

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
OCTOBER 20, 2022 3:00PM
36375 Hwy 101 N.
Nehalem, OR 97131**

Zoom Meeting ID 847 3841 9411 Passcode: 880783

I. CALL TO ORDER

Secretary Charles Bridge called the meeting to order at 3:05 p.m. Board members present for the roll call were Treasurer John Steele and Director Bob Forster. Also present were Fire Chief Chris Beswick and Executive Assistant Kristen Coyle.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

One member of the public was in attendance in person and one via Zoom; neither had any comments. Kori Sarrett CPA from Accuity LLC was also attended via Zoom.

B. FINANCIAL AUDIT REPORT FOR FY 2021/22

Bridge moved this agenda item from the New Business section to minimize Ms. Sarrett's waiting time. Ms. Sarrett noted the District had a clean audit; no adjustments were needed to the financials. She noted that the ending cash balance was historically lower due to the bond payoff. She noted all the State Municipal Audit requirements were met. She noted that due to staff size, there is a segregation of duties deficiency; she noted this comment is made every year, and she reminded the board members that they are a critical component of the review process.

C. READING AND APPROVAL OF BOARD MEETING MINUTES FOR SEPTEMBER 8, 2022

Bridge asked the Board members if they had any corrections or comments after reviewing the minutes from the September 8, 2022 Board Meeting.

*Forster made a motion to accept the minutes as presented; Steele seconded the motion.
Bridge called for the question; motion passed unanimously.*

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of September. Beswick responded to board questions regarding employee health insurance, wildfire expenditures and reimbursements, HAAS alert software, and shipping charges. Beswick noted the fuel expenditures are running high to budget.

Forster made a motion to approve the September 2022 financial reports as presented; Steele seconded. Bridget called for the question; motion passed unanimously.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Beswick presented September's call volume; there were 89 calls for the month. Beswick note that the YTD volume is lower than 2021 and is on par with 2020. Beswick noted district ambulance response times were lower than target; however, the ambulance service provider is actively recruiting new members. Beswick also noted that although the current ambulance quarters is for sale, Adventist owns the surrounding land and intends to keep quarters in the area.

Beswick provided a volunteer update; a recently departed volunteer has re-joined as EMS only, and there are three potential recruits interested in the Spring Fire Academy.

Beswick noted that the Oregon State Fire Marshal's Office (OSFM) has a new \$10M Capacity Grant aimed at increasing staffing statewide. The grant will provide wages and benefits for three years on a 90%-75%-50% cost share basis. Beswick intends to apply for the grant for one firefighter.

Beswick noted the employment period for the two seasonal part-time firefighter positions funded by OSFM is scheduled to end October 31, 2022. It is anticipated the not all the funds provided will be spent; the OSFM is working to determine how to treat the excess funds.

Beswick noted that the state has adopted a Paid Leave Program. Coyle explained the state-run program will provide lost wages to employees unable to work due to medical, family, or safe leaves. Employees will have .6% of compensation withheld beginning January 1, 2023 and employees may take leave through the program beginning September 2023. She provided examples of questions yet to be addressed by the state, including necessity of withholdings on volunteer stipends, whether volunteer headcount counts in determining if an employer is a "large employer" (25 or more employees) and therefore subject to .4% employer contributions, and the tax impact to employees should the District pay the employee contributions on their behalf. In addition, she noted the District's current Sick Policy may require adjustments considering the new program. Coyle noted she continues to attend webinars offered through SDAO and the Oregon Employment Department seeking definitive guidelines.

Beswick provided an overview of the HAAS vehicle alerting system recently added to the Command vehicle. Via push notifications on vehicle navigation and infotainment systems, the system alerts drivers when an emergency vehicle is approaching or when the drivers are approaching an emergency scene. Beswick provided a summary of the alerts sent during September. Beswick indicated he will run a pilot program for a few months. Should the system demonstrate its value, he will consider adding it to additional apparatus.

Beswick noted he and two District firefighters recently attended a recruiting and retention conference and class; a federal grant paid most of the expenses. He indicated the biggest take away he had from the class was the necessity to do more to retain current volunteers. Steele requested a presentation at the next board meeting regarding take aways from the conferences and implementation strategies at the District.

Beswick noted during the prior week, he and Lt. Hill performed the final inspection of the new engine at the MN manufacturer. A punch list of 18, mostly small, items was provided to the manufacturer. The delivery logistics are being worked out between the District and the manufacture. Beswick anticipates having the engine delivered by mid-November.

