

**NEHALEM BAY FIRE AND RESCUE DISTRICT  
BOARD OF DIRECTORS MEETING  
APRIL 14, 2022**

**Public May Attend via Zoom:  
Meeting ID: 979 4774 9528 Passcode: 205375**

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. Board members in attendance were Secretary Charles Bridge and Treasurer Bob Forster; Vice-President Mike Sims arrived at 3:19. Also present were Fire Chief Chris Beswick and Executive Assistant Kristen Coyle. Director John Steele was absent.

**II. WELCOME TO VISITORS**

**A. PUBLIC COMMENT**

There were three members of the public in attendance via the Zoom platform: Eric Swanson and Jacquelyn Fox from Tillamook Adventist Health and Meadow Davis-member of the District's budget committee. The members of the public had no public comments.

**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 March 10, 2022 Board Meeting. It was noted that an incorrect board position was listed for Treasurer Bob Forester; it was also noted that an incorrect surname was used for one of the budget committee applications reviewed.

*Forster made a motion to accept the minutes with the corrections noted; Bridge 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 March. Beswick answered board questions regarding wildland gear, EMS supplies, and radio antennas. Handler noted that the Year-to-Date Profit & Loss is trending favorably to budget. Forster commented that the year-to-date taxes received have already surpassed budget. Beswick pointed out an issue with one of the credit card charges pertaining to airfares.

*Forster made a motion to approve the March 2022 financial reports as presented. Bridge seconded. Handler called for the question; motion passed unanimously.*

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Beswick presented the call volume; there were 68 calls for the month of March, and YTD call volume is 22% higher than the first 3 months of 2021. There were no significant incidents for the month; most of the March calls were EMS related. Beswick also presented ambulance response time for the month; he noted there is still some disparity with the Ambulance Service and he apologized for not being available to review those. Per the District's calculations, 80%

of the ambulance responses in NBFRD's district were within 20 minutes of dispatch. Beswick noted that was a great improvement from prior months. Handler opened the floor to Swanson for comment. Swanson noted that the response time data the District supplied to him for January does not agree with his agency's data and he would like to meet in person to review the discrepancies. Beswick affirmed the desire, and he apologized for his busy schedule during the past month which precluded the reconciliation process.

Beswick provided the volunteer headcount; there were two resent volunteer resignations. The Station 13 resident has moved to Station 11. Recruiting and retention initiatives are being developed.

Beswick indicated Gearhart Fire recently returned the two stainless steel jet ski trailers it borrowed. Beswick indicated that the District has no use for the trailers, as it utilizes a tandem trailer for its two jet-skis instead of a single trailer for each ski. Beswick expressed desire to surplus the trailers via an open bid process.

Beswick noted that the manufacturer has informed him that due to supply chain issues, the District's new Timberwolf engine purchased under a lease/purchase agreement would not be delivered by fiscal year end June 30, 2022; the fiscal year 2022-23 budget will reflect the revised purchase date. Beswick indicated the district has already spend approximately \$12,000 of the \$20,000 budgeted for equipping the new engine. Beswick indicated he anticipates only minor items such as equipment mounting will need to be performed upon delivery, thereby enabling the engine to be place in service shortly thereafter.

Beswick noted the Oregon Department of Energy has announced funding for a new grant that will provide up to \$1M for energy resiliency projects. Beswick and Handler met with a representative from Elemental Energy to review the District's solar panel project; a proposal should be available soon. Handler noted that the district's initial scope for the project was around \$200,000. The representative also noted additional components that could be funded via the grant, thus creating a resiliency system. The feasibility of a public charging station was discussed. The board also discussed changes in cost and function from the original scope. Beswick indicated the grant form is very involved; he will be seeking collaboration with local agencies. The due date for the grant is in June 2022.

Beswick concluded his report noting that the annual predictions for the upcoming Wildfire Season have been released. Although the District is considered low risk, the outlook for other parts of the state is more dire. Experts predict Oregon's first major fire may hit as early as May.

## **B. TRAINING REPORT**

The March 2022 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Beswick highlighted CPR recertification and chain saw operations in March as well as the currently EMR class for local agencies being held at St. 13.

## **IV. UNFINISHED BUSINESS**

### **A. BUDGET CALENDAR CHANGE**

Beswick noted that after the conclusion of the prior month's board meeting, it was discovered there were conflicts to the recently approved scheduled date of the Budget Hearing; those conflicts would impair the ability to have a quorum. At the time, Handler re-opened the meeting to reschedule the hearing to June 16, 2022. In the interest of open public meetings, Beswick

expressed the need for the Board to make the scheduling change during a meeting open to the public.

