

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 10, 2022**

**Public May Attend via Zoom:
Meeting ID: 841 5402 3080 Passcode: 350949**

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 Director John Steele, Secretary Charles Bridge, Vice-President Mike Sims, Fire Chief Chris Beswick, and Executive Assistant Kristen Coyle. Bob Forster, Treasurer, was absent.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

There were no members of the public present via the Zoom platform.

Staff subsequently noted after the meeting that a technical difficulty impaired the meeting's Zoom broadcast. Eric Swanson, President Adventist Health Tillamook, attempted to log into the published Zoom Meeting ID.

Secretary Bridge indicated a district resident submitted a public comment to him. The individual would like the board to consider holding the monthly board meeting during the evening so that those with daytime commitments can attend. Beswick indicated he would accommodate whatever the board desires. Handler suggested the District should encourage those who cannot attend to email their concerns / comments prior to the meetings. Steele provided some history with the board meeting times. Bridge asked staff how an evening meeting would impact their schedules. Coyle commented moving a board meeting from Thursday afternoon to evening presents challenges, as it would conflict with Beswick's duty response schedule. The timing of other agencies' meetings was noted.

There was consensus among board members to keep the regularly meetings at 3:00 PM; however, on an ad hoc basis with reasonable advanced notice, the board would consider an evening meeting.

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 February 10, 2022 Board Meeting.

Sims made a motion to accept the minutes as presented. 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 February. Beswick answered board questions regarding Station 11 building maintenance and live fire training supplies.

Sims made a motion to approve the February 2022 financial reports as presented. Steele seconded. Handler called for the question; motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Beswick presented the call volume; there were 55 calls for the month of February. Although volume was below that for the same period prior year, year to date volume versus 2021 is up 14%. Beswick presented ambulance response time for the month and noted the discrepancy from the averages Adventist presented last month. Beswick indicated that he has shared his data with Eric Swanson; he had yet to receive Swanson's feedback, but he will be meeting with Swanson the following week.

Beswick provided the volunteer headcount and an update on recruit class schedules.

Beswick indicated several members will be participating in an upcoming memorial service for a Tillamook fire volunteer non-duty death.

Beswick indicated that he is considering running for an Oregon Fire Chiefs Association board position. He feels that it would be a good opportunity for him to become better acquainted with State matters as well as bring to the State level a rural agency's perspective. He requested a letter of support from the District's Board. Bridge asked what the time and financial costs would be; Beswick indicated that the monthly meetings are held via Zoom, and there would be no incremental financial costs, as his attendance at the annual conference is already budgeted.

The board agreed to support Beswick's endeavor.

Beswick reported effective July 1, 2022 Adventist Health Tillamook will discontinue its long-standing practice to provide medical supplies to the county's fire agencies; the letter he received from Swanson was distributed to board members. Beswick indicated the District's budget has room to absorb these costs. A plan for non-consumable supplies, such as backboards and oxygen tanks, will be developed.

Beswick provided an update on the Ambulance Service Agreement; he reported the committee has just a few items to work through.

Per a request submitted by Director Steele prior to the meeting, Beswick provided an overview of the "major projects" he sees for the District. The largest item on his list is the Live Fire Training System, and he is evaluating funding sources. The usage of the facility by other districts was discussed. Another project is a retrofit to the training room which includes audio-visual equipment upgrade and furniture replacement; Beswick has applied for a grant to cover some of these costs. Other projects include the replacement of the 1996 model year Water Rescue vehicle, replacement of Station 13 carpet with a non-permeable flooring material, the replacement of several sets of turnouts which are approaching the end of their 10-year life (grant applied for), and installation of solar panels to Station 13 (grants being pursued).

B. TRAINING REPORT

The February 2022 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. Beswick highlighted CPR recertifications, saw confidence drills, and an Officer II class put on by DPSST at Station 13. Beswick added CPAT (Candidate Physical Agility Test) testing

will occur during the weekend for interior firefighters and new recruits. He posted on the District's Facebook page an invitation to the public to participate.

IV. UNFINISHED BUSINESS

A. DISTRICT STATE OF EMERGENCY STATUS

Beswick reminded the board the District is still operating under a State of Emergency declared in Spring 2020 in response to the Covid-19 pandemic. Governor Kate Brown announced she would lift Oregon's State of Emergency effective April 1, 2022. Beswick recommended the board do the same.