Beswick noted that some of the Assistance to Firefighter Grants (AFG) and Staffing for Adequate Fire and Emergency Response (SAFER) grants have been awarded to agencies; the District has yet to be awarded or denied a grant. The SAFER grant funds up to three firefighters for 3 years; the AFG grant provides turnouts/PPE. Beswick anticipates the remaining grants will be announced soon. He also informed the board of challenges the Fire Industry faces given the Federal Government guidelines banning the use of PFAS “forever” chemicals. Per Beswick, all turnout gear contains trace amounts of the chemicals. The costs to replace turnout gear nationwide exceeds \$4 billion, and manufacturing capacity does not currently exist to supply this need.

Beswick reminded the board the annual SDAO conference will be held February 10-12 and registration will begin December 1.

Finally, Beswick noted that he had to cancel his 7-week international vacation due to unanticipated knee surgery. Although he plans being out of work only a couple of days, he anticipates he may have to be on light duty for a month.

TRAINING REPORT

Beswick handed out a training report he prepared on behalf of Division Chief Walsh. He noted most trainings were with an acquired structure located on Laneda Avenue in Manzanita. It was noted the volunteer Drone Program volunteers also participated in the drills. Beswick also noted that a firefighter has recently begun paramedic school, and she has begun practicing skills with DC Walsh.

IV. UNFINISHED BUSINESS

A. SOLAR PROJECT UPDATE

Beswick noted the grant has been accepted by the state and is guaranteed to be funded. He anticipates the project funding to be around \$309,000 through the grant and \$70,000 District paid, and the project will occur in FY 23-24.

V. NEW BUSINESS

A. STATION 13 FLOORING REPLACEMENT QUOTES

He indicated he has received quotes to replace the carpeted areas and the locker room floors with an epoxy product; the costs are over \$26k. Beswick noted the NFPA standard for flooring is no permeable surfaces in an emergency setting. However, given the cost of the project and the fact that the carpeted areas are considered administrative and not emergency, he may re-scope the project to replace the carpet with carpet tiles and to only replace the locker room floor with an epoxy product. This would substantially decrease the project cost.

B. REQUEST FROM CITY OF MANZANITA FOR CONTINUED FACILITY USE

The City of Manzanita has requested the continued use of the Station 13 Training Room for its municipal court for the 2023 calendar year; a letter from the city manager was included in the board packet. The City anticipates it will be at least two years until its new facility is complete. The board asked Beswick and Coyle if the city’s usage has been disruptive to district operations; the employees denied disruptions.

Steele made a motion to accept the City of Manzanita's request for continued use of the training room for court through calendar year 2023; Forester seconded. Bridge called for the question; motion passed unanimously.

C. REVIEW OF BOARD POLICY 1.10 – BOARD MEETINGS

This policy, which was last reviewed in September 2018, establishes the general order of the board meeting agendas, preparations, and procedures. Beswick indicated he reviewed the applicable ORS to verify they were up to date. Beswick made some minor formatting changes and sees no other need for further revisions.

Forster made a motion to accept Board Policy 1.10 – Board Meetings, as presented. Steele seconded. Bridge called for the question; motion passed unanimously.

D. REVIEW OF BOARD POLICY 1.11 – BOARD MINUTES

This policy, which was last reviewed in September 2018, establishes the requirements for recording board meeting minutes. Beswick indicated he reviewed the applicable ORS to verify they were up to date. Beswick made some minor formatting changes and sees no other need for further revisions.

Forster made a motion to accept Board Policy 1.10 – Board Meetings, as presented. Steele seconded. Bridge called for the question; motion passed unanimously.

E. SDAO FALL CONFERENCE RECAP

Vice President Mike Sims recently attended the SDAO Fall Conference. As Sims was not present for the meeting, the agenda item was tabled.

VI. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

Bridge explained to meeting participants the Board's practice of regularly reviewing Board Policies for updates and revisions.

Forster noted that interest rates on FDIC insured CDs are increasing. He provided information about such accounts to Beswick for consideration for investing some of the District's cash reserves.

VII. REVIEW / SET NEXT MEETING DATE

The next monthly board meeting was scheduled for Thursday, November 10, 2022 at 3:00 PM

VIII. ADJOURNMENT

Bridge adjourned the meeting at 4:17 PM

MINUTES APPROVED BY BOARD
November 10, 2022



John Handler, President

ATTEST:



S. Michael Sims, Vice President