

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
JULY 8, 2021**

35375 HWY. 101 N, NEHALEM, OR 97131

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

Then-President Charles Bridge called the meeting to order at 3:00 p.m. Persons in attendance were then-Vice President Bob Forster, Director Mike Sims, then-Secretary John Handler, and 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

Bridge asked the Board members if they had any corrections or comments after reviewing the minutes from the June 10, 2021 Board Meeting.

Forster made a motion to accept the minutes as printed. Director Sims seconded the motion. 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 June. Chief Beswick elaborated on board member questions concerning apparatus repair providers and the teleconferencing software subscription. Handler noted the Profit & Loss is the final one for the fiscal year and all categories are in-line with budget / appropriations.

Handler made a motion to approve the June 2021 financial reports as presented. Steele seconded. Bridge called for the question. Motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Beswick provided the incident statistics: there were 98 incidents for the month and volume was driven by EMS and lift assist calls; volume was up approximately 20% from the prior year. Of note there were three water rescue calls for the month. He reported that July is tracking to be another busy month; however, July 4th weekend was not notably busy, and no fire related incidents occurred.

Beswick provided a volunteer update; there were no changes from last month. He noted that for the first time during his employment at NBFRD, a request for mutual aid could not be fulfilled due to lack of technical team response. Although there is a good number of volunteers on the roster, the incident response is low and getting lower. There is a core group of volunteers who respond to most calls; Beswick voiced concern regarding burnout, and he indicated he has addressed the issue. Beswick discussed plans to increase volunteer recruitment, including utilizing the residency program and creating an intern program. He answered board questions concerning the feasibility of technical-only team volunteers, including drone operations.

Beswick announced that the district is at the midpoint of the 5-Year Plan adopted in 2018 prior to his employment. Over the next few weeks, he plans to review progress with the plan's established goals and targets, report findings, and leave open the idea for starting a new strategic over. He commented that many of the plan goals were 18-month rather than 5-year in nature. Bridge asked for an example of a goal that has not yet been achieved. Beswick replied that the recruiting process is not yet at the Plan's level; the COVID-19 pandemic played a large role. Discussion of intern and cadet programs ensued. Bridge added comments regarding economics driving recent high school graduates to attend colleges locally. Steele noted that our training program is robust and may be appealing to potential cadets and interns. Beswick noted that historically, only 1 in 5 committed volunteer applicants complete our firefighting training program.

Beswick updated the board with his communication with the Tillamook County Board of Commissioners concerning the lack of funds to the county's special districts from the recent \$1.9 trillion American Rescue Plan Act. His letter to the Board of Commissioners requesting NBFRD to be included in the County's disbursement of awarded funds from the Act was shared with the directors. Beswick indicated that in response to the letter, a commissioner has reached out to him with questions.

Beswick provided an update with wildfire response. The state employed a new concept of "pre-positioning deployment" in which crews are sent to high fire-threat areas. Last week, one district volunteer and the district's brush truck went on a 96-hour deployment to the Klamath Falls area. The district will be reimbursed for the pre-positioning deployments at the same rate as for conflagrations. The volunteer and a tender were subsequently deployed on conflagration to the same general area. Beswick indicated he is monitoring the district's resource deployment to conflagrations considering its resource needs to combat local wildfires.

Beswick announced that the county-wide burn ban will go into effect July 15, 2021; open burning and burn barrels will be prohibited. Beach fires and recreational fires are not part of the burn ban. In 2020, the Sheriff's Office began to write tickets for violations. Several board members commented on beach fires.

Beswick ended his report by announcing that SDAO will be holding a regional conference in Astoria on August 31st. Chief Beswick plans on attending, and he encouraged directors to attend.

TRAINING REPORT

The June 2021 training report prepared by Division Chief/Training Officer Jesse Walsh was provided. The two big highlights for the month included wildland fire training as well as pre-planning

for a Burn-to-Learn program donated structure. Beswick provided details about the burn scheduled for July 10th and he responded to board questions.

V. UNFINISHED BUSINESS

A. STATE OF EMERGENCY STATUS

Although the State's mask and social distancing mandates in most circumstances have been lifted, Oregon's State of Emergency for the Covid-19 pandemic has been extended through December with the focus on "recovery". Comments were made regarding grant funding.

