

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

Thursday, January 14, 2021 – 3 P.M.
Public May Attend Via Zoom Video Conference:
Meeting ID: 889 1247 7567 Passcode: 895588
Audio only: (253) 215-8782

I. CALL TO ORDER

President Charles Bridge called the meeting to order at 3:00 p.m. In addition to Bridge, present on the call were Bob Forster-Vice President, Gary Bullard-Treasurer, John Steele-Director, John Handler-Secretary, Chris Beswick-Fire Chief, and Kristen Coyle-Exec. Assistant.

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 December 10, 2020 Board Meeting.

Secretary John Handler pointed out an error in the list of the attendees. He made a motion to accept the minutes with correction. Vice President Forster seconded the motion. 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 December. Staff elaborated on a question regarding budgeted utilities.

Vice President Forster made a motion to accept the December 2020 financial reports as presented. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Beswick provided the incident statistics; there were 70 incidents for the month and 829 for the 2020 Calendar Year. In comparison, 2019 and 2018 had 748 and 732 incidents, respectively. He noted that the district has responded to a few known or suspected Covid-19 medical calls. He also noted there was one structure fire for December.

Chief Beswick presented volunteer headcount and noted one volunteer asked to take a leave of absence, two may be coming out from leaves of absence, and two recruits are about to undergo their final certification to reach Firefighter 1 status.

Chief Beswick indicated that the agency has begun serving as a Covid-19 vaccine administrator; it has held clinics to vaccinate all seven Tillamook County fire agencies, the Manzanita and Rockaway Beach Police Departments, and the 911 Dispatchers with the Moderna Vaccine. It will repeat the schedule next month to administer the second dose. It is Chief Beswick's intention to remain an active provider as the vaccine is rolled out to other groups in the county. Discussion ensued concerning the logistics of a community vaccination clinic. Chief Beswick indicated that he is a member of the County Health Department's Vaccination Committee; such issues are being discussed at that level and the County is still in the planning phase for the next rollout. Chief Beswick noted only 2 members of NBFDRD declined the vaccine; they are not medical responders. Discussion of waiver of liability ensued.

Chief Beswick stated the new dual-purpose PPE purchased with Grant Funds has been distributed to members with positive feedback for fit and comfort. The types of incidents for which the PPE will be utilized include MVAs and wildfire. Chief Beswick indicated there will be incidents for which responders wearing the new PPE will also be bringing their turnout PPE on the apparatus.

Chief Beswick provided an update with a couple of items relating to the 2020 wildfire response. The brush truck which was deployed to the wildfire response is back in service and fully functional. The District has applied for state reimbursement for wildfire response; the first installment for \$5,300 has been approved and should arrive within days. Chief Beswick anticipates a total of \$40,000 in total reimbursements; approx. \$18,000 of this amount relates to apparatus usage.

Chief Beswick provided an update on the District's overtime costs; the budgeted amount has been exhausted only halfway through the fiscal year. Part of this has to do with the wildfire response for which it was noted the District will receive reimbursement. The other cost driver was the change in full-time fire fighter shift schedules due to the coronavirus pandemic. The District has moved to 48 hour shifts to minimize contact between the firefighters. Chief Beswick is also investigating ways to get the pandemic overtime reimbursed through FEMA programs.

Chief Beswick indicated a full-time fire fighter will be on leave as he recovers from a non work-related medical leave; it is anticipated that he will be out for 4-6 weeks and then fit only for light duty for 1-2 months. This absence, coupled with the revised shift schedule in response to the pandemic, is impairing the District's ability to perform daily tasks such as maintenance and apparatus checks. Chief Beswick asked the board to consider hiring a part-time firefighter on a temporary basis to fill the gap. Discussion ensued regarding the pay rate, anticipated weekly hours, anticipated interest within the volunteer pool, anticipated duration, and impact to the annual budget.

