

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 16, 2021**

**Public May Attend via Zoom:
Meeting ID: 898 9624 8682 Passcode: 103181**

I. CALL TO ORDER

President John Handler called the meeting to order at 3:05 p.m. Persons in attendance were Vice President Mike Sims, Treasurer Bob Forster, Secretary Charles Bridge, Director John Steele, Fire Chief Chris Beswick, and Exec. Assistant Kristen Coyle.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

One member of the public who performs volunteer photography services for the District, was present and had no comments. No members of the public attended via Zoom.

B. READING AND APPROVAL OF BOARD MEETING MINUTES

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the October 14, 2021 Board Meeting.

Bridge made a motion to accept the minutes as printed. Forster seconded the motion. Handler 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 October. Forster noted that YTD overtime is over 50% of the total year's budget. Beswick noted this is driven by seasonality and wildfire response.

Forster made a motion to approve the October 2021 financial reports as presented. Steele seconded. Handler called for the question; motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Beswick provided the October incident statistics; there were 84 incidents for the month. As a comparison, the same period in 2020 had 63 incidents. YTD call volume is up 20% from 2020, and 2020 volume was up 20% from 2019. Beswick highlighted two incidents from the month: a rope rescue and a structure fire.

Beswick provided a volunteer update. There was no change in overall headcount. Beswick noted that one volunteer is on a no-work status due to an injury sustained at Station 13.

Beswick provided an update with the County's ambulance service; the response time is still an issue. The benchmark is 90% of incidents with 20 minute or less response time; presently the average is 50%. The issue is now getting the attention it needs from the County Commissioners. The Fire Defense Board recently met with Commissioner Yamamoto and Chief of Staff Hagerty to discuss response time and other ambulance issues. After this meeting, Yamamoto met with the Adventist CEO to discuss the issues. In addition, the County's EMS Council, which was created in 1988 in name only, will begin to meet at least monthly. The council is made up of representatives from the ambulance service, the Fire Defense Board, the Communications District, a supervising physician, and an appointee nominated by the County's Office of Emergency Management. The County will contract with an outside consultant to assist with/facilitate the meetings.

Beswick indicated a driver of the ambulance service's personnel shortfall is the lack of housing in the area. In an attempt to rectify the situation, he began to explore the idea of a "resident" program at St. 13 for ambulance works and is seeking director input. Discussion ensued. The board requested that Beswick attempt to find out from ambulance personnel what needs to be done to enhance ambulance staffing.

Beswick noted that several new medications were added to the paramedic EMS kit. New policies were written for medication usage, storage, and tracking; these have been reviewed by the DEA and medical director prior to authority to carry was granted. Directors expressed a desire to observe the security/utilization logging system; Beswick offered to demonstrate the processes any time.

Beswick reminded the board that his annual self-evaluation was due next month; he noted the Board Policy does not stipulate the form to be utilized. He has drafted a new evaluation form which he feels better evaluates performance categories identified in his employment contract; a copy of the current and draft form was distributed for review. Discussion ensued. The Board agreed to utilize the new draft form for the upcoming evaluation. The topic of individual director meetings with the Chief was also discussed, including frequency and formality. Beswick indicated he had no problem scheduling a monthly meeting with each director as opposed to an informal 1:1 meeting at will.

Beswick indicated that two employees are over the 200 -hour vacation accrual cap set by the personnel policy. Although the policy indicates a process to be followed once the limit has been hit, he has allowed the individuals to continue to accrue time over the limit due to district needs. He is exploring the idea of the employee "selling back" accrued vacation with limits to timing, quantity, and a discounted amount (for example, \$.80/\$1.00). He solicited board thoughts; discussion ensued. The board agreed to a maximum of 80 hours to be cashed out, dollar for dollar, with a minimum remaining balance required. Beswick will draft a policy revision for review at the next board meeting.

Beswick concluded his chief's report by summarizing his "state of the district" presentation for the Manzanita City Council at its monthly workshop and meeting. He hopes to be able to do similar presentations for both Wheeler and Nehalem soon.

TRAINING REPORT

October 2021 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Highlights Beswick elaborated on include volunteer-led weekly training, the two recruits' completion of the Garibaldi District sponsored fire and their upcoming final testing, the November Medical Directors' quarterly case review session, and the upcoming live fire training at Station 11.

V. UNFINISHED BUSINESS

A. LEASE PURCHASE AGREEMENT FOR NEW FIRE APPARATUS

Beswick noted that the lease purchase contract has been signed by the board representatives and escrow closing occurred that day. Contract terms are as follows: \$450,635 borrowed, 7-year term, 2.694% interest, annual payment of \$71,576.09, and early payoff allowed after one year without penalty.

VI. NEW BUSINESS

A. RESOLUTION 21-14 TO DESIGNATE WILDFIRE REIMBURSEMENT FUNDS

Beswick indicated that the District has recently received payment in the amount of \$6,197.79 for expense reimbursement for a Wildfire Season pre-deployment. This is the first of several payments he is expected.

As the funds are unbudgeted, Resolution 21-14 – A Resolution to Designate 2021 Wildfire Cost Reimbursement, designates the amounts as follows within the General Fund:

Revenue – Wildfire Reimbursement \$6,197.79

Appropriations – Personnel Services \$2,021.29; Material and Services: \$4,176.50.

Sims made a motion to adopt Resolution 21-14 A Resolution to Designate 2021 Wildfire Cost Reimbursement, as presented. Forster seconded. Handler called for the question; motion passed unanimously.

B. REVIEW POLICY 9.10 – EMPLOYEE STATUS

This policy, adopted in 2009, defines the status of volunteers, temporary employees, part-time employees, and full-time employees. Beswick indicated that he has corrected some minor scrivener's errors, but otherwise he had not changed the policy. He feels that it is acceptable as written and recommends that the policy be accepted as presented.

Steele made a motion to adopt Policy 9.10 – Employee Status, as presented. Bridge seconded. Handler called for the question; motion passed unanimously.

VII. REVIEW / SET NEXT MEETING DATE

Prior to setting the next board meeting, Beswick informed the directors that we will need to give the bank notice of the early bond payoff. The payoff is included in the budget, and the payment itself will occur after the next board meeting.

The next monthly board meeting was scheduled for Thursday, December 9, 2021, at 3 p.m.

VIII. ADJOURNMENT

President Handler adjourned the meeting at 4:13 p.m.

*MINUTES APPROVED BY BOARD
December 9, 2021*



John Handler, President

ATTEST: 

Charles Bridge, Secretary