

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

**Thursday July 9, 2020**  
**Held via Zoom Video Conference**  
**Meeting ID no. 884 2480 7840**  
**Phone dial in (253) 215-8782**

**I. CALL TO ORDER**

President Charles Bridge called the meeting to order at 3:00 p.m. A roll call was held; present on the video conference were President Charles Bridge, Vice President Robert Forster, Director John Steele, Secretary John Handler, and Treasurer Garry Bullard. Fire Chief Chris Beswick and Executive Assistant Kristen Coyle 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 June 11, 2020 Board Meeting.

*Secretary Handler moved to accept the Board Meeting Minutes of June 11, 2020 as presented. Vice President Forster 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 June. Chief Beswick elaborated on the expenditures for firefighting foams, the District's operational reporting system service, and dry suit purchases.

*Treasurer Garry Bullard made a motion to accept the June 2020 financial reports as presented. Vice President Forster seconded. President Bridge called for the question. Motion passed unanimously.*

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Chief Beswick provided the June incident statistics; there were 69 incidents for the month. Response to false alarms and traffic flagging requests was discussed. Volunteer headcount was provided; there are four new members in the pipeline: three recruits and one experienced FF.

Chief Beswick reported that the District has received \$16,830 in funding under the Coronavirus Relief Fund (CARES act). There are still grant applications outstanding; Chief Beswick is under mindful watch to ensure that future grant money proceeds do not duplicate the items for which the District has already been funded thru the CARES act.

Chief Beswick provided a Fire Season Updates and burn ban effective dates. Chief Beswick also discussed drone usage for pack-out response and outside organization facility usage restrictions.

The rope rescue equipment (aka "Casey Kits") funded by the Michelle Casey Fundraiser grant have been purchased. Chief Beswick fielded questions regarding the kits' functions. Once training has been completed and the kits are placed in service, Chief Beswick plans for a demonstration to the Casey family.

## **TRAINING REPORT**

A training report prepared by Division Chief Walsh was provided. The training highlight was the Live Fire Training utilizing the acquired structure under the Burn to Learn program and the extensive outside agency participation.

## **V. UNFINISHED BUSINESS**

### **A. PRIVATELY OWNED BRIDGES POLICY**

Chief Beswick provided a draft copy of Policy 3.8 highlighting the changes he incorporated based upon the discussions and suggestions during the June board meeting.

*The board decided to have the policy undergo its second reading during the next board meeting.*

### **B. STATE OF EMERGENCY STATUS**

The District's State of Emergency does not have an end date. During the previous month's board meeting, its extension / termination was to be reviewed during this meeting.

*Due to Governor Brown's actions and the increasing infection rate, the Board agreed that the State of Emergency will remain. The situation will be reviewed monthly.*

## **VI. NEW BUSINESS**

### **A. ELECTION OF BOARD OFFICERS**

In accordance with Board Policy 1.15.4.1, the Board needs to elect new officers for the fiscal year. It was noted that Board Policy 1.15.3.1 requires that a president may serve no more than three terms; President Bridge has thus far served two terms.

The current officers are Charles Bridge, President, Bob Forster Vice President, Garry Bullard Treasurer, and John Handler Secretary.

*Director Steele made a motion to maintain the current slate of officers for another one-year term. Vice President Forster seconded. President Bridge called for the question. Motion passed unanimously.*

## **B. APPOINTMENT OF LEGAL COUNSEL**

Board policy requires the Board to appoint District Legal Counsel each year. The law firm of Speer Hoyt has been the district's long-term legal counsel. Chief Beswick noted that his need to interact with the firm has been limited.

*Treasurer Bullard made a motion to appoint Speer Hoyt as the District's legal counsel for fiscal year 2020-2021. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.*

## **C. APPOINTMENT OF AUDITOR**

Board policy 1.13.1.1 requires the Board to select an auditor on an annual basis. Chief Beswick noted that the District entered a three-year contract with Accuity LLC to perform the District's audit for Fiscal Years ending 2019, 2020, and 2021.

*Vice President Forster made a motion to select Accuity LLC as the District's Auditors. Secretary Handler seconded. President Bridge called for the question. Motion passed unanimously.*

## **D. JET SKI PURCHASE**

The new fire chief for the Rockaway Beach Volunteer Fire Department informed Chief Beswick that his department has disbanded its surf rescue ski team, but it is retaining its EMILY drone watercraft and surface rescue swim team. The new chief asked if the NBFRD and its water rescue team would be willing to fill this void. As the District would be co-responding anyway under the existing mutual aid agreement, Chief Beswick agreed to fill in. Rockaway is interested in selling its two 2016 Yamaha jets skis; each has limited hours of operational use and comes equipped with a custom trailer and swimmer rescue board.

The chiefs had discussed possible selling price and the amount of \$10,000 for the lot was agreed upon. Chief Beswick's research indicated that the market rate for the skis ranges from \$7,000 - \$10,000 each, not including the trailers and rescue boards and not accounting for the low hours. The District water team tested one of the skis and reports that it surpasses the district's skis in all technical aspects.

Chief Beswick noted that during the FY 20-21 Budget process the replacement of the District's current 10+ year old skis was postponed for a year. If NBFRD purchased the skis, he anticipates the District would be able to defer the next ski purchase for at least five more years.

Discussion ensued. Chief Beswick indicated that the addition of radios and other items to outfit the skis to meet our needs would be approx. \$1,500 for both. He would like to retain the District's current set of skis for training and, given the increase in water rescue volume, enable the District to respond to two simultaneous but separate incidents. Storage options for both sets was discussed.

The logistics for Rockaway incident response was discussed. Chief Beswick provided overview of Rockaway's call volume and he does not feel it will constrain resources. Expanded coverage will not provide for additional financial compensation for the District. Chief Beswick indicated that the purchase would be contingent on the approval of the Rockaway Beach City Manager and for a clean inspection by a qualified mechanic at the District's expense.

*Secretary Handler made the motion to offer the Rockaway Beach Fire Department the \$10,000 price contingent on the approval of the Rockaway Beach City manager and clean inspection paid for by NBFRD. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.*

#### **E. REVIEW POLICY 3.9 DISASTER RESPONSE**

This policy was last reviewed in November 2016 and outlines District disaster response preparations, Board responsibilities, and fire chief authorities during a disaster. Chief Beswick fixed some minor scrivener's errors within the policy but otherwise feels the policy is still pertinent and did not feel any additional changes required.

*Vice President Forster made a motion to adopt the policy as written with scrivener's corrections. Secretary Handler seconded. President Bridge called the question. Motion passed unanimously.*

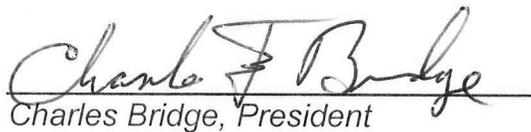
#### **VII. REVIEW / SET NEXT MEETING DATE**

The next meeting is scheduled for Thursday, August 13, 2020 at 3 p.m.

#### **VIII. ADJOURNMENT**

President Bridge adjourned the meeting at 3:49 pm.

MINUTES APPROVED BY BOARD  
August 13, 2020

  
Charles Bridge, President

ATTEST:

  
Secretary Handler