Treasurer Garry Bullard made a motion authorizing Chief Beswick to hire a part-time firefighter for a period up to 90 calendar days with any lessor period left to the chief's discretion. Director Steele seconded the motion. President Bridge called the question; the motion was passed unanimously.

Chief Beswick ended his report by reminding the directors that the SDAO annual conference will be held virtually this year and will be free of charge.

TRAINING REPORT

A training report for December 2020 prepared by Division Chief/Training Officer Jesse Walsh was provided. The Firefighter 1 Academy and the company-wide weekly virtual drill activities were noted. Per Chief Beswick, the virtual drills have been well attended. He is hopeful that in-person drills may resume in early March. NBFRD responders would have received their second dose of the vaccine by that point.

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. RESOLUTION TO TRANSFER CONTINGENCY FUNDS FOR PURCHASE OF WATERCRAFT

Chief Beswick reminded the board that in July 2020 it passed a motion to purchase of a pair of jet skis from the City of Rockaway Beach. Although the skis have been placed in service, they have not yet been paid for. The cost of the skis was not part of the 2020-2021 budget; however, the General Fund budget does contain a contingency amount for such unanticipated expenditures. The total cost of purchasing and equipping the skis comes to \$11,745.35. Resolution 21-1 recognizes a General Fund Intrafund transfer between the Operating Contingency and Capital Outlay appropriation categories.

Director Steele made a motion to Adopt Resolution 21-1 A Resolution to Perform a General Fund Intrafund Transfer. Vice President Forster seconded the motion. President Bridge called the question; motion passed unanimously.

B. POLICY ADDITION 8.2 – FIRE APPARATUS PUMP TEST SECOND READING

NFPA standards require all fire apparatus be tested annually. Although the District does currently perform annual testing, there is not a policy in place to require it. Chief Beswick wrote this policy to document which apparatus requires testing, the frequency of testing, the qualification of the vendor to perform the testing, the documentation of test results, and the steps to be followed in the event of a test failure. A draft copy of the policy was read at the December 10, 2020 board meeting; no changes were suggested at that time.

Secretary Handler made a motion to adopt policy 8.2 – Fire Apparatus Pump Test, as presented. Vice President Forster seconded. President Bridge called the question. The motion passed unanimously.

C. REVIEW POLICY 9.3 – SMOKING POLICY

State law prohibits smoking in buildings, except in designated areas. In 2020, Oregon amended the existing law to include e-cigarettes, commonly called vaping. Chief Beswick presented a draft revision of the District’s current smoking policy to include vaping.

The draft policy revision detailing the additions was presented. The policy will be presented for a second reading at the next monthly board meeting.

D. RESOLUTION TO PURCHASE NEW MOTOROLA PORTABLE RADIOS

The District has received an additional \$55,733.90 in grant revenue from the Coronavirus Relief Fund that is expressly designated to purchase 14 new portable radios and multi-unit chargers. Resolution 21-2 seeks Board approval for the purchase and authorizes the \$55,733.90 in grant funds to be expended on the purchase of the portable radios and chargers.

Vice President Forster made a motion to adopt Resolution 21-2 A Resolution to Spend Grant Funds Allocated in Response to the Covid-19 Pandemic to the amount of \$55,733.90. Secretary Handler seconded the motion. President Bridge called the question; motion passed unanimously.

E. NOTICE OF TWO BOARD POSITIONS UP FOR ELECTION

Chief Beswick reminded the board that terms of the board positions held by John Steele and Garry Bullard are set to expire on June 30, 2021. Form SEL 190 to be completed and filed with the County Elections Office by ballot candidates was provided.

VII. REVIEW / SET NEXT MEETING DATE

The next meeting is scheduled for Thursday, February 11, 2021 at 3 p.m.

VIII. ADJOURNMENT

President Bridge adjourned the meeting at 3:47 pm.

MINUTES APPROVED BY BOARD
February 11, 2021

Charles F. Bridge
Charles Bridge, President

ATTEST: *John Handler*
John Handler, Secretary