

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
December 9, 2021**

**Public May Attend via Zoom:
Meeting ID: 810 2415 9393 Passcode: 851669**

*As noted in the 08/16/2022 board meeting minutes,
the NBFRD Treasurer for FY 2021-22 was John
Steele, not Robert Forster.*

I. CALL TO ORDER

President John Handler called the meeting to order at 3:00 p.m. Persons in attendance were Vice President Mike Sims, Treasurer Bob Forster, Secretary Charles Bridge, Director John Steele, Fire Chief Chris Beswick. Exec. Assistant Kristen Coyle attended via Zoom.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

Eric Swanson, President Tillamook Adventist Hospital was attended via Zoom. He voiced his disappointment with the channels the District utilized to convey criticisms of the ambulance service, and he questioned the validity of the content. Handler extended Swanson an invitation to attend the January or February 2022 monthly board meeting to further discuss the situation; Swanson accepted.

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 November 16, 2021 Board Meeting.

Sims 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 November. Staff answered board questions regarding volunteer stipends and uniforms.

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

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Beswick provided the November incident statistics; there were 76 incidents for the month; highlights included 2 structure fires, 2 pack-outs, and 1 rope rescue. Beswick indicated that call volume has recently slowed down.

Beswick provided a volunteer update. It was noted that a volunteer with 25 years of service recently resigned, and another volunteer is still on limited duty due to an injury.

Beswick reminded the board that prior to the COVID-19 pandemic, the District was researching requirements to install a solar system at Station 13. As he anticipates several grants may become available, he recommends that the research re-commence.

Beswick performed a confidential volunteer satisfaction survey to gage morale and to identify issues from the volunteers' perspective. The results were shared with the volunteers at a recent drill. Themes discussed at the drill include inclusiveness, community service, risk prevention, and volunteer recognition. To address the last item, Beswick is considering a commendation ribbon award program.

Beswick reports that he has been approached by a potential donor for the district; the donor would like to see how the funds would be used. As he feels there could be possible other donors, Beswick is considering launching a public campaign for donations towards a regional live-fire training system; he solicited board feedback. The Board expressed it is a good idea that warrants more research.

Beswick reported that he has been approached by a small rural volunteer fire department in Eastern Oregon requesting a donation of engine 1314 when it is surplus. The board gave a favorable reception. Beswick indicated no action need to be done; a formal motion will need to be done closer to the in-service date of the new engine.

Beswick reminded the board that the district is still under a State of Emergency due to the COVID-19 Pandemic, as is the State of Oregon.

Beswick has scheduled February 12, 2022 for the annual member banquet.

Although the District has not signed up as a public booster vaccine administrator, Beswick is working on a booster clinic for District staff and volunteers.

TRAINING REPORT

The November 2021 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Highlights Beswick elaborated on include a debriefing for a recent structure fire and live-fire training evolutions.

V. UNFINISHED BUSINESS

A. VACATION BUY-BACK POLICY

Beswick provided language to the new personnel policy allowing employees to "sell back" unused vacation time. A buyback of up to 80 hours will be allowed twice a year at 100% of the employee's hourly rate; a minimum of 80 hours must remain after each buyback.

The board voiced no concerns over the policy.

VI. NEW BUSINESS

A. APPROVAL TO WIRE FUNDS FOR FINAL BOND PAYOFF

As discussed during the last board meeting, the District plans to pay off the remaining bonds in December 2021. District policy mandates two signature are required to validate any written check.

Since the payoff will be via wire transfer, Beswick requested the Board made a motion to wire the funds.

Forster made a motion to send a wire transfer in the amount of \$292,228 on 12/29/21 to pay off the bonds. Steele seconded. Handler called for the question; motion passed unanimously.

B. REVIEW OF POLICY 9.11 – DISCHARGE / DISCIPLINE APPEALS

This policy, adopted in 2009, outlines the appeal process for employees who are facing disciplinary action or discharge. Beswick has corrected some scrivener's errors and formatting but otherwise left the old format unchanged; he requested the Board adopt the policy as presented.

Sims made a motion to adopt Policy 9.11 – Discharge / Discipline Appeals as presented. Steele seconded. Handler called for the question; motion passed unanimously.

C. FIRE CHIEF ANNUAL EVALUATION

Board Policy 1.18 stipulates a fire chief performance evaluation be performed annually. He provided each member with a copy of his own self-evaluation. Each board member will complete his own fire chief evaluation and turn it into President Handler. The results will be discussed at the January Board meeting. The board asked Swanson if he could attend the February meeting; he agreed.

D. FIRE CHIEF EMPLOYMENT CONTRACT

The Contract, which was entered into June 13, 2019, automatically renews every January unless the Board or the chief suggests amendments. Beswick suggested an amendment addressing his salary increase calculation, holiday and time-off accruals, and off-duty vehicle use. He distributed a self-drafted addendum containing his proposals.

The Board determined it will review the request as part of the fire chief evaluation process, and the issue will be discussed at the next board meeting.

VII. REVIEW / SET NEXT MEETING DATE

The next monthly board meeting was scheduled for Friday, January 14, 2022, at 3 p.m.

VIII. ADJOURNMENT

President Handler adjourned the meeting at 4:15 p.m.

MINUTES APPROVED BY BOARD
January 14, 2022



John Handler, President

ATTEST: 

Charles Bridge, Secretary