity LLC, found an error on page 5 of the budget and contacted Chief Sherbaugh. The board was given a memo highlighting the error and a corrected page for the board to approve.

Vice President Remy moved to approve the budget error as corrected in memo presented. Secretary Forster seconded. Motion passed unanimously.

C. CART'M Letter Regarding Use of Meeting Facilities

The board discussed a letter received by President Covert. The letter was from CARTM board members Susan Walsh and Mike Maginnis requesting to use the Fire District's Board room to hold their Board meetings. Board policy gives the Fire Chief authority over facility use so no board action was requested. Chief Sherbaugh just wanted to the Board to be aware since President Covert had received the letter and advised he would be writing a response denying the request since policy requires a nonprofit to be affiliated either directly or indirectly with Public Safety and he didn't feel CARTM meets the criteria. The Board agreed with Chief's Sherbaugh reasoning for the denial.

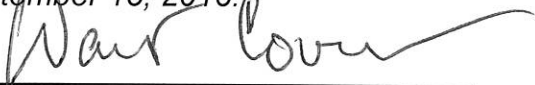
VII. SET NEXT MEETING DATE

The next meeting will take place at 7:00 p.m. Thursday October 20, 2016.

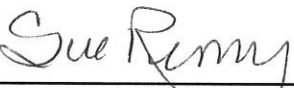
VIII. ADJOURNMENT

President Cover asked for a motion to adjourn the meeting. Director Bridge moved to adjourn the meeting at 8:05 p.m. Vice President Remy seconded. Motion passed unanimously.

MINUTES APPROVED BY BOARD
September 15, 2016.



Walt Covert, President

ATTEST: 

Robert Forster, Secretary
Vice President