

NEHALEM BAY FIRE & RESCUE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

Thursday May 14, 2020
Held via Teleconference
GoTo Meeting ID no. 429841205
Phone dial in (872) 240-3212

I. CALL TO ORDER

President Charles Bridge called the meeting to order at 3:00 p.m. Since the meeting was a teleconference, a roll call was held. Present on the teleconference were President Charles Bridge, Vice President Robert Forster, Director John Steele, Secretary John Handler, and Treasurer Garry Bullard. Chief Chris Beswick and Kristen Coyle, Executive Assistant, were also in attendance.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

There were no members of the public in attendance.

B. READING AND APPROVAL OF BOARD MEETING MINUTES

President Bridge asked the Board members if they had any corrections or comments after reviewing the minutes from the April 9, 2020 Board Meeting.

Director Steele moved to accept the Board Meeting Minutes of April 9, 2020 as presented. Treasurer Bullard seconded. President Bridge called for the question. Motion passed unanimously.

President Bridge asked the Board members if they had any corrections or comments after reviewing the minutes from the May 7, 2020 Budget Committee Meeting. A correction to Vice President Forster's name was noted.

Vice President Forster moved to accept the minutes from the May 7, 2020 Budget Committee Meeting as presented. Secretary Handler seconded. President Bridge called for the question. Motion passed unanimously.

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the Profit & Loss vs. Budget reports for the month of April. Chief Beswick answered questions concerning expenditures for the server retirement/cloud project as well as for volunteer T-shirts. Vice President Forster noted that the District has met its overall budgeted revenue; key drivers were favorable interest income and rescue reimbursement revenue vs. budget. It was noted that May's Profit and Loss will reflect an increase in YTD volunteer stipend payments. Chief Beswick explained that due to the pandemic's impact to volunteer staffing and perhaps even their own finances, volunteers were offered the opportunity to

receive a stipend check for the last 6 months' worth of volunteer points as opposed to receiving 12 months' worth later this calendar year.

Vice President Forster made a motion to accept the April 2020 financial reports as presented. Secretary Handler seconded. President Bridge called for the question. Motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Beswick provided the April incident statistics; there were 52 incidents for the month and it was noted this is below where it normally has been this time of year. It was noted that there has been an uptick in citizen complaints, mainly neighbors complaining about neighbors. Although not part of the April's incidents, Chief Beswick provided an overview of a structural fire that occurred the day prior. Volunteer headcount was provided – numbers are steady from prior month. It was noted that due to community downtime because of the pandemic, the District will determine how to use that to attract new recruits.

Chief Beswick stated that the 48-hour shift schedule is still in place and volunteer drills have continued to be performed on-line. However, the full-time firefighters will go back to the four 10-Hr. shifts beginning the week of May 31, and in-person drills, with social distancing measures in place, will resume May 20th. He thinks that the District should keep its Emergency Declaration in place as we need to see what happens with the re-opening process.

Chief Beswick reported that the District has received a Covid-19 antibody test kit; approx. 30 staff members, volunteers, and their families have taken the test; no-one tested positive for having antibodies for the virus, including the lone member who had a positive virus test 7 weeks prior.

Chief Beswick informed the board that it has recently received a \$2,500 donation from the Michelle Casey Memorial Fund to be utilized for rope rescue equipment purchases. The family started the campaign on GoFundMe; it has indicated that additional proceeds will be contributed to both NBFRD and Cannon Beach Fire.

Chief Beswick reported that he has completed the paperwork to get covered expenses reimbursed by FEMA via the CARE Act enacted because of the covid-19 pandemic. The amount requested was \$44,000.

Chief Beswick provided an update on the station use for Manzanita Municipal Court. The May Court Session has been cancelled; the June court session at Station 13 is still planned.

Chief Beswick reported that the direct deposit set up is in process. Chief Beswick and Executive Assistant Coyle elaborated on internal controls for the new process.

B. TRAINING REPORT

A training report prepared by Division Chief Walsh was provided; it outlined the various on-line training classes members partook during April. Chief Beswick re-iterated that hands-on training will

recommence the following week. Any volunteer who opts out of in person training given the virus pandemic will not be penalized for doing so; however, he/she would be expected to do on-line training in lieu of drill participation.

V. UNFINISHED BUSINESS

A. SECOND READING POLICY 2.13 - USE OF MAINSTATION

There was a second reading of Policy 2.13. A scrivener's error was noted.

Vice President Forster made a motion to adopt Board Policy 3.5 – Standard Emergency Scene Operations as read with the scrivener's error correction. Director Steele seconded. President Bridge called for the question. Motion Passed unanimously.

VI. NEW BUSINESS

A. PERSONAL VACATION TIME ACCRUAL

Due to the implementation of the 48-hour shift schedule during the pandemic, employees are unable to take vacation time. Chief Beswick pointed out that the current personnel policy allows employees to accrue up to 200 hours of vacation time; hours earned in excess are to be forfeited or may be directed as time off or paid at the District's discretion. He feels that the language is vague and does not adequately account for situations in which employees cannot take vacation as a result of shift limitations. Chief Beswick recommended that in extenuating circumstances, employees who have reached the 200-hour mark be paid out the excess hours at straight-time rather than forfeit the hours. An alternative to this would be that in such circumstances, the 200-hour cap be lifted.

Discussion regarding several options ensued. There is one employee who has reached the 200-hour level since the State of Emergency has been declared. It was determined that the policy will be re-evaluated during the next month and discuss new language for the policy at the next board meeting.

B. REVIEW POLICY 3.7 – DISTRICT MOTOR VEHICLES

The policy was read. Chief Beswick indicated that the only adjustments from previous policy are corrections to minor scrivener's errors and formatting issues.

Treasurer Bullard made a motion to adopt Board Policy 3.7 – District Motor Vehicles as written. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.

C. REVIEW POLICY 3.8 – PRIVATELY OWNED BRIDGES

The policy was read. Chief Beswick indicated that the only adjustments from previous policy were corrections of minor scrivener's errors and to update specifications to the current Oregon fire code.

Discussion of various topics ensued, including policy enactment, enforcement, owners' liability, and inspection costs and intervals. The Board determined that the policy will be re-examined during the next board meeting. In the interim, Chief Beswick shall seek guidance from the State Fire Marshal's office, our insurance company, and SDAO. In addition, communication with the bridge owners are to be initiated.

VII. REVIEW / SET NEXT MEETING DATE

Next meeting is scheduled for Thursday, June 11, 2020 at 3 p.m. It was noted that the Fiscal Year 2020-2021 Budget Hearing will take place during this meeting.

VIII. ADJOURNMENT

President Bridge adjourned the meeting at 4:11 pm.

*MINUTES APPROVED BY BOARD
June 11, 2020*


Charles Bridge, President

ATTEST: 
Secretary Handler