

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

**Thursday, October 8, 2020 – 3 P.M.
Public May Attend Via Zoom Video Conference:
Meeting ID: 844 0801 0685 Password: 956507
Audio only: (253) 215-8782**

I. CALL TO ORDER

President Charles Bridge called the meeting to order at 3:00 p.m.

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 September 10, 2020 Board Meeting. Secretary Handler noted that the minutes indicated that the Generator was to undergo repairs and he inquired if that occurred. Chief Beswick affirmed that it has and that the equipment is up and running.

Vice President Forster moved to accept the Board Meeting Minutes as presented. Secretary Handler seconded. President Bridge called for the question. Motion passed unanimously.

President Bridge then performed a formal roll call, as one was not taken immediately after the call to order. Present on the video conference were President Charles Bridge, Vice President Robert Forster, Director John Steele, and Secretary John Handler. Fire Chief Chris Beswick and Executive Assistant Kristen Coyle were also in attendance. Treasurer Gary Bullard was absent.

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the Profit & Loss vs. Budget reports for the month of September. Chief Beswick elaborated on board questions concerning generator repair and maintenance expenses, binocular purchases, and projected equipment testing & repair costs vs. budget.

Director Steele made a motion to accept the September 2020 financial reports as published. 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 September incident statistics; there were 90 incidents for the month. Beswick noted only three false alarms for the Nehalem Valley Care Center occurred during the month, down from 16 the month prior. EMS made up most calls.

Chief Beswick provided volunteer headcount; numbers are holding steady. The five recruits are wrapping up their EMR (Emergency Medical Responder) training; this week they have started Firefighter 1 Academy. Beswick noted that the resident volunteer FF will soon be relinquishing his station residency as he has recently purchased his own housing; he will continue to serve as a volunteer.

Chief Beswick indicated the new drone has been received and that he and Exec. Assistant Coyle have been practicing flight operations during the recent stretch of fine weather. Beswick indicated how impressed he is with the equipment and its camera capabilities; he views this as an extremely valuable tool to the District's operations. The new drone was displayed during the video conference; to give the participants a sense of its size, the existing drone was placed adjacent to it. Beswick noted the drone's infrared camera capabilities.

It was noted that the Rope Team training / drone deployment scheduled for Oct. 10th will be pushed back due to forecasted inclement weather. This was to be held in conjunction with the placement of the Michelle Casey memorial plaque.

Chief Beswick provided details surrounding the District's response to a rescue incident at Devil's Cauldron on September 27th. The victim fell over the edge of the Elk Flats Trail; upon dispatch it was unknown if the victim landed in the water or the cliff side. The District deployed its water team, a ground team, and mutual aid partner Cannon Beach Rope Team incident response; mutual aid from Rockaway Beach was deployed to cover Station 13. The water rescue team located the victim in the water; the victim was rescued, and CPR commenced. The patient and a water team member were picked up by a Coast Guard helicopter. The helicopter took the victim to Nehalem Bay State Park, from where he was immediately transported to Tillamook Adventist Hospital. Although the outcome for the victim was not favorable, Chief Beswick commended the efforts of the District's response members and its mutual aid partners.

Although the new drone was not in service at the time of the incident, Chief Beswick and Exec. Assistance Coyle performed subsequent flight training operations over this area to mimic what a drone response could have provided. The drone's video footage of the flight operations was shared during the video conference.

Chief Beswick informed the board that there has been no change since the last meeting regarding the pending MOA with Tillamook Adventist Ambulance. The Tillamook Co. Fire Defense Board is moving forward with establishing a contract with a new Medical Director for its Fire Agency Members.

Chief Beswick indicated he has been contacted by several Fire Chiefs and fire fighters who interacted with NBFRD members during the recent Oregon Wildfires; they praised the professionalism and efforts of the District's crews.

Chief Beswick informed the board that two district firefighters are part of the Clatsop Co. strike team that has been deployed to attack wildfires in California. Discussion regarding compensation / Government reimbursements and shift schedules ensued.

TRAINING REPORT

A training report prepared by Division Chief Walsh was provided. Beswick noted that approximately a week of training time was lost due to combating the recent wildfires. The recruit EMR classes continued; the candidates will be taking their examinations this weekend, and they have begun their Firefighter 1 training in conjunction with Cannon Beach Fire. 5 District volunteers have commenced Firefighter 2 training, again in conjunction with Cannon Beach Fire.

It was suggested that given the recent wildfires, the District may want to engage in community outreach regarding mitigation techniques such as vegetation cutback. Chief Beswick indicated that he has a presentation on the topic that he would be happy to share with the community.

