

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

Thursday, November 12, 2020 – 3 P.M.
Public May Attend Via Zoom Video Conference:
Meeting ID: 863 6639 1565 Password: 663920
Audio only: (253) 215-8782

I. CALL TO ORDER

Vice President Bob Forester called the meeting to order at 3:00 p.m. A role call was taken; in addition to Forster attendees were Gary Bullard-Treasurer, John Steele-Director, John Handler-Secretary, Chris Beswick-Fire Chief, Glen Kearns CPA-Accuity LLC, and Kristen Coyle-Exec. Assistant. President Charles Bridge was absent.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

There were no members of the public in attendance.

B. READING AND APPROVAL OF BOARD MEETING MINUTES

Vice President Forster asked the Board members if they had any corrections or comments after reviewing the minutes from the October 8, 2020 Board Meeting.

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

III. FINANCIAL REPORTS

Chief Beswick recommended that Glen Kearns present the results of the Fiscal Year End June 30, 2020 Financial Audit first so that he would not have to sit through other agenda items.

Mr. Kearns stated that there were no operational changes for the fiscal year and that once again the District has received an unmodified opinion for its financial statements. He indicated that the district is in a good financial situation from an equity and cash balance perspective. The district ended the year with a positive change in net position of \$228K; without the impact of interest expense and depreciation the position would have stood at over \$550K for the year. The ending General Fund balance was \$1.9M; \$1.4M of this balance is committed to specific purposes, mainly the early payoff of outstanding bonds. Mr. Kearns indicated the District records were in good shape, staff was cooperative, and no issues were incurred while performing the audit.

Mr. Kearns pointed out that the District expended \$1,105 in excess of appropriated funds; he does not feel this is a systemic issue. All other items are compliant with public contracting and government budgeting laws. He discussed the letter to the Board of Directors; among other things it explains the roles and responsibilities of the auditor and auditee as well the internal control letter. He noted that once again, there is a lack of segregation of duties due to the small size of the

organization. He explained this is very common for entities of similar size. Chief Beswick elaborated on the situation which required the over-expenditure. The Board thanked Mr. Kearns for his comments; Mr. Kearns then left the call.

The Board reviewed the Bills Paid, Visa Charges, and the Profit & Loss vs. Budget reports for the month of October. Chief Beswick elaborated on board questions concerning PPE and training room technology charges. Worker's Compensation Insurance and Protective Clothing Year to Date expenditures vs. budget were also discussed.

Treasurer Bullard made a motion to accept the October 2020 financial reports as published. Vice Director Steele seconded. Vice President Forster called for the question. Motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Beswick provided the October incident statistics; there were 67 incidents for the month. This is down from the previous month due to seasonality. Chief Beswick noted that seasonal slowdown occurred later this year due to late season increased tourism. The fire alarms at the Nehalem Valley Care Center have dropped off significantly.

Chief Beswick provided volunteer headcount; one member resigned, and two of the five recruits have dropped out of the program. The remaining recruits are still in Firefighter 1 Academy.

The LUCAS device purchased with Grant Funds has been delivered and staff has undergone training. Chief Beswick indicated the device is easy to use and it will be a valuable tool not only due to better outcomes for patients but also increased safety for staff.

The new Holmatro Extrication Tools have been placed in service and were quickly deployed to an incident shortly thereafter. Chief Beswick was pleased with their performance.

The District has just been awarded a \$75,703 grant under the Coronavirus Relief Fund Round 4. The grant will fund the purchase of a Utility Terrain Vehicle, a portable disinfection unit, a PPE washer/extractor, and various medical supplies. The UTV not only contains a small fire pump but also a board for extricating patients. It will be deployed to incident responses on beaches, trails, and logging roads. The disinfection unit can be used to disinfect apparatus, equipment, and rooms. The PPE extractor is specifically designed for cleaning PPE, unlike commercial washing machines. The District was also awarded a \$2,500 Grant from the Oregon Fire Chief's Association for fitness equipment.

Chief Beswick provided a wildfire recap; all personnel and apparatus were back in district by October 16th. Total reimbursement expected from the Oregon and California Wildfire funds is approximately \$60,000. Chief Beswick will be attending an upcoming safety officer course in Nebraska. He ensured that COVID precautions and policies will be in place.

