

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 10, 2022 3:00 PM
36375 Hwy 101 N.
Nehalem, OR 97131**

Zoom Meeting ID 854 8477 0260 Passcode: 675995

I. CALL TO ORDER

President John Handler called the meeting to order at 3:01 p.m. Board members present for the roll call were Vice President Mike Sims and Treasurer John Steele. Also present were Fire Chief Chris Beswick, Executive Assistant Kristen Coyle, Captain Frank Knight III, Volunteer Fire Fighter Leisha Mizze-Riggert; Division Chief Jesse Walsh attended via Zoom.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

Two members of the public were in attendance; neither had any comments.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 20, 2022

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the October 20, 2022 Board Meeting.

Steele made a motion to approve the minutes as presented; Sims seconded the motion. Handler 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 October. Staff responded to board questions regarding workers compensation insurance and the timing of credit card statement payments.

Sims made a motion to approve the October 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 October's call volume; there were 75 calls for the month, the majority of which were EMS related. YTD call volume continues to run behind 2021 but ahead of 2020. Average ambulance response time underperformed benchmarks. Beswick noted the district's mutual aid response to a structure fire in Garibaldi's district. Beswick also provided a volunteer update.

Beswick noted that the budget included a replacement for the beach rescue van. He has been researching the costs to retrofit the Type II Rescue for beach response, and he reported that the lone bid that came back approximated \$45K. As an alternative to retrofitting an older apparatus, he is investigating the feasibility of purchasing a pickup truck and customizing the cab bed.

Beswick indicated that the two grant-funded seasonal part-time fire fighter positions have ended. Although it was anticipated there would be enough funds remaining to extend one of the positions until the funds are exhausted; however, the excess funds will go towards PERS as the two individuals have each hit the 600-hour mark.

Beswick mentioned the annual banquet date has been set for January 21, 2023 at the Pine Grove facility in Manzanita.

Beswick noted the new Type III engine is ready to be picked up at the manufacturer in Minnesota. A volunteer firefighter who holds a CDL will be flying to Minnesota to pick up the apparatus and drive it back to the District.

Beswick noted that it was suspected that the District's website may have been compromised; upon further investigation, it was determined that the site domain license expired. The license has been renewed and the website is running.

Beswick noted that the PFA "forever" chemical discussion from the prior month's meeting prompted him to review the ways the District mitigates risk / exposure. Current best practices include the use of wildland gear in lieu of turnouts in applicable situations and the storage of turnouts on open locker areas when not in use. To mitigate the risk posed by storing the duty officer's turnouts in the command vehicle, Chief Beswick will be ordering for the apparatus a new box with a positive pressure container for turnout storage. Steele noted that he spoke with a turnout supplier at recent OFDDA conference; he was informed that most of the chemicals from turnout manufacturing process were isolated in the material layers which do not have surface contact with the body. Beswick affirmed and indicated that the greatest mitigation from exposure is keeping turnouts clean. It was noted that the district has a special turnout washing machine.

B. TRAINING REPORT

The board packet contained Division Chief Walsh's training report. Beswick highlighted the wrap-up of the training exercises at the Laneda Ave. structure; the last exercise included life fire training, but the structure was not burned to the ground. He noted the district has another newly acquired structure in Nehalem; live fire exercises are scheduled for November 26th. Coyle briefed the board of her attendance at the EMS Conference in Bend. Beswick noted a recent drill was dedicated to a recruiting and retention roundtable discussion. Beswick elaborated on the October 12 Case Review session with the Fire Defense Board Agencies' Medical Directors.

V. UNFINISHED BUSINESS

A. NO UNFINISHED BUSINESS

VI. NEW BUSINESS

A. PRESENTATION ON RECRUITMENT AND RETENTION PROGRAM

Captain Knight and Firefighter Mizze-Riggert gave a presentation regarding the District's Recruiting and Retention strategy as well as the District's community outreach efforts using social media and a physical presence at community functions; copies of the slide deck were distributed to board members. The District's three recruiting and retention priorities are: establishing a clear plan/roadmap for qualified new members, holding regular meetings with

current members to solicit input and to set and support goals, and creating a positive District image through social media/website and presence at community events. Director Steele concurred that the Website needs a new revamp; Beswick ballparked costs for creative design and content. Mizze-Riggert and Knight elaborated on recent visits to Neahkahnie High School.

