

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

**Tuesday, March 16, 2021 – 3 P.M.**  
**Public May Attend Via Zoom Video Conference:**  
**Meeting ID: 827 4562 9998 Passcode: 483667**  
**Audio only: (253) 215-8782**

**I. CALL TO ORDER**

President Charles Bridge called the meeting to order at 3:00 p.m. Persons in attendance were as follows: Bridge – In Person, Vice President Bob Forster-In Person, Treasurer Gary Bullard-Zoom, Secretary John Handler-In Person, Fire Chief Chris Beswick-In Person, and Exec. Assistance Kristen Coyle-In Person.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

Captain Frank Knight III was in attendance via Zoom.

**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 February 11, 2021 Board Meeting.

*Secretary Handler made a motion to accept the minutes as presented. 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 February. Staff elaborated on board member questions regarding expenditures for vehicle maintenance, commercial insurance, EMS class enrollment fees, television service subscriptions, and volunteer incentives. Chief Beswick indicated that in lieu of having an annual banquet the district will have an informal presentation for its members at a local restaurant the following week while the County is still experiencing moderate risk levels.

*Vice President Forster made a motion to accept the February 2021 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 50 incidents for the month, the majority of which were EMS related. He noted there were no noteworthy calls for the month. He also provided the volunteer headcount.

Chief Beswick provided an update with the COVID-19 vaccine: to date the District has administered over 800 vaccinations to the community. Secondary doses have now been administered to Tillamook County First Responders, residents/staff of Nehalem Bay House, and Nestucca School District staff. The District has held a successful clinic at Station 13 for residents 75 and older, and a second clinic is scheduled for March 17th. It is anticipated that there will be additional clinics as needed. Thus far the Tillamook County Community Health Center has provided lists of community persons eligible to be vaccinated; the District has utilized CERT volunteers to schedule the appointments. Discussion ensued regarding clinic logistics.

Chief Beswick updated the board with staffing. A full-time staff firefighter has recently returned to work with a doctor's release for full duty without restrictions. Chief Beswick plans to return full-time fire personnel to the normal 4 10-hour work schedule starting April 1. At this time, the District will move forward with fire hydrant testing; the part-time firefighter will be assisting with this project until the position's designated end date of April 30, 2021. Volunteers will also be assisting with the testing project.

The district continues to incur Covid-19 Pandemic costs. Chief Beswick anticipates he will close the FEMA disaster assistance request at the end of March.

Chief Beswick updated the board with Station 11 land preparation plans in to facilitate the placement of a future training tower. A few board members commented that they recalled some water concerns on the land. Chief Beswick indicated he would investigate the issue prior to proceeding with land preparation.

## **TRAINING REPORT**

A training report for February 2021 prepared by Division Chief/Training Officer Jesse Walsh was provided. Chief Beswick elaborated on district EMT members' training to administer Covid-19 vaccinations. To facilitate case review with its new medical directors, the District recently rolled out an electronic charting system. In-person fire-fighter training drills resumed in March with good attendance.

## **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. USE OF TRAINING ROOM FOR MANZANITA COURT**

The City of Manzanita has requested an extension to Station 13 Training Room usage for its monthly District Court. They have requested a 6-month extension to December 2021.

*There was consensus among the board members to extend the City of Manzanita's District Court usage through December 31, 2021.*

## **B. SECOND WILDFIRE REIMBURSEMENT**

Chief Beswick indicated the district has received two more reimbursements for the personnel and apparatus deployed to Oregon state-declared emergency wildfires. Resolution 21-05 A Second Resolution to Designate Wildfire Cost Reimbursement will designate the \$6,717.27 received to Personnel Services and Vehicle Maintenance expenditures. The District is anticipating an additional \$43,000 in reimbursements for response to Oregon and California Wildfires.

*Vice President Forster made a motion to adopt Resolution 21-05 A Second Resolution to Designate Wildfire Cost Reimbursement as written. Director Steele seconded. President Bridge called for the question. Motion passed unanimously.*

## **C. FIRE CHIEF'S ANNUAL EVALUATION**

President Bridge indicated he has received the evaluation forms from all board members, and he has held a discussion with Chief Beswick. Secretary Handler and Director Steele also expressed their delight with Chief Beswick's performance.

## **D. FISCAL YEAR 2021/22 SALARY SCHEDULE**

Chief Beswick presented Resolution 21-06 A Resolution Setting Salaries and Benefits for District Employees for Fiscal Year 2021-22. As CPI data has yet to be published, he factored in a COLA of 3%. He also pointed out that the tiers for the executive assistant position have been adjusted to reflect certifications as a CPA, an EMT, and a FAA drone pilot. Chief Beswick also explained the base increase calculation for employees who have an active Advanced EMT or Paramedic license.

*Secretary Handler made a motion to adopt Resolution 21-06 A Resolution Setting Salaries and Benefits for District Employees for Fiscal Year 2021-22 as written. Vice President Forster seconded. President Bridge called the question. Motion passed unanimously.*

## **E. REVIEW POLICY 9.5 SUBSTANCE ABUSE**

This policy, which went into effect September 7, 2009, outlines that the District has a responsibility to its personnel and to the public to ensure that responders are unimpaired by the effects of alcohol or other substances. It also states possible assistance and disciplinary action to any member with substance abuse issues. Chief Beswick reviewed the policy; he corrected minor scrivener's errors but sees no need for content revisions.

*Director Steele made a motion to continue with Policy 9.5 as written. Secretary Handler seconded. President Bridge called the question. Motion passed unanimously.*

## **F. REVIEW POLICY 9.6 – PERSONNEL ADMINISTRATION**

This policy, which went into effect May 21, 2009, outlines the procedures the District uses for effective personnel administration. Chief Beswick pointed out a misalignment between the language used in the policy and that used in the Personnel Policy Manual. Chief Beswick presented the applicable section of the personnel policy a red-lined modification to Policy 9.6 to align with the manual. He also mentioned that as an alternative, Policy 9.6 could remain unchanged from its current version, but the Personnel Policy Manual could be updated to reflect the policy language. Discussion ensued. Treasurer Bollard noted that the Personnel Policy Manual contains language relating to collective bargaining agreements and labor negotiations; as the district employees are not unionized, he would like this to be removed.

*It was decided that Chief Beswick would work with Treasurer Bullard to revise the conflicting language in Policy 9.6 and the personnel policy manual.*

#### **G. NON-AGENDA ITEMS**

Chief Beswick responded to Director Steele's question concerning the EMT Executive Assistant's response schedule.

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

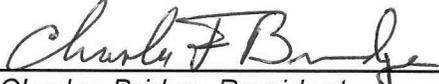
The next monthly board meeting was scheduled for April 13, 2021 at 3 p.m. The Budget Committee will be meeting on April 1, 2021.

It was noted that there are two board meeting offices up for election in May.

#### **VIII. ADJOURNMENT**

President Bridge adjourned the meeting at 4:16 p.m.

MINUTES APPROVED BY BOARD  
April 13, 2021

  
\_\_\_\_\_  
Charles Bridge, President

ATTEST:

  
\_\_\_\_\_  
John Handler, Secretary