

**NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING**

DECEMBER 7, 2022 3:00 PM

**36375 Hwy 101 N.
Nehalem, OR 97131**

Zoom Meeting ID 865 7385 0392 Passcode: 216761

I. CALL TO ORDER

President John Handler called the meeting to order at 3:00 p.m. Board members present for the roll call were Vice President Mike Sims, Treasurer John Steele, Secretary Charles Bridge, and Director Bob Forster. Also present were Fire Chief Chris Beswick and Executive Assistant Kristen Coyle. Division Chief Jesse Walsh and Captain Frank Knight III attended via Zoom.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

Two members of the public were in attendance; one attendee indicated he was interested in hearing any follow-up from the long-term staffing and recruiting/retention discussions from the prior month's meeting.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR NOVEMBER 10, 2022

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the November 10, 2022 Board Meeting.

Steele made a motion to approve 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 YTD Profit & Loss vs. Budget reports for the month of November. Beswick responded to board questions regarding volunteer stipends and background check expenses. Beswick also noted that the district made its first annual lease/purchase payment on the new Type III engine. It was also noted the Visa Charge report shows several fuel charge transactions occurring at the same location/day due to some stations setting limits to the amount of fuel purchased in one transaction.

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

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Beswick presented November's call volume; there were 68 calls for the month, the majority of which were EMS related. He highlighted the three local relatively large natural vegetation fires the district responded to during the month, and he noted that the appropriate entities will be

billed for the District's response at the State's Mobilization Plan rates. Average ambulance response time continued to underperformed benchmarks; Beswick noted the ambulance service lost several personnel during the past month. Discussion ensued; examples of reductions of ambulance service in surrounding counties was noted. Steele asked for an elaboration of what constitutes a "service call" incident; Beswick explained these are for non-emergency requests for assistance such as smoke detector battery placement. Beswick noted the call volume does not include District participation at various community events. The District participated in several holiday and school events during the past month. Beswick will note the events in future reports. Beswick provided a district volunteer update.

Beswick noted that the new Type III engine is now on site; however, it is having a pumping issue. He reports that the manufacturer has been very responsive, and mechanics are working diagnose and fix the problem.

Beswick disclosed that a \$6.1K expenditure has come out of the Equipment Reserve fund during November for a new command vehicle for safe storage of PPE in a contamination-free enclosure; the Fund's budgeted expenditures of \$100,000 are primarily for the replacement of the beach rescue vehicle.

Beswick noted that he submitted the Oregon State Fire Marshal (OSFM) Capacity Grant paperwork; the grant was discussed at length at the prior month's meeting. He indicated that the anticipated notification timeframe will be late December – early January; the Board can decide at that time whether to accept the Grant.

Beswick noted that there has been no authoritative guidance for the application of the Paid Leave Oregon program to fire service agencies utilizing volunteers. He indicated the District will begin to withhold 0.6% of compensation from the five full time staff members effective January 1, 2023; it will not be withholding from the volunteer stipends. Coyle re-iterated the unanswered issues with the program. She also noted that individuals paying into the program cannot use the program until September, 2023, thus allowing the District time to re-evaluate its sick time policies and OFMLA obligations in light of this new program.

Beswick concluded his report by reminding the Board the annual SDAO conference will be held in Sun River Feb. 9-12; interested board members should notify Coyle. He then responded to Steele's question regarding the activity of the Districts 4-person volunteer drone team.

B. TRAINING REPORT

The board packet contained Division Chief Walsh's training report. Beswick highlighted an EMS drill with a local midwife; the midwife explained what procedures she performs during home births and the reasons why she may request EMS response. He also highlighted the recent burn-to-learn in which an acquired structure was burned to the ground. The district was able to get seven evolutions with the live fire training; CERT / MRC was on site for food and FF rehab, and there was a good neighborhood turnout. Other fire agencies were not extended invitations to participate due to a short planning time period and neighborhood logistical challenges. He also mentioned an entire drill was spent cleaning hose/appliances from the recent vegetation fire responses.

