

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

MAY 15, 2025 3:00 PM

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

Zoom Meeting ID 822 9534 6919 Passcode: 435917

I. CALL TO ORDER / WELCOME VISITORS

President Mike Sims called the meeting to order at 3:00 p.m. In addition to Sims, board members present were Vice President Charles Bridge, Treasurer Bob Forster, Secretary John Steele, and Director John Handler. District personnel present were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle. One member of the public joined the meeting at 3:03 p.m.

II. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. PUBLIC COMMENT

There were no public comments.

B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR APRIL 10, 2025

Sims asked the board members if they had any corrections or comments after reviewing the minutes from the April 10, 2025 Board Meeting.

Steele made a motion to approve the minutes for the April 10, 2025 meeting as presented; Bridge seconded. Sims called for the question; the motion passed unanimously 5-0.

C. READING AND APPROVAL OF BUDGET COMMITTEE MEETING MINUTES FOR MAY 1, 2025

Sims asked the board members if they had any corrections or comments after reviewing the minutes from the May 1, 2025 Budget Committee Meeting.

Bridge made a motion to approve the minutes for the May 1, 2025 meeting as presented; Handler seconded. Sims called for the question; the motion passed unanimously 5-0.

III. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of April. Staff responded to board questions about expenditures for advertising, electric vehicle MVA supplies, Fire Defense Board dues, and insurance recovery. Knight also provided reasons why some of the detailed accounts within the Personnel Services appropriation are higher than budget.

Handler made a motion to approve the April 2025 financial reports as presented; Forster seconded. Sims called for the question; the motion passed unanimously 5-0.

IV. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight provided a personnel update; the Roster contains 25 volunteers, two temporary part-time firefighters, and five full-time staff positions. A roster breakdown by qualification was included in the board packet. Knight noted Fire Academy is being held with two recruits.

Knight provided an apparatus update. As the Ram truck is now in service as Rescue 14, the beach rescue van is out of service. Knight noted R14 will serve both as a beach rescue vehicle and an alternative duty officer response vehicle.

Knight noted two applications for the Recruitment and Retention Coordinator position have been requested; the District received one completed application. Knight will be sending the applicant an invitation for an assessment.

Knight noted recent public outreach events included an April 10th blood drive, an April 11th elementary school fire safety tour, and participating in EVCNB's emergency shelter exercise held at NCRD. Handler attended the event as an EVCNB volunteer participant; he shared personal photos from the event.

Knight noted he and Coyle attended the ESO software Training Academy and Conference. He noted attendees gained knowledge about the system and made connections with software staff and other user agencies. He noted the 2025-26 budget contains funds for one attendee.

Knight reminded the board that the second budget committee meeting will not to be held, as the budget was approved during the May 1st meeting. He noted the District's auditors have commenced their interim audit procedures.

Knight spoke of an upcoming SDAO sponsored HR Training he will be attending in Newport. He also discussed a salary survey an SDAO HR affiliate is performing for the district for an upcoming strategic planning meeting.

Knight's report included April's call volume: there were 59 calls for the month, which trends were lower than the past two years. Knight explained the types of calls categorized as Dispatched and canceled in route. Ambulance response times were also provided; it was noted that response times are slipping; Knight attributed it to staffing issues. Discussion ensued regarding historical ambulance response times and District communication with the ambulance service leadership.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed May training report. Knight noted Spring is the beginning of external training season. He also highlighted the internal fire training academy and technical team trainings.

V. UNFINISHED BUSINESS

A. SOLAR POWER PROJECT

Knight noted yesterday he received correspondence with the project representative at the OR Dept. of Emergency Management noting that the project is at high risk for cancellation. Knight requested an immediate meeting with ODEM; however, he had yet to receive a response. Knight

noted the District's attorney has completed the draft engineering RFP; however, he was instructed by Knight to cease further work on the project.

There was consensus among the board members to table future work on the project until additional information is received regarding funding availability.