Bridge made a motion to terminate the District's State of Emergency effective April 1, 2022; Sims seconded. Handler called for the question; motion passed unanimously.

B. SECOND READING POLICY 9.12 – USE OF DISTRICT PROPERTY

The policy, which was established in 2010, is a general policy regarding personnel use of district owned personal property. Beswick revised the policy; the red-lined version was presented for a first reading during the February 2022 board meeting. The policy was distributed for a second reading.

Steele made a motion to adopt revised Policy 9.12 as presented; Sims seconded. Handler called for the question; motion passed unanimously.

VI. NEW BUSINESS

A. FISCAL YEAR 2022/23 BUDGET SCHEDULE

The Budget Schedule was distributed; Beswick noted that the times for the budget committee meeting are listed TBD as the composition of the budget committee needs to be confirmed.

The Board had no objection to the presented schedule.

B. BUDGET COMMITTEE APPLICATIONS AND APPOINTMENTS

The District has a vacancy on its Budget Committee for the remaining year of Sim's 3-year term; he was on the budget committee for two years prior to becoming a Director. The district received applications from Dan Carroll and Jim Grey for the open position; the applications were distributed for review. It was noted that both candidates appear to be well qualified; it was also noted that one applicant can only make evening meetings. The board was also informed the terms for committee members Linda Kozlowski and Jim Nielson have expired; the two members indicated they would like to each serve an additional 3-year term.

Bridge made a motion to re-appoint Linda Kozlowski and Jim Nielson to the Budget Committee to serve a 3-year term; Sims seconded. Handler called for the question; motion passed unanimously.

The Board resumed discussing the applications for the open position. It was noted that Mr. Carroll lives in an under-represented area of the District and has flexibility with his schedule.

Steele made a motion to appoint Dan Carroll to the Budget Committee; Sims seconded. Handler called for the question; motion passed unanimously. The board also requested Beswick extend thanks to Mr. Grey for his interest.

C. TILLAMOOK MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN UPDATE IGA

Beswick reported Tillamook County has started the process to update its Multi-Jurisdictional Natural Hazards Mitigation plan. The in-dept plan is designed to address the many hazards the community faces. The District has been asked to be formally involved in the updating process and to adopt the plan after it has been endorsed by FEMA.

To be formally involved in the process, the District must enter into an intergovernmental agreement (IGA) with Tillamook County. The agreement outlines the expectations and responsibilities of all involved parties. Beswick requests the board authorize him to sign the IGA with Tillamook County.

Bridge made a motion authorizing Beswick to sign the agreement; Sims seconded. Handler called the question; motion passed unanimously.

D. RESOLUTION 22-04 – A THIRD RESOLUTION TO DESIGNATE 2021 WILDFIRE COST REIMBURSEMENT

Beswick reported District received funds in the amount of \$25,038.05 as reimbursement of expenses related to its response to the Patton Meadow Fire during the 2021 Wildfire Season; it is the last reimbursement expected for the District's 2021 responses. Resolution 22-04 designates the funds to the General Fund; revenues would be considered Wildfire Reimbursements; expenditures would be for Rescue Operating Supplies within the Material and Services appropriation category. Beswick explained that the District may not have to utilize the lease / purchase financing for the \$20,000 in designated equipment for the new engine with the addition of the wildfire appropriations.

Sims made a motion to Adopt Resolution 22-04 A Third Resolution to Designate 2021 Wildfire Cost Reimbursement the amount of \$25,038.05; Steele seconded. Handler called for the question; motion passed unanimously.

E. REVIEW POLICY 9.13 – EQUAL OPPORTUNITY

The policy, which was adopted in 2009, aims to promote everyone's right to equal opportunities, to eliminate discrimination, sexual harassment and victimization, and to provide redress for members whose rights have been breached. Beswick reviewed the policy; he corrected some minor scrivener's errors but saw no need for changes to content. He ensured the policy is compliant with the current equal opportunity rules, and he recommended the board adopt the policy as presented.

Sims made a motion to adopt policy 9.13 as written; Steele seconded. Handler called for the question; motion passed unanimously.


VII. REVIEW / SET NEXT MEETING DATE

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

VIII. ADJOURNMENT

President Handler adjourned the meeting at 3:58 p.m.

MINUTES APPROVED BY BOARD
April 14, 2022



John Handler, President

ATTEST: 

Charles Bridge, Secretary