B. FUNDING COMMITMENT LETTER FROM OSFM CAPACITY GRANT

Beswick noted he will be applying for the Oregon State Fire Marshal (OSFM) Capacity Grant; the due date is in four days. The grant would pay a substantial amount of one full-time firefighter's salary and benefits for the first three years of hire. Beswick indicated as part of the grant application process, OSFM requires a District Letter of Commitment stating the District can pay the cost match and a good faith statement that it intends to continue funding the position after the three years; Beswick prepared a draft letter for the board's consideration and review. Discussion ensued. Topics discussed included the timing of the grant award/position, the source of District's fiscal contributions for a new position, the need for an assessment of personnel requirements to identify if shortfalls justify the position, and involvement of staffing levels since the District's formation. Steele brought up the long-term commitment required of the grant; he voiced the concern that the long-term financial impact should be reviewed before any commitment. Beswick indicated the district's chance for the grant may not be favorable, as OSFM is prioritizing agencies with high wildland fire risk. He noted that if the grant is approved, it would still be up to the board to accept the grant and create the position.

Steele made a motion to approve the letter of commitment to OSFM and grant application with the understanding that the additional position will be reviewed by the full board and the grant application would be pulled from consideration should the board deem the position to be unwarranted; Sims seconded the motion. Handler called for the question; motion passed unanimously.

Beswick clarified a paragraph in the commitment letter describing the district's intention to not use volunteer hours as a soft match.

C. REVIEW POLICY 1.12 – LEGAL COUNSEL

This policy, last reviewed in September 2018, establishes the requirements to annually review and maintain the Board's selection of legal counsel. Beswick noted that he made some minor formatting changes, and he sees no need for further revisions.

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

D. REVIEW POLICY 1.13 AUDIT AND ANNUAL AUDIT

This policy, last reviewed in September 2018, establishes the requirements for an annual financial audit. Beswick noted that he made some minor formatting changes and corrected some scrivener's errors; he sees no need for further revisions.

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

E. REVIEW POLICY 2.4 – VOLUNTEER BENEFIT AND STIPEND PAY

This policy, last reviewed in November 2020, establishes volunteer stipend pay and benefits. Beswick noted that the policy requires annual review. He presented changes in the pay structure to better align stipends with training and certification requirements. A red-lined copy of the proposed changes was provided to the board. Beswick explained the point award system. Coyle noted the version distributed omitted Beswick's proposed stipend structure for technical team membership.

The board performed a first reading of the policy. The policy, along with the missing technical team component, will be presented for a second reading at the next board meeting.

F. RESOLUTION 22-14 A RESOLUTION TO DESIGNATE 2022 WILDFIRE COST REIMBURSEMENT *added to posted agenda*

Beswick noted the District has received a \$8,839.36 reimbursement for one of the four state-declared conflagration responses during the 2022 fire season. These funds were not budgeted; the resolution designates the revenue to Wildfire Reimbursement within the General Fund, \$6,123.36 to Personnel Services within the General Fund, and \$2,716.00 to Materials and Services within the General Fund.

Sims made a motion to pass Resolution 22-14 A Resolution to Designate 2022 Wildfire Cost Reimbursement as presented; Steele seconded. Handler called for the question; motion passed unanimously.

VII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

A. SDAO AND OFDDA CONFERENCE REPORTS

Board members who recently attended the SDAO and OFDDA conferences were invited to share take-aways they gained. Steele noted grants were a large topic of conversation at the OFDDA conference; it became evident to him that other districts heavily dependent on grants for operations. Steele also noted other districts play large EMS roles like NBFDR. Steele inquired if the district had agreements with owners of property, equipment, etc. that may be needed for response in the event of a major incident. Beswick noted that the district maintains a list of owners / equipment as part of the Emergency Operations Plan; however, formalized agreements are not currently in place.

VIII. REVIEW / SET NEXT MEETING DATE

The next monthly board meeting was scheduled for Thursday, December 8, 2022 at 3:00 PM

IX. ADJOURNMENT

Handler called for a motion to adjourn the meeting.

Knight added that the District currently has three recruits in the pipeline, and the District is planning a spring fire academy. Steele added that he met the Cannon Beach Fire Chief at a conference; the Chief indicated the agency only has two active volunteers. Handler asked the other visitors if they had any comments.

Sims made a motion to adjourn the meeting; Steele seconded. Handler called for the question; the motion passed unanimously, and the meeting adjourned the meeting at 4:25 PM

MINUTES APPROVED BY BOARD
December 7, 2022

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

John Handler
John Handler, President