

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

**Thursday, February 11, 2021 – 3 P.M.
Public May Attend Via Zoom Video Conference:
Meeting ID: 822 1960 8763 Passcode: 867427
Audio only: (253) 215-8782**

I. CALL TO ORDER

President Charles Bridge called the meeting to order at 3:01 p.m. In addition to Bridge, present on the call were Bob Forster-Vice President, Gary Bullard-Treasurer, John Handler-Secretary, Chris Beswick-Fire Chief, and Kristen Coyle-Exec. Assistant. Director John Steele joined the call one minute later.

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 January 14, 2021 Board Meeting.

Vice President Forster made a motion to accept the minutes as presented. Treasurer Bullard 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 January. Treasurer Bullard commended Chief Beswick for his work obtaining grant funds. Staff elaborated on board member questions regarding communications expenses and accounting fees.

Vice President Forster made a motion to accept the January 2021 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 incident statistics; there were 63 incidents for the month. He noted that the new UTV apparatus acquired with grant funds has been utilized on two incidents; both incidents involved injuries caused by logs during sneaker wave events on the beach. He also provided the volunteer headcount.

Chief Beswick provided an update with the COVID-19 vaccine: district staff and volunteers have completed their second round of shots, and the district has administered first round shots to Nehalem Bay House residents and staff as well as to the Nestucca School District staff. Chief Beswick is hopeful that the District can give vaccines to persons over 65 soon. He attends on-line Tillamook County Health Center vaccine partner meetings three times a week. He indicated that he is in communications with EVC (Emergency Volunteer Corps) to assist with coordination when the vaccine clinics are open for the public.

Chief Beswick indicated that he has a FEMA Disaster Assistance request to offset the additional overtime costs incurred by the District due to the pandemic. The request has received preliminary approval.

The District's staff lieutenant is still on injury leave (the injury was not sustained from work). It is anticipated that he will be eligible for light duty next week; he will be assigned a 40-hour week shift performing administrative duties until he is released to full duty.

A volunteer has accepted the part-time firefighter/EMR position and commenced work. This position will terminate on April 30 unless it is determined earlier that the position is no longer needed. The individual will return to volunteer status when the PT position is terminated.

Chief Beswick indicated that the AFG (Assistance to Firefighters Grant) application process has begun. He has applied for an \$8,700 microgrant to purchase four thermal imaging cameras, and he applied for a \$793,000 grant to purchase a ladder truck. He believes that the District has a good chance to receive the microgrant and only a slim chance of being awarded the ladder truck grant. Both grants require a 5% District contribution.

Chief Beswick reports that work is underway to prepare the substation land for use as a training facility. The grounds have been surveyed, fencing materials have been obtained, and cost-effective arrangements for excavation and fence building have been secured. Chief Beswick's goal is to place a live fire training prop on the site. The prop project, estimated to be \$300k, will not be incurred in Fiscal Year 2020-21.

Chief Beswick concluded his report by asking the board members if they would discuss the possibility of resuming in-person Board Meetings. The majority of the members indicated that would like to resume in-person meetings. Chief Beswick would like to continue to require that members of the public continue to use Zoom.

TRAINING REPORT

A training report for January 2021 prepared by Division Chief/Training Officer Jesse Walsh was provided. In-person training continues to be on pause and replaced by weekly Zoom drills. It is anticipated that in-person training will commence the first week of March. Two of the recent Zoom drills have been led by volunteers as part of their Fire Instructor certifications. In addition, a volunteer who works for the Tillamook County Health Center provides the latest COVID updates during the weekly Zoom drills. Chief Beswick commended the work of Division Chief Walsh in providing training content on an on-line platform.

V. ADDITIONAL ITEMS ADDED TO THE AGENDA

A. RESOLUTION 21-03 A RESOLUTION TO DESIGNATE WILDFIRE COST REIMBURSEMENT

Chief Beswick indicated that the district has received its first reimbursement check for member response to the 2020 wildfires. This check, in the amount of \$11,073.44, was specific to the Pike Road Fire. Resolution 21-03 creates a new General Ledger account "Wildfire Reimbursement" and recognizes the revenue to this account. It also designates its expenditures in Personnel Services and Vehicle Maintenance. Chief Beswick anticipates that a total of \$50,000 in reimbursements will be received for District wildfire response in Oregon and California.

