

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

**Thursday, April 20, 2017**

**I. CALL TO ORDER**

President Walt Covert called the meeting to order at 7:00 p.m. President Covert acknowledged the presence of Secretary Robert Forster, Vice President Sue Remy, Director Charles Bridge, Division Chief Frank Knight and Fire Chief Perry Sherbaugh. Treasurer John Steele was absent.

**II. WELCOME TO VISITORS**

No visitors were present.

**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 March 16, 2017 District Board Meeting Minutes.

*Vice President Remy moved to accept the Board Meeting Minutes of February 23, 2017 as presented. Director Bridge 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.

*Secretary Forster moved to accept the financials as presented. Vice President Sue Remy seconded. Motion passed unanimously.*

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Chief Sherbaugh presented the Chief's Report outlining call statistics for March 2017, apparatus maintenance, facility maintenance, district theft incident and upcoming BPA training.

**V. UNFINISHED BUSINESS**

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

The Agency Analysis is complete and a copy was distributed to each board member. The strategic planning is set to follow in the near future.

### **Staffing**

Chief Sherbaugh updated the board on the hiring process for the Facility and Equipment Maintenance Lieutenant Position. The position was posted in the Headlight Herald and Daily Astorian newspapers. The application deadline is April 28 and there are currently three returned application out of nine requested. There will be an assessment center conducted Monday, May 22 to determine the final candidate for the position.

## **VI. NEW BUSINESS**

### **A. Board Investment Policy 2.14: First Reading**

Chief Sherbaugh presented the board with a draft of the current policy on District investments with suggested changes in verbiage.

*Secretary Forster moved to table the policy update until Treasurer Steele is present. Director Bridge seconded. Motion passed unanimously.*

## **VII. SET NEXT MEETING DATE**

The next meeting will take place at 7:00 p.m. Thursday May 25, 2017.

## **VIII. ADJOURNMENT**

*President Covert asked for a motion to adjourn the meeting. Director Bridge moved to adjourn the meeting at 7:32 p.m. Vice President Remy seconded. Motion passed unanimously.*

MINUTES APPROVED BY BOARD  
May 25, 2017.

  
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Sue Remy, Vice President

ATTEST:   
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Bob Forster, Secretary