The Board made no changes to the District's State of Emergency.

VI. NEW BUSINESS

A. ELECTION OF BOARD OFFICERS

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

In accordance with Board Policy 1.15.4.1, the Board elected new officers for the fiscal year.

Steele made a motion to nominate John Handler as Board President. Bridge made a motion to nominate the following positions: President John Handler, Vice President Mike Sims, Secretary Charles Bridge, and Treasurer Bob Forster. Forster seconded the motion. Bridge called the question. Motion passed unanimously.

Newly appointed President Handler then presided over the meeting.

B. RESOLUTION 21-12 A RESOLUTION TO UPDATE US BANK AUTHORIZED ACCOUNT SIGNERS

The election of a new board member requires the district to change the authorized signers on the bank accounts. Our bank requires documentation of Board action to enact changes. Resolution 21-12 will remove former board member Garry Bullard and add new board member Sims as authorized bank signors.

Director Steele made a motion to adopt Resolution 21-12 – A Resolution to Update US Bank Authorized Account Signers. Secretary Bridge seconded. President Handler called the question. Motion passed unanimously.

C. CORRECTION OF SCRIVENER'S ERROR IN BUDGET RESOLUTION 21-09

During the Budget Hearing held May 13, the Board added \$5,000 in Materials and Services to the Budget Committee's Approved Budget and Appropriations. A scrivener's error was subsequently noted in Resolution 21-09 to adopt the budget. The resolution mistakenly includes both the Budget Committee Approved amount and the Adopted amount. A red-lined version of the correction was provided to the board for review.

Secretary Bridge made a motion to accept the scrivener's error correction as presented. Treasurer Forster seconded. President Handler called the question. Motion passed unanimously.

D. CORRECTION TO BOARD MEETING MINUTES FOR MAY 13, 2021.

The amount involved with the Resolution 21-09 scrivener's error as noted during this board meeting in the written version of Resolution 21-09 was carried over to the approved May 13, 2021 meeting minutes. The audio recording of the meeting contains the correct amount. A red-lined version of the corrected meeting minutes was presented.

There was consensus to correct the scrivener's error in the May 13, 2021 minutes as noted.

E. APPOINTMENT OF LEGAL COUNSEL

Board Policy 1.12.1.1 requires the Board to select legal counsel for the district during the first board meeting of the fiscal year. The District's legal firm has been Speer Hoyt LLC under various names. Mr. Ross Williamson is the current attorney of record. Beswick has been pleased with the services rendered.

Treasurer Forster made a motion to continue the appointment of Speer Hoyt LLC as the District's legal counsel. Director Steele seconded. President Handler called the question. Motion passed unanimously.

F. APPOINTMENT OF AUDITOR

Board Policy 1.13.1.1 requires the Board to select an auditor on an annual basis. The District entered a three-year contract with Accuity LLC to perform the District's Audit. Fiscal year 2020-21 is the final audit year under the three-year contract. It was noted by both Beswick and Coyle that best practices recommend the rotation of auditors every few years to ensure objectivity, and they noted that the local government audit specialization and the district's remote location make the best practice difficult to enact. Sims commented that he is familiar with the firm through its work with the City of Manzanita. Handler commented he has seen the firm rotate its audit engagement personnel to get a fresh pair of eyes on the organization.

Vice President Sims made the motion to retain Accuity LLC as the District's auditor for another three-year term. Secretary Bridge seconded. President Handler called the question. Motion passed unanimously.

G. POLICY 9.7 EMPLOYEE CONDUCT SECOND READING

Policy 9.7 – Employee Conduct sets minimum standards for on and off duty conduct for District members. This was the second reading of the policy.

Vice President Sims made the motion to adopt Policy 9.7 – Employee Conduct, as presented. Secretary Bridge seconded. President Handler called the question. Motion passed unanimously.

VII. REVIEW / SET NEXT MEETING DATE

The next monthly board meeting was scheduled for August 12, 2021 at 3 p.m.

VIII. ADJOURNMENT

Director Steele turned over his files from the district's formation to become incorporated in the District's archives.

President Handler adjourned the meeting at 3:54 p.m.

*MINUTES APPROVED BY BOARD
August 12, 2021*

ATTEST: *Charles F. Bridge*
Charles Bridge, Secretary

John Handler
John Handler, President