

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

**Thursday, July 12, 2018**

**I. CALL TO ORDER**

President Walt Covert called the meeting to order at 3:00 p.m. and acknowledged the presence of Treasurer John Steele, Secretary Robert Forster, Director Chuck bridge, President Walt Covert, Chief Perry Sherbaugh and Captain Jesse Walsh. Vice President Sue Remy was not present.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

No members of the public were present.

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

President Covert asked the Board members if they had any corrections or comments after reviewing the minutes from the June 21, 2018 District Board Meeting Minutes. Chief Sherbaugh pointed out an error with a date in the minutes.

*Director Bridge moved to accept the Board Meeting Minutes of June 21, 2018 as corrected. Treasurer Steele seconded. President Covert called for the question. 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. President Covert called for the question. 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 June 2018. Chief Sherbaugh reported he had not heard anything further regarding the District Sign. Chief Sherbaugh reminded the Board of the upcoming OFDDA conference in October and gave an update on the Type VI remount. Chief Sherbaugh also discussed the Division Chief Hiring process. Nine applications had gone out and as of the Board meeting only one application has been received.

## **V. UNFINISHED BUSINESS**

A. No unfinished business was discussed.

## **VI. NEW BUSINESS**

### **A. Review of Board Policy 1.3 Number of Board Members**

The Board had the first reading of Board Policy 1.3. This is an existing policy that Chief Sherbaugh recommended a revision to some of the verbiage in it to clarify how long a Board Vacancy would be advertised.

### **B. Review of Board Policy 1.4 Powers of the Board**

There were no recommended changes to this policy.

*Director Bridge made the motion to accept Board Policy 1.4 Powers of the Board as written. Treasurer Steele seconded. President Covert called for the question. Motion passed unanimously.*

### **C. Review of Board Policy Section 1.5 Functions of the Board.**

There were no recommended changes to this policy.

*Director Bridge made the motion to accept Board Policy 1.4 Powers of the Board as written. Treasurer Steele seconded. President Covert called for the question. Motion passed unanimously.*

### **D. Board Vacancy**

President Covert brought up the fact he will be moving out of the area in September of this year and plans to resign from the Board. Chief Sherbaugh also mentioned Vice President Remy had sold her house and planned to resign after the August Board meeting.

*Director Steele recommended Chief Sherbaugh start arranging to advertise for the upcoming Board vacancies. The rest of the Board concurred.*

### **E. Board Officers**

Chief Sherbaugh stated he forgot to include the annual election of Board Officers to the agenda. The officer positions include Board President, Vice President, Secretary and Treasurer.

*Director Steele nominated Charles Bridge as Board President. Secretary Forster seconded the nomination. President Covert called for the question. Motion passed unanimously.*

*Director Steele nominated Robert Forster as Vice President. Director Bridge seconded the nomination. President Covert called for the question. Motion passed unanimously.*

*Due to the upcoming Board vacancies, Secretary Forster nominated Treasurer Steele as Secretary and Treasurer. Director Bridge seconded the nomination. President Covert called for the question. Motion passed unanimously.*

#### **F. District Auditor**

Chief Sherbaugh pointed out that Board policy requires the Board to appoint an auditor each year and although the District is currently in a three-year contract with its Accuity LLC, as a formality the Board should recognize Accuity LLC. as the District's Auditor.

*Director Bridge made a motion to recognize Accuity LLC as the District Auditor. Secretary Forster seconded the motion. President Covert called for the question. Motion passed unanimously.*

#### **G. District Legal Counsel**

Chief Sherbaugh pointed out that Board policy requires the Board to appoint District Legal Counsel each year. Chief Sherbaugh recommended keeping Speer Hoyt Local Government Law Group as the District's Legal Counsel.

*Treasurer Steele made a motion to recognize Speer Hoyt as the District's legal counsel. Director Bridge seconded the motion. President Covert called for the question. Motion passed unanimously.*

#### **IX. SET NEXT MEETING DATE**

The next regular board meeting will be at 3:00 p.m. Thursday August 9, 2018.

#### **IX. ADJOURNMENT**

*Treasurer Steele thanked President Covert for his service to the Board.*

*President Covert asked for a motion to adjourn the meeting. Secretary Forster moved to adjourn the meeting. Treasurer Steele seconded. Motion passed unanimously.*

MINUTES APPROVED BY BOARD  
August 9, 2018.

  
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Walt Covert, President

ATTEST:

  
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Bob Forster, Secretary