V. UNFINISHED BUSINESS

A. STATE OF EMERGENCY STATUS

Oregon's State of Emergency for the Covid-19 pandemic is ongoing; the District's State of Emergency is following the State's lead.

VI. NEW BUSINESS

A. PURCHASE OF HOLMATRO EXTRICATION EQUIPMENT

The FY '20-'21 Budget included \$34,500 for the purchase of new Holmatro extrication equipment based on a formal quote. Chief Beswick has been working with the sole-source vendor and has identified equivalent / upgraded equipment available; a demo of the equipment was performed at a recent drill.

Secretary Handler made a motion to authorize the purchase of Holmatro Extrication Equipment up to the budgeted cost of \$34,500. Vice President Forster seconded. President Bridge called the question; motion passed unanimously.

B. PURCHASE OF LUCAS CHEST COMPRESSION DEVICE

Chief Beswick indicated that the District has now received funds awarded by the Assistance to Firefighter's Grant (AFG) for the purchase of a Lucas Chest compression device; the amount received was \$15,391.88. The grant pays 95% of the purchase cost; the District would be responsible for the remaining 5%.

Vice President Forster made a motion to authorize the purchase of the Lucas device at the quoted price of \$16,201.29. President Bridge clarified that the District would spend \$810.01 of non-grant funds. Director Steele seconded the motion. President Bridge called the question; motion passed unanimously.

C. DISCUSSION OF EARLY BOND PAYOFF

Chief Beswick provided background: when the bonds were issued in 2011, the District planned to retire the entire bond debt in calendar year 2022, resulting in a savings of approximately \$766,000 in interest versus paying down principal at scheduled maturities through 2035.

In looking at the fine print of the obligation bonds, and confirming with the escrow agent, Chief Beswick and Executive Assistant Coyle discovered the bond language allows the District to begin early debt retirement starting January 2021. Chief Beswick noted that should the District desire to retire bonds during this fiscal year, a Supplemental Budget must be prepared and presented at a hearing.

Executive Assistant Coyle presented various paydown scenarios over the course of the next two fiscal years which showed forecasted interest expense savings as well as fund balances.

Discussion ensued regarding the timing of the supplemental budget hearing and escrow agent notification of intent.

Secretary Handler made a motion for Chief Beswick and Executive Assistant Coyle to put into motion the requirements, including the preparation of a supplemental FY'20-21 Budget, necessary to retire district bonds. The Supplemental Budget shall include the retirement of the longest maturity bond at 6% interest and, if finances allow, to pay off / down other bonds. Vice President Forster seconded. President Bridge called the question; motion passed unanimously.

D. REVIEW POLICY 2.4 VOLUNTEER BENEFITS AND STIPEND PAY

Chief Beswick informed the board that this policy outlines the benefits afforded to district volunteers and sets the stipend pay for volunteers. Per policy, the stipend pay should be reviewed annually.

Chief Beswick pointed out the existing policy's disparity between the stipend for fire-certified volunteers and the stipend for EMS-only volunteers. He presented a modification of the existing policy highlighting his recommended changes.

Chief Beswick described what a Volunteer Duty Officer Shift entails and mentioned that there currently is no pool of qualified volunteers to serve as duty officers.

Executive Assistant Coyle brought to Chief Beswick's attention that the amount listed to be in compliance with the Fair Labor Standards Act should also be reviewed.

It was the decided that the policy should proceed to a second reading at the next board meeting.

E. REVIEW POLICY 6.3 – FACILITY PREVENTATIVE MAINTENANCE

This policy was enacted in 2018 and outlines a schedule for regular facility inspections. Chief Beswick indicated he has reviewed the policy and sees no reason to make any changes.

Director Steele made the motion to adopt Policy 6.3 District Facility Preventative Maintenance as written. Vice President Forster seconded. President Bridge called the question; motion passed unanimously.

VII. REVIEW / SET NEXT MEETING DATE

The next meeting is scheduled for Thursday, November 12, 2020 at 3 p.m.

Director Steele brought to the board's attention that the Oregon Volunteer Firefighters Association has set up a special relief fund to aid to volunteer firefighters who have incurred hardships.

VIII. ADJOURNMENT

President Bridge adjourned the meeting at 4:33 pm.

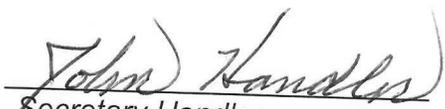
MINUTES APPROVED BY BOARD
November 12, 2020



Charles Bridge, President

Bob Forster, Vice President

ATTEST:



Secretary Handler