

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

JANUARY 12, 2023 3:00 PM

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

Zoom Meeting ID 857 2418 2084 Passcode: 960853

I. CALL TO ORDER

President John Handler called the meeting to order at 3:02 p.m. Board members present for the roll call were Treasurer John Steele, Secretary Charles Bridge, and Director Bob Forster. Also present were Fire Chief Chris Beswick and Executive Assistant Kristen Coyle. Captain Frank Knight III attended via Zoom.

II. WELCOME TO VISITORS

A. PUBLIC COMMENT

One member of the public was in attendance and had no comments; one member of the public attended via Zoom and had no comments.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR DECEMBER 7, 2022

Handler asked the Board members if they had any corrections or comments after reviewing the minutes from the December 7, 2022 Board Meeting.

Forster made a motion to approve the minutes as presented; Steele 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 December. Beswick responded to boards question regarding Station 13 Flooring replacement charges and an increase in interest income.

Bridge made a motion to approve the December 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 December's call volume; there were 73 calls for the month. Beswick noted heavy EMS call volume for the month, including Christmas Day. He also highlighted several foul weather events and response to an outbuilding structure fire.

Beswick reported poor ambulance response time for the month, and he highlighted ambulance staff turnover. He noted several fire chiefs plan to individually meet with county commissioners

to discuss response times. Discussion ensued regarding reasons for ambulance employee turnover as well as challenges a fire-based transport service would encounter.

Beswick provided a district volunteer update, and he noted a new EMT recruit for the Spring Fire Academy.

Beswick reported the new Type III engine has been repaired; it is currently being fitted with equipment and radio communications. Beswick estimates it will be in service within 2-3 weeks. Beswick also reported that he is soliciting bids for an F-150 as a replacement for the budgeted beach rescue vehicle. The use of the State's Surplus program was discussed.

Beswick noted the District was not awarded an AFG or SAFR Grant; however, the next award period has opened, and he is evaluating opportunities to secure funding for turnout and radio equipment replacement. A brief discussion regarding turnout PFAS chemicals ensued; a vendor reported that no turnout manufacturer can eliminate the chemicals.

Beswick noted that the District's apparatuses will be re-numbered as part of a county-wide project; the new system is meant to better differentiate the apparatus amongst departments. The district participated in a county-wide drill with the new system; the go-live date is scheduled for March 1, 2023.

Beswick reminded the Directors of the annual banquet later in the month; he noted another agency will be covering the district during that time frame so all district members can attend.

Beswick reminded the board that the terms for Bridge, Forester, and Handler are up for election in May. Coyle indicated she will send an email containing a link to the county clerk's May election website.

Beswick noted that the Medical Directors for the county's fire agencies were recently on site for in-house EMS skills training. He noted there may be an opportunity for OHSU fellows to perform their Rural EMS rotation at St. 13.

Beswick noted that he is in the process of getting quotes to replace the ground floor office carpeting.

B. TRAINING REPORT

The board packet contained Division Chief Walsh's training report. Beswick highlighted the Denver Drill confined space training as well as some back to basic techniques.

Beswick responded to Bridge's question regarding evaluating surf conditions prior to water rescue response.

UNFINISHED BUSINESS

A. REVIEW POLICY 1.14 – FISCAL POLICY

During the December 7, 2022 board meeting, policy 1.14 was presented for review. At that time, it was noted that the policy does not specify the guidelines for budgeted expenditures over \$150,000. Beswick presented a revised policy containing a guideline for those purchases.

The board reviewed the policy; the policy will undergo a second reading at the next board meeting.

VI. NEW BUSINESS

A. LENGTH OF SERVICE AWARD PROGRAM FOR VOLUNTEERS

As a follow up to the prior month's board meeting, Chief Beswick presented an overview of the Length of Service Award Program (LOSAP) for Volunteer Firefighters sponsored by the Oregon Fire District Directors Association. Beswick emphasized the District specifies key plan items such as participation requirements, annual contribution amounts, past performance credit, and vesting. It was noted the plan requires a minimum 2-year vesting period. It was noted that the District should gauge the volunteer's interest in participating in the program. Coyle indicated she has several participation questions that may want to be considered before presenting the program to the volunteers.

The board concurred that the program is worth further consideration; Beswick will arrange for representative from OFDDA prepare a presentation for a future board meeting.

B. ANNUAL FIRE CHIEF REVIEW

Beswick noted board policy 1.18 requires the Board to perform an annual Fire Chief performance review. Beswick distributed copies of his self-completed evaluation as well as blank forms for the Directors' completion.

Handler requested that the directors complete their evaluation forms and return them to him for compilation.

C. REVIEW POLICY 1.17 – CODE OF ETHICS

This policy, which defines the code of ethics to be adopted by the Board of Directors, was last reviewed in December 2018. Beswick noted that the policy states that it should be reviewed annually; he will add the policy to an annual rotation review cycle. Beswick indicated he made some minor formatting changes and corrected some scrivener's errors; he feels the policy is acceptable as written.

Steele made a motion to adopt Policy 1.17 – Code of Ethics as presented; Bridge seconded. Handler called for the question; motion passed unanimously.

D. RESOLUTION 23-01 A RESOLUTION TO DESIGNATE 2022 WILDFIRE COST REIMBURSEMENT.

Beswick noted that the district recently received two State reimbursement checks totaling \$24,513.06 for 2022 Wildfire Season Response. Since these funds were not budgeted, the resolution designates the revenue within the General Fund as Wildfire Reimbursement and appropriates \$10,867.32 to General Fund Personnel Services expenditures and \$13,645.74 to General Fund Material and Services expenditures.

Forster made a motion to pass Resolution 23-01 – A Resolution to Designate 2022 Wildfire Cost Reimbursement, as presented; Bridge seconded. Handler called for the question; motion passed unanimously.

E. BUDGET COMMITTEE OPEN POSITION

Beswick noted that a Budget Committee position expired June 30, 2022. The position, which was vacated by Mike Sims July 1, 2021 when he became a board director president, was filled by Dan Carroll for the remaining 1-year term. Mr. Carroll has been contacted and expressed interest in servicing a full 3-year Budget Committee term.

Steele made a motion appoint Dan Carroll to the open NBFRD Budget Committee through June 30, 2025; Bridge seconded. Handler called for the question; motion passed unanimously.

VII. OTHER BUSINESS / ANNOUNCEMENTS / COMMENTS

No items were noted.

VIII. REVIEW / SET NEXT MEETING DATE


It was noted the annual SDAO conference will be held during the second Thursday of February. The next board meeting was scheduled for Thursday, February 16, 2023 at 3:00 PM.

IX. ADJOURNMENT

Handler adjourned the meeting at 3:56 PM.

MINUTES APPROVED BY BOARD
February 16, 2023

ATTEST:



S. Michael Sims, Vice President



John Handler, President