B. BOARD POLICY 6.1 - CAPITAL ASSETS – SECOND READING

The policy underwent a first reading at the April 10, 2025 board meeting; this was the second reading of the policy, as the board determined the reduction of the real property capitalization limit constituted a change in policy.

Handler made a motion to adopt Board Policy 6.1 – Capital Assets, as presented; Steele seconded. Sims called for the question; motion passed unanimously 5-0.

VI. NEW BUSINESS

A. REVIEW BOARD POLICY 6.2 – SURPLUS PROPERTY

This policy, which was last reviewed in November 2024, outlines requirements for the disposal of the District's personal and real property. Knight noted he updated the personal property disposal process to reflect the District's current purchasing rules which were adopted in June 2024. He also noted he made minor wording and grammatical changes. A red-lined and clean version of the policy was provided to the board for review.

Forster made a motion to adopt Board Policy 6.2 – Surplus Property as presented; Handler seconded. Sims called for the question; motion passed unanimously 5-0.

B. REVIEW BOARD POLICY 6.3 – DISTRICT FACILITY PREVENTATIVE MAINTENANCE

This policy, which was last reviewed in October 2020, defines expectations for District building preventative maintenance. Knight noted my made minor changes to wording and corrected some grammatical errors; no significant changes were made. Knight recommended the board adopt the policy as presented.

Steele made a motion to adopt Board Policy 6.3 – District Facility Preventative Maintenance as presented; Forster seconded. Sims called for the question; motion passed unanimously 5-0.

C. SURPLUS OF 1996 FORD ECONOLINE VAN

Knight noted the vehicle has served both the former Manzanita Fire Department and the District as the primary beach rescue apparatus from 1997 to 2025, and it exceeded its anticipated useful life span. Knight noted at the Ram Truck now serves as the beach rescue, the van is no longer needed. He recommends the District hold a public sale utilizing a sealed bid process, and he suggested a minimum bid of \$15,000. Coyle noted the Disposal Process in recently adopted Board Policy 6.2 specifically states all personal property having a residual value of more than \$10,000 are subject to prior authorization of the Board of Directors in its capacity as the Contract Review Board.

Forster made a motion to surplus the van conduct a general sales using a sealed bid process with a minimum bid of \$15,000; Handler seconded. Sims called for the question; motion passed unanimously 5-0.

D. RESOLUTION 25-02 – A RESOLUTION TO ACCEPT OSFM 2025 WILDFIRE SEASON STAFFING GRANT

Knight noted the District has applied for, and was awarded, the maximum grant amount in the amount of \$35,000. He explained that the District uses grant funds to hire temporary seasonal part-time firefighters in order to bolster response during Wildfire Season. A copy of the Grant Agreement between OSFM and the District was provided in the Board Packet. The resolution authorizes the grant agreement, and it designates Knight as an authorized authority to sign the grant agreement on the District's behalf.

Bridge made a motion to adopt Resolution 25-02 A Resolution to Accept OSFM 2025 Wildfire Season Staffing Grant as presented; Handler seconded. Sims called for the question; motion passed unanimously 5-0.

VII. OTHER BUSINESS / COMMENTS / ANNOUNCEMENTS

Knight displayed the Unit Citation Award Plaque received at the Oregon Fire Chief Association's conference for its victim recovery during a structure fire.

Coyle noted a scrivener's error in the numbering sequence in Board Policy 6.2, and she indicated it will be corrected prior to obtaining board signature.

VIII. REVIEW/SET NEXT BOARD MEETING DATE


The monthly board meeting was set for Thursday, June 12th at 3PM. It was noted the FY 2025-26 Budget Hearing will be part of the meeting.

IX. ADJOURNMENT

Sims asked for any further comments. The public visitor noted he had difficulty finding board meeting agendas and minutes on the District's website; he suggested an update to make this information more accessible.

Sims adjourned the meeting at 4:06 PM.

MINUTES APPROVED BY BOARD
June 12, 2025


Mike Sims, President

ATTEST:


John Steele, Secretary