Director Steele made a motion to adopt Resolution 21-03 A Resolution to Designate Wildfire Cost Reimbursement. Secretary Handler seconded. President Bridge called for the question. Motion passed unanimously.

B. RESOLUTION 21-04 A RESOLUTION TO SPEND REIMBURSEMENT FUNDS FOR COVID VACCINE STORAGE

Chief Beswick indicated that the district has received an unbudgeted \$889.00 in revenue from the State of Oregon for reimbursement of expenses related to the purchase of a vaccine storage freezer. The procurement of a storage unit was needed as the District's freezers were not suited for vaccine storage; the State has reimbursed the full cost of the unit. Resolution 21-04 appropriates the unbudgeted funds to Donations/Grants and expense to COVID vaccine storage equipment.

President Bridge questioned the fate of the vaccine in the event of a power loss. Chief Beswick explained that the storage unit is plugged into an outlet served by the generator. In the event the generator ran out of fuel, the packaging that the vaccine will be in while being stored in the freezer should sustain the vaccine viability for another 3-4 days.

Vice President Forster made a motion to adopt Resolution 21-04 A Resolution to Spend Reimbursement Funds for COVID Vaccine Storage. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.

VI. 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.

VII. NEW BUSINESS

A. FISCAL YEAR 2021/22 BUDGET SCHEDULE

The Proposed Budget Calendar for Fiscal Year 2021-22 was presented. Chief Beswick pointed out that the dates have been pushed up by a month to allow the budget to be adopted before the minimum date needed to give notice on an early bond payoff.

Director Steele would like more clarification of the ability to pay bonds off early. Chief Beswick explained that Oregon Budget Law precludes the district from paying off the bonds early during Fiscal Year 2020-21 as the expenditure was not included in the adopted budget. The earliest the district would be able to pay off some of the loans is July 1, 2021, assuming the paydown is in the budget for Fiscal Year 2021-22.

Vice President Forster made a motion to adopt the Fiscal Year 2021-22 Budget Calendar as presented. Secretary Handler seconded. President Bridge called for the question. Motion passed unanimously.

B. BUDGET COMMITTEE APPLICATION REVIEW

There is an opening for the budget committee for the FY 2021-22 Budget year. Appointees serve a three-year term. The District has received two applications for the opening. The Board reviewed and discussed the applications.

Secretary Handler made a motion to appoint Meadow Davis to the Budget Committee for a three-year term. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.

C. FIRE CHIEF'S ANNUAL EVALUATION

Board Policy calls for an annual evaluation of the Fire Chief each November. An evaluation was not performed in November 2020. Chief Beswick provided the board members with an evaluation packet containing a blank form for each member to complete as well as his own self-evaluation.

Board members will individually complete their assessments and provide to President Charles Bridge.

D. POLICY 9.3 SMOKING POLICY – SECOND READING

This policy was updated to include vaping in smoking activities; it was presented to the board for a first reading during January's board meeting. Chief Beswick indicated that the District has not experienced any vaping issues with its personnel.

Vice President Forster made a motion to approve Policy 9.3 Smoking Policy as written. Secretary Handler seconded. President Bridge called the question. Motion passed unanimously.

E. REVIEW POLICY 9.4 HEALTH AND SAFETY

This policy, which went into effect May 21, 2009, states the District will provide a health and fitness program for its employees, maintain a safety committee, and strive to reduce risk exposure through new methods and equipment. Chief Beswick indicates that he saw no needs to modify the policy and recommends the board to approve as is.

Chief Beswick and Exec. Assistant Coyle elaborated on the pandemic's impact to the safety committee activities and meeting schedule.

Secretary Handler made a motion to continue with Policy 9.4 as written. Vice President Forster seconded. President Bridge called the question. Motion passed unanimously.

F. SDAO CONFERENCE BRIEFING

The Annual SDAO Conference was held virtually the prior week. Board members who attended were invited to share their comments. It was agreed that the virtual format was a much better format than in-person. All conference sessions are available for attendees to view post conference.

VII. REVIEW / SET NEXT MEETING DATE

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

VIII. ADJOURNMENT

President Bridge adjourned the meeting at 3:54 p.m.

MINUTES APPROVED BY BOARD
March 16, 2021



Charles Bridge, President

ATTEST: 

John Handler, Secretary