

**NEHALEM BAY FIRE AND RESCUE DISTRICT  
BOARD OF DIRECTORS MEETING  
MAY 13, 2021, 3 P.M.  
Public May Attend Via Zoom Video Conference:  
Meeting ID: 833 4476 0953 Passcode: 600952  
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 (all in person) were as follows: Bridge, Vice President Bob Forster, Treasurer Gary Bullard, Secretary John Handler, Director John Steele, Fire Chief Chris Beswick, and Exec. Assistant Kristen Coyle.

**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 April 13, 2021 Board Meeting.

*Vice President Forster made a motion to accept the minutes as presented. Secretary Handler 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 April. Chief Beswick elaborated on board member questions regarding expenditures for MREs (Meals Ready-to-Eat) and lodging for training events.

*Secretary Handler made a motion to approve the April 2021 financial reports as presented. Vice President Forster 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 71 incidents for the month, which is more than the same month the prior year. There were two calls for structure fires and two for water rescues. It was noted that there was an increase in false fire alarms for Nehalem Valley Care Center, and that an even higher number of calls has been experienced May month to date. Beswick indicated that most calls are now stopped by the facility, and he has had conversations with dispatch to ensure that only true emergencies are paged out to Station 13. Discussion ensued.

Beswick provided a volunteer update. Two volunteers recently left, there are four recruits in various stages of on-boarding, and there are two former volunteers who have expressed interest in returning. The annual CPAT certification took place and all who took part passed. Chief Beswick noted that as the weather becomes nicer, volunteer response and participation become sparser.

Beswick provided an update with the Covid-19 vaccine clinics. The district has wrapped up first dose clinics due to falling demand; there are two second dose clinics scheduled this month. He mentioned that a blood drive sponsored by the American Red Cross will be held at Station 13 on Wednesday May 19<sup>th</sup>.

Beswick noted that as part of the recently pass Federal \$1.9 Trillion Covid Stimulus Bill, an allocation was made to The State of Oregon and its cities and counties, but there is a potential for Oregon's Special Districts such as NBFRD to be overlooked. With the encouragement of SDAO, he wrote a letter to Governor Brown requesting a \$130M allocation to Oregon's Special Districts; a copy of the letter was provided.

Beswick noted the District 's engine 1115 recently encountered mechanical issues. Luckily, it was determined that the diesel engine was still under warranty; Cummins Northwest was very responsive to getting the apparatus repaired thus minimizing downtime.

Beswick noted that the District is receiving an increasing number of requests for "sign offs" from the county and the local cities for things such as food trucks, new residential water systems, construction plans, and building condemnation. The District has neither the enforcement ordinances nor the trained / certified staff to make these decisions. There is not a county-level Fire Marshal. Beswick stated he is working with local officials and the State Fire Marshal's Office to determine solutions.

Beswick noted that the past few months have been exceptionally dry, and he anticipates a Fire Season like last year. He will be meeting with various local and state officials to develop a response and deployment plan. He has volunteered to be the point-of-contact with the State for Tillamook County resource deployment.

The Board inquired as to the relationship status with Adventist Ambulance. Per Beswick, the units' downtime has not been as dire, but the backup unit is not fully staffed. Adventist still has not provided a revised agreement with the District. He anticipates another busy summer countywide due to the influx of tourists given Covid travel restrictions. Beswick stated the contract between the County and Adventist is very old and has long been expired. Discussion ensued regarding county commissioner outreach.

## **TRAINING REPORT**

The April 2021 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Beswick enthusiastically commented on the muscle memory drills, and noted that although volunteer training attendance is down, those who do attend are very passionate.

Chief Walsh reports that the members of the most recent fire academy have completed their last item in their Firefighter 1 task books and are now full firefighters.

## **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. PUBLIC HEARING ON BUDGET FOR FISCAL YEAR 2021-22**

President Bridge opened the hearing to consider adoption of the Fiscal Year 2021-2022 approved by the Budget Committee on April 1, 2021. There were no members of the public in attendance.