TRAINING REPORT

A training report prepared by Division Chief Walsh was provided. Highlights include extrication training, on-going Fire 1 Academy, and the conclusion of the Emergency Medical Responder certification classes.

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.

B. EARLY BOND PAYOFF

Chief Beswick reached out to numerous sources concerning the possibility of an unbudgeted early payoff of outstanding bonds utilizing unappropriated funds; he sought advice from audit, legal, state, and SDAO resources. He received mixed advice as to whether the district should proceed. The possibility of planning a July or August early payoff as part of the FY 2021- 22 Budget was discussed.

C. SUPPLEMENTAL BUDGET PROCESS

As an attempt to pay off the bond during Fiscal Year 20/21 will not be made, a supplemental budget has been deemed unnecessary.

VI. NEW BUSINESS

A. RESOLUTION 20-07 RESOLUTION TO SPEND GRANT FUNDS ALLOCATED IN RESPONSE TO THE COVID-19 PANDEMIC

Chief Beswick indicated that this fiscal year, the District has received \$198,505 in unbudgeted grant funds related to coronavirus pandemic response related expenses. Resolution 20-07 outlines how these grant funds will be recorded as how they will be spent.

Director Steele made a motion to Adopt Resolution 20-07 A Resolution to Spend Grant Funds Allocated in Response to the COVID-19 Pandemic as written. Secretary Handler seconded. Vice President Forster called the question; motion passed unanimously.

B. RESOLUTION 20-08 RESOLUTION TO ALLOCATE GRANT FUNDS RECEIVED FY 2020/21

Chief Beswick indicated that NBFR has received \$16,830 in grant revenue that is expressly designated for reimbursement of coronavirus pandemic response-related expenses incurred during Fiscal Year 2019/20. The Resolution recognizes the revenue in the Fiscal Year 2020/21 with no expenditures allocated.

Secretary Handler made a motion to adopt Resolution 20-08 A Resolution to Recognize Grant Funds Received FY 2020-21. Director Steele seconded the motion. Vice President Forster called the question; motion passed unanimously.

C. RESOLUTION 20-09 A RESOLUTION TO SPEND GRANT FUNDS ALLOCATED FOR FITNESS EQUIPMENT

Chief Beswick indicated that the District was awarded a \$2,500 from the Oregon Fire Chiefs' Association for physical fitness. He recommends that the Board adopt the resolution allocating the unbudgeted funds for the purchase of fitness equipment.

Secretary Handler made a motion to adopt Resolution 20-09 A Resolution to Spend Grant Funds Allocated for Fitness Equipment as written. Director Steele seconded. Vice President Forster called the question; motion passed unanimously.

D. POLICY 2.4 VOLUNTEER BENEFIT AND STIPEND PAY SECOND READING

Chief Beswick provided the policy outlining the benefits afforded to district volunteers and sets the stipend pay for volunteers; he pointed out a small wording change that was made to section 2.4.1.6 from October's first reading.

Secretary Handler made a motion to adopt Policy 2.4 as presented during the second reading. Director Steele seconded. Vice President Forster called the question; motion based unanimously.

VII. REVIEW / SET NEXT MEETING DATE

The Board commended Chief Beswick for his efforts for identifying grant opportunities which dovetail the needs of the District.

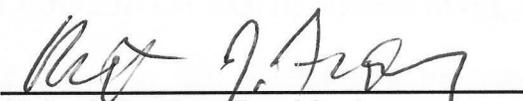
The next meeting is scheduled for Thursday, December 10, 2020 at 3 p.m.

VIII. ADJOURNMENT

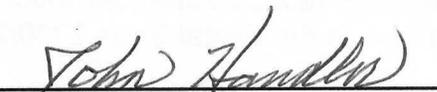
Prior to adjournment Chief Beswick provided an overview of the District's response to a recent incident involving a reported downed plane in the ocean.

Vice President Forster adjourned the meeting at 3:51 pm.

MINUTES APPROVED BY BOARD
December 10, 2020



Robert Forster, President

ATTEST: 

Secretary Handler