Beswick responded to Steele's question regarding water drafting/supply for the recent wildfires.

V. UNFINISHED BUSINESS

A. NO UNFINISHED BUSINESS

VI. NEW BUSINESS

A. REVIEW POLICY 1.14 – FISCAL POLICY

This policy, last reviewed in October 2018, sets the guidelines for acceptable fiscal standards for the District to operate within state and federal regulations. Beswick noted he made formatting changes to the policy; no content changes were made, and he recommends the policy adopt the policy as written.

Steele noted that section 1.14.4.3 provides approval requirements for budgeted expenditures in the range \$10,000 to \$75,000; however, the policy does not address the requirements for expenditures more than \$75,000. Beswick indicated he will research the omission. Steele also asked if the District was currently obtaining three quotations for transactions over a certain amount. Beswick affirmed, and noted that there are allowable exceptions, such as for Sole Source providers.

There was consensus to table the adoption of the resolution in order for staff to research the omission.

B. REVIEW POLICY 1.15 - OFFICERS

This policy, last reviewed in October 2018, establishes the guideline for officers of the board of directors. Other than format changes and minor scrivener's error corrections, he made no changes to the policy and recommends the Board adopt the policy as written.

Sims made a motion to adopt Policy 1.15 – Officers as presented; Forster seconded. Handler called for the question; motion passed unanimously.

C. REVIEW POLICY 1.16 – PUBLIC CONTRACT

This policy, last reviewed in November 2018, establishes the District's guideline for entering into contracts; it is a template based on Oregon state contracting rules. Beswick indicated he ensured all applicable ORS references are still relevant. Aside from format changes and minor scrivener's error corrections, he made no changes to the policy; he recommended the Board adopt the policy as written.

Sims made a motion to adopt Policy 1.16 – Public Contract as presented; Steele seconded. Handler called for the question; motion passed unanimously.

D. SECOND READING POLICY 2.4 – VOLUNTEER BENEFIT AND STIPEND PAY

This policy establishes volunteer stipend pay and benefits. It underwent a first reading during the November board meeting. At that time, it was noted that a component of stipend pay for technical team members was missing. Beswick noted the oversight has been corrected, and he recommended the policy be adopted as presented.

Forster made a motion to adopt Policy 2.4 – Volunteer Benefit and Stipend Pay, as presented; Steele seconded. Handler called for the question; motion passed unanimously.

E. RESOLUTION 22-15 – A SECOND RESOLUTION TO DESIGNATE 2022 WILDFIRE COST REIMBURSEMENT *(add-on to posted agenda)*

Beswick noted the District has received a \$42,587.23 reimbursement for one of the four state-declared conflagration responses during the 2022 fire season; it is the second such reimbursement received for the season. These funds were not budgeted; the resolution designates the revenue to Wildfire Reimbursement within the General Fund, \$28,859.73 to Personnel Services within the General Fund, and \$13,627.50 to Materials and Services within the General Fund.

Forster made a motion to pass Resolution 22-15 A Second Resolution to Designate 2022 Wildfire Cost Reimbursement as presented; Sims seconded. Handler called for the question; motion passed unanimously.

VII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

A member of the public in attendance inquired about long-term incentives, such as a pension plan, for its volunteers. Beswick mentioned there are volunteer firefighter LOSAP plans (Length of Service Award Plans) which he intends to research. Steele indicated that there is such a program through the Oregon Fire District Directors Association.

There was consensus to further explore the options as part of the FY 22-23 Budget Planning.

VIII. REVIEW / SET NEXT MEETING DATE

Handler noted January 12th is the second Thursday of January.

Bridge made a motion to schedule the next board meeting for Thursday, January 12, 2023 at 3:00 PM; Forster seconded. Handler called for the question; motion passed unanimously.


IX. ADJOURNMENT

Handler called for a motion to adjourn the meeting.

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 3:45 PM.

MINUTES APPROVED BY BOARD
January 12, 2023

ATTEST: 
Charles Bridge, Secretary


John Handler, President