

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

**Tuesday, April 13, 2021 – 3 P.M.  
Public May Attend Via Zoom Video Conference:  
Meeting ID: 870 6144 9824 Passcode: 834239  
Audio only: (253) 215-8782**

**I. CALL TO ORDER**

President Charles Bridge called the meeting to order at 3:02 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**

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 March 16, 2021 Board Meeting.

*Vice President Forster made a motion to accept the minutes as presented. Director Steele seconded the motion. President Bridge called for the question. Motion passed unanimously.*

**C. READING AND APPROVAL OF BUDGET COMMITTEE MINUTES**

President Bridge asked the Board members if they had any corrections or comments after reviewing the minutes from the April 1, 2021 Budget Committee Meeting.

*Vice President Forster made a motion to accept the minutes as presented. Secretary Handler seconded the motion. He added that he spoke with the member of the public who questioned the District employees' 5% contribution to their health insurance; Handler indicated he explained the board's rationale for the contribution percentage. 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 March. Chief Beswick elaborated on board member questions regarding expenditures for wildfire shelters/ packs and out-of-town training hotel room nights.

*Vice President Forster made a motion to accept the March 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 51 incidents for the month, the majority of which was EMS related. He noted there were no extraordinary calls for the month, and he added that an uptick in calls has commenced in April. He also provided the volunteer headcount. It was noted that there are three recruits in various stages of paperwork.

Chief Beswick provided an update with the COVID-19 vaccine. First Dose Clinics will be held in the every Tuesday morning; the second doses will be held Tuesday afternoons four weeks from each first dose clinic. With the County wide ramp-up of vaccine providers, he is hopeful that NBFDRD's first dose clinics will be completed by the end of May. Chief Beswick mentioned some observations with the public "vaccine shopping" and cancelling their appointments. Discussion on vaccination rates ensued. Chief Beswick elaborated on plans to vaccinate local agricultural workers and their families at their employment locations.

The district continues to incur Covid-19 pandemic costs. Chief Beswick is in the process of closing out the current FEMA disaster assistance project; he anticipates it should provide \$50,000. In addition, FEMA indicated that it would now reimburse 100% of previously submitted expenses which it originally funded at 75%; this should result in additional \$4,000 to the district.

Chief Beswick's investigation into the Station 11 land preparation project unveiled that the state considers all the property as protected wetlands. As a result, only 50 cubic yards of soil may be removed annually without a permit. He has revised the scope of the training tower land preparation project to fit these parameters. He was told by the State that the classification as wetland came about via an ariel survey based on colors. Although Chief Beswick has confidence that the land could be reclassified should the district request a resurvey, he will proceed within the current wetland classification parameters. Discussion of the limitations of the wetland classification ensued.

President Bridge brought up the letter he received from the State requesting the District's response to the deficiencies noted in the FY 2019-20 Audit Report. Chief Beswick explained that due to the small size of staff, each year the auditor report comments on the lack of segregation of duties for internal control and the District provides a letter to the Secretary of State. For 2019-20, the audit report also noted that the District overspent its budget by approx. \$1,000. This will also be addressed in the District's response letter.

##### **TRAINING REPORT**

A training report for March 2021 prepared by Division Chief/Training Officer Jesse Walsh was provided. Chief Beswick stressed that COVID-19 precautions during drill activities. He elaborated on the Live Fire Instructor Training sessions 5 members recently attended as well as the Friday "daily stretch" activities to focus on proficiency and speed of basic firefighting skills. Chief Beswick

responded to board inquiries about commercial property pre-planning/ re-evaluation as well as EMS case reviews with the District's new Medical Directors.

## **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. THIRD WILDFIRE REIMBURSEMENT**

Chief Beswick indicated the district has received another reimbursement for the personnel and apparatus deployed to Oregon state-declared emergency wildfires; this reimbursement was for the Riverside Fire. Resolution 21-08 A Third Resolution to Designate Wildfire Cost Reimbursement will designate the \$14,086.28 received to Personnel Services and Vehicle Maintenance expenditures. The District is anticipating an additional reimbursement check for response to California wildfires.

*Director Steele made a motion to adopt Resolution 21-08 A Third Resolution to Designate Wildfire Cost Reimbursement as presented. Vice President Forster seconded. President Bridge called the question. Motion passed unanimously.*

### **B. SURPLUS JETSKIS**

When the District purchased a newer pair of Jet Skis from the City of Rockaway Beach, it intended to retain the older pair for backup and / or training. District staff has determined that the logistics and maintenance of two sets of skis is not for feasible long term. Chief Beswick recommends that the district Sell the older pair of skis in accordance with Board Policy 6.2 – Surplus Property. He indicated that Gearhart Fire has expressed interest in purchasing the skis for a price of \$3,000 each; it is not interested in the two trailers. Although the \$3,000 price may be slightly below the listed trade in value of the skis, Chief Beswick feels that it would go to a good partner, just as the District received a favorable price for its newer set of skis.

*Secretary Handler made a motion to offer the old jet skis for sale to the Gearhart Fire Department. If the department does not want the trailers, the District will sell them separately. Vice President Forster seconded. President Bridge called for the question. Motion passed unanimously.*

### **C. PERSONNEL MANUAL CHANGE**

As discussed at the last board meeting, it was requested that the personnel manual remove wording related to collective bargaining agreements and labor negotiations. Chief Beswick provided the revised language and a red-lined copy of the old copy.

No further action is needed by the board. Per the personnel manual as written, the Fire Chief has the power to modify the administrative rules and regulations pursuant to board policies and shall advise the Board of any changes.

#### **D. ADDITIONAL 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. This policy was discussed during the last board meeting regarding how the wording relates to the working of the District Personnel Policy and Procedures manual.

Chief Beswick feels that the current policy does not require additional language to align with the Personnel Policy Manual. He recommended that the Board adopt Policy 9.6 as written. If the Board feels that a change is necessary, he recommends the policy be revised and then reviewed during the next Board Meeting.

*Vice President Forster made a motion to adopt Board Policy 9.6 – Personnel Administration, as written. Secretary Handler seconded. President Bridge called the question. Motion passed unanimously.*

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

The next monthly board meeting was scheduled for May 13, 2021 at 3 p.m.

#### **VIII. ADJOURNMENT**

President Bridge adjourned the meeting at 4:42 p.m.

MINUTES APPROVED BY BOARD  
May 13, 2021

  
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Charles Bridge, President

ATTEST:

  
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John Handler, Secretary