Chief Beswick recommended that Board appropriate an additional \$5,000 within the General Fund Materials and Services to specifically cover the replacement of three desktop PCs. He recommended an increase in the General Fund's July 1, 2021 Opening Balance to offset the effects of the \$5,000 increase to Materials and Services. A General Fund Budget reflecting the changes was distributed to the board. There is no impact to the \$1.15 per \$1,000 assessed value taxation rate approved by the Budget Committee.

### **B. RESOLUTION 21-09 – A RESOLUTION ADOPTING THE FISCAL YEAR 2021-22 BUDGET, MAKE APPROPRIATIONS, IMPOSE AND CATEGORIZE TAXES**

The resolution was presented; it authorizes \$3,065,729 in General Fund Requirements, \$436,477 in Unappropriated and Reserve Funds, and assesses a rate of \$1.15 / \$1,000 assessed value. The General Fund Appropriations are as follows:

\$ 860,899 Personnel Services  
\$ 273,669 Materials & Services  
\$ 0 Capital Outlay  
\$1,886,716 Debt Services  
\$ 15,000 Transfers  
\$ 29,445 General Operating Contingency

*Secretary Handler made a motion to Adopt Resolution 21-09 – A Resolution Adopting the Fiscal Year 2021-22 Budget, Make Appropriations, Impose and Categorize Taxes. Director Steele seconded. President Bridge called the question. Motion passed unanimously.*

### **C. RESOLUTION 21-10 – A RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN**

The District is a PERS employer; however, it currently does not provide any means in which employees can voluntarily contribute part of their compensation to a retirement plan through payroll deductions. He has tasked Exec. Assistant Coyle to research retirement savings plan options.

The Oregon Deferred Compensation Plan, also known as the Oregon Savings Growth Plan (OSGP) is a 457(b) deferred compensation plan that provides Oregon public employees with a way to save for retirement by allowing them to contribute a portion of their compensation on a pre-tax or post-tax basis. All employees of local governments, including special districts, who opt to participate are eligible. There is no cost to the District to provide this plan.

Summary information regarding the plan was provided to the Directors. Executive Assistant Coyle answered the board's questions regarding the required administrative time to manage, the differences between a 457(b) and a 401(k) plan, and the process she utilized to research options.

*Director Steele made a motion to Adopt Resolution 21-10 A Resolution for Inclusion Under the State of Oregon Deferred Compensation Plan. Secretary Handler seconded. President Bridge called the question. Motion passed unanimously.*

#### **D. REVIEW POLICY 9.7 – EMPLOYEE CONDUCT**

This policy, which went into effect May 21, 2009, sets minimum standards for District personnel on and off duty conduct. Chief Beswick provided a red-lined version that removes items that no longer apply, updates the limitations to gifts to the current amount per ORS 233.025, and adds additional language concerning the use of alcohol and controlled substances. In addition, the draft version includes personnel conduct limitations such as issuing false or misleading statements/reports, participating in political activities while on duty or while in uniform, and discriminating / harassing other personnel or the public.

Discussion ensued, including ambiguousness of terms such as "uniform", "legal substance", and "impaired". It was noted that the policy should also list the consequences of policy violation, or at a minimum reference the existing policies that state the consequences.

Beswick will re-write the policy to incorporate the items discussed. Due to the volume of changes, the re-written policy will be presented for another first reading at the next board meeting.

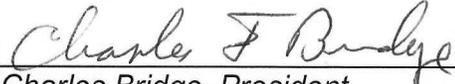
#### **VII. REVIEW / SET NEXT MEETING DATE**

The next monthly board meeting was scheduled for June 10, 2021 at 3 p.m.

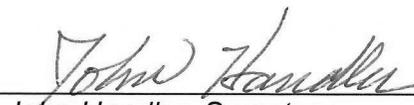
#### **VIII. ADJOURNMENT**

President Bridge adjourned the meeting at 4:25 p.m.

MINUTES APPROVED BY BOARD  
June 10, 2021

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

ATTEST:

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