

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

Thursday, March 15, 2018

I. CALL TO ORDER

President Walt Covert called the meeting to order at 3:02 p.m. President Covert acknowledged the presence of Vice President Remy, Secretary Robert Forster, Treasurer John Steele, Director Charles Bridge (3:09), Fire Chief Perry Sherbaugh and Division Chief Frank Knight.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

None

B. READING AND APPROVAL OF BOARD MEETING AND SPECIAL MEETINGS MINUTES.

President Covert asked the Board members if they had any corrections or comments after reviewing the minutes from the February 7, 2018 District Board Meeting Minutes.

Vice President Remy moved to accept the Board Meeting Minutes of February 7, 2018. Secretary Forster seconded. 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.

Treasurer Steele 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 the month of February 2018, Volunteer Recruitment advertisement, Station 11 construction update, apparatus replacement, facility maintenance, Board policy review and PSU sustainability study of EVC.

B. BOARD POLICY REVIEW

Director Bridge voiced his interest in having the board review board policies annually using a periodic/monthly schedule set by the fire chief. The subject was discussed by the board in detail.

Director Bridge made a motion to periodically, at each board meeting (as agenda allows), review board policies to keep them updated. Vice President Remy seconded. Motion passed unanimously.

C. PSU SUSTAINABILITY GRANT OF EVCNB

Chief Sherbaugh suggested the board appoint a representative to meet with the PSU Sustainability Study group about the future relationship between the fire district and EVC.

The Board agreed to have a Board workshop prior to their April Board meeting to discuss the partnership between the Fire District and the EVCNB.

Secretary Forster made a motion to appoint Treasurer Steele as the representative of the board to meet with PSU regarding the future relationship of EVC and the fire district.

V. UNFINISHED BUSINESS

A. DISTRICT SIGN (Reader Board)

The sign is on schedule to be installed within the next month.

B. STRATEGIC PLAN

A rough draft was presented to the board for review and feedback. It is intended to be completed in May.

VI. NEW BUSINESS

A. STANDARD OF COVER

A draft was presented to the board for review. Draft tabled until next month for in-depth review by the board members.

B. RESOLUTION 18-01 EMPLOYEE SALARIES AND BENEFITS

Chief Sherbaugh presented the resolution based on a coastal salary study and the Portland Consumer Price Index of 2017.

Director Bridge moved to approve the resolution as presented. Secretary Forster seconded. Motion passed unanimously.

C. BOARD POLICY 6.3 DISTRICT FACILITY PREVENTATIVE MAINTENANCE

SDAO Best Practices recommended a policy for facility preventative maintenance be adopted into the policy manual.

Chief Sherbaugh presented the policy for a First Reading by the board. No action needed at this time.

D. BUDGET CALENDAR FY 2018/19

Chief Sherbaugh presented the budget calendar for FY2018/19.

Vice President Remy moved to approve the budget calendar as presented. Director Bridge seconded. Motion passed unanimously.

E. COMMAND VEHICLE REPLACEMENT

Chief Sherbaugh presented the state bid price for replacement of the command vehicle for the board to approve. State Bid is re-negotiated the first part of April. Chief Sherbaugh asked the Board to approve ordering the vehicle prior to the deadline to save cost increase.

Secretary Forster moved to approve the ordering of a new command vehicle and paying for it in FY 2018/19. Vice President Remy seconded. Motion passed unanimously.

IX. SET NEXT MEETING DATE

The next regular board meeting will be at 3:00 p.m. Thursday April 19, 2018.

IX. ADJOURNMENT

President Covert asked for a motion to adjourn the meeting. Secretary Forster moved to adjourn the meeting at 4:25 p.m. Vice President Remy seconded. Motion passed unanimously.

MINUTES APPROVED BY BOARD

April 19, 2018.



Walt Covert, President

ATTEST:


Bob Forster, Secretary