*Sims made a motion to reschedule the Fiscal Year 2022-2023 budget hearing from June 9, 2022 to June 16, 2022; Bridge seconded the motion. Handler called for the question; motion passed unanimously.*

## **VI. NEW BUSINESS**

### **A. SALARY AND BENEFITS RESOLUTION**

Resolution 22-05 – A Resolution Setting Salaries and Benefits for District Employees for Fiscal Year 2022-23 was distributed. Beswick noted that the rates reflect a 7.0% Cost of Living Adjustment (COLA) over the current salaries. The COLA is based on the Consumer Price Index (CPI) listed by the US Bureau of Statistics. The schedule also includes the premium for employees with an Advanced EMT or Paramedic license. It also includes the employees' contribution to health insurance premiums and the employee out of pocket deductible for medical expenses. Beswick noted that the COLA increase is the only change from the current salary schedule.

*Forster made a motion to adopt Resolution 22-05 as presented; Bridge seconded. Handler called for the question; motion passed unanimously.*

### **B. PROPOSED PERSONNEL POLICY CHANGE REGARDING PRE-EMPLOYMENT DRUG TESTING**

Beswick noted that he has been following a lot of the legal blogs for the fire service, and he noted one of the big topics being address is marijuana use. Beswick made clear that he is not advocating for the use of marijuana; however, he noted the District's current personnel policy states that the District has a zero-tolerance policy for marijuana use. This means any traces of marijuana in the drug screen process is cause for disciplinary action up to and including termination. With the prevalent use of CBD, hemp, and Oregon's legalization of recreational and medical marijuana use, there is a possibility that trace amounts of THC may show in a drug screen even if the donor did not utilize marijuana. Beswick indicated that the legal opinions he reviewed suggest that policies suggest a maximum allowable amount. The prevalent level used is 50 ngm/ml. Beswick provided a red-lined copy of the handbook policy with recommended changes to allow for a 50 ngm/ml threshold.

Discussion ensued. Sims affirmed that in his law enforcement line of work he has often been in environments where smoke from marijuana use permeates and thus inhaled second-hand, and he affirmed that he has heard of the 50 ngm/ml threshold. Forster commented that he is aware that since THC is fat-soluble, it can be detected long after use and doesn't mean the person is impaired. Beswick gave an example of a case where someone claimed to have not used in 2 months but still tested at 20 ngm/ml. Handler recognized that presence of secondhand smoke on scene may place the responder out of compliance with the zero-tolerance policy, thereby placing the District at risk of losing responders. Beswick mentioned that currently the US House and Senate have a bill to legalize marijuana. Bridge compared the situation to alcohol usage; someone cannot test positive for alcohol just by being around someone consuming alcohol, but they could with marijuana. He inquired about liability issues if the policy allowed for a limited amount. Beswick specified that any change to an allowable amount would not negate the Drug Free Workplace policy. Sims shared a what-if liability scenario. Beswick acknowledged he did

not consult with the District's legal counsel or insurance carrier to discuss the proposed modification.

*There was consensus among the Board Members to table the topic for a future discussion to allow Beswick to consult with the District's insurance carrier and legal counsel.*

### **C. REVIEW POLICY 10.1 – COMMUNICATION SYSTEM**

This policy, which was initially adopted in 2010, states that the District will provide a communication system to receive calls for assistance. Beswick noted he corrected some minor scrivener's errors, sees no need for additional changes to the policy, and recommends the board adopt the policy as presented.

*Sims made a motion to adopt Policy 10.1 – Communication System as presented; Forster seconded. Handler called the question; motion passed unanimously.*

### **D. REVIEW POLICY 10.2 – FIRE DISTRICT / EMPLOYEE COMMUNICATIONS**

This policy, which was initially adopted in 2010, states that the District will provide a pertinent information to the employees and volunteers in order to maintain a safe working environment. Beswick noted he corrected some minor scrivener's errors, sees no need for additional changes to the policy, and recommends the board adopt the policy as presented.

*Sims made a motion to adopt policy 10.2 Fire District / Employee Communications as presented; Forster seconded. Handler called for the question; motion passed unanimously.*

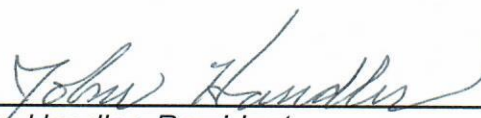
## **VII. REVIEW / SET NEXT MEETING DATE**

The next monthly board meeting was scheduled for Thursday, May 12, 2022, at 3 p.m. Coyle reminded the board of the FY 2022-2023 Budget Committee meeting scheduled for Thursday, April 21, 2022 at 3:00 PM.

## **VIII. ADJOURNMENT**

Prior to adjourning the meeting, solicited final comments from the Zoom attendees; there were none. President Handler adjourned the meeting at 3:48 p.m.

MINUTES APPROVED BY BOARD  
May 12, 2022

  
\_\_\_\_\_  
John Handler, President

ATTEST:   
\_\_\_\_\_  
Charles Bridge, Secretary