

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

**JULY 10, 2025 3:00 PM**

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

**Zoom Meeting ID 852 1857 8699 Passcode: 974826**

**I. CALL TO ORDER / WELCOME VISITORS**

President Mike Sims called the meeting to order at 3:01 p.m. In addition to Sims, board members present were Vice President Charles Bridge, Treasurer Bob Forster, and newly elected director Dave Cram; John Handler was absent. District personnel present were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle. There was one member of the public in attendance.

**II. SWEAR-IN NEW BOARD MEMBER**

In May, the District's voters elected Cram as a director. Sims performed the Oath of Office ceremony with Cram.

**III. WELCOME TO VISITORS / APPROVAL OF MINUTES**

**A. PUBLIC COMMENT**

There were no public comments.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES FOR JUNE 12, 2025**

Sims asked the board members if they had any corrections or comments after reviewing the minutes from the June 12, 2025 Board Meeting.

*Forster made a motion to approve the minutes for the June 12, 2025 meeting as presented; Cram seconded. Sims called for the question; the motion passed unanimously 4-0.*

**III. FINANCIAL REPORTS**

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of June. Knight responded to a board question concerning extrication tool repair and maintenance service.

*Bridge made a motion to approve the June 2025 financial reports as presented; Forster seconded. Sims called for the question; the motion passed unanimously 4-0.*

**IV. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Knight provided a personnel update; the Roster contains 24 volunteers, three temporary part-time firefighters, and five full-time staff positions. A roster breakdown by qualification was included in the board packet. Knight highlighted the work being performed by the OSFM

Seasonal Staffing Grant funded part-time employees. A discussion of fire hydrant maintenance responsibilities and flowrates later ensued.

Knight noted the van was sold via a sealed bid process at twice the minimum bid amount.

Knight noted he has revamped the Recruiting and Retention coordinator position from a Lieutenant level to a Firefighter/EMT level positions; he has received two completed applications from qualified applicants.

Knight noted a recent public outreach event to the membership of the Pine Grove Community Center; he noted it was a positive and encouraging audience.

Knight noted the Salary Survey has been completed. Although it is not an apples-to-apples comparison to other districts' compensation levels, it is a starting point, and he can reach out to the comparative districts directly if he feels more information is needed.

The board reviewed the June Incident Response summary; there were 78 incidents. Knight noted incident volume is trending at normal seasonal activity; year-to-date volume is ahead of 2024 but lags 2023's. He emphasized current YTD call volume exceeds pre-Covid historical volume. Ambulance response times were also reported; responses <20 min represented 1/3 of the response volume.

Knight requested board members to join select staff members to tour fire training facilities in the surrounding counties. The group will gather information to plan for a possible future District training facility. Bridge and Cram volunteered to participate; Sims also recommended absent director Handler participate.

Knight concluded his report by noting the District sent the Type III Engine and a crew of three to a wildfire deployment in Central Oregon. The deployment only lasted 3 days, and it was attached to the Clatsop Co. taskforce.

## **B. TRAINING REPORT**

The packet contained Division Chief Jesse Walsh's detailed training report for June. Knight noted it was a busy month, and he highlighted the Northwest Oregon Wildfire School (NOWS) training that took place the last weekend of the month. As several staff members attended the training, Knight noted volunteers stepped up to fill the gaps.

## **V. UNFINISHED BUSINESS**

### **A. SOLAR POWER PROJECT**

Knight noted a project timeline was recently developed and submitted to the Oregon Department of Emergency Management (OEM) in an a project extension request. He noted he has yet to hear any response. The Request for Proposal (RFP) for the design piece of the project is ready to be posted, and it could be published while still waiting for a projected extension request response. He requested board feedback about next steps. Discussion ensued, and each board member voiced his opinion.

*Cram made a motion to carry forward with publishing the design Request for Proposal; Forster seconded. Sims called for the question; the motion passed unanimously 4-0.*

## **B. PERSONNEL POLICY MANUAL UPDATE**

Knight provided a status update; there was nothing new to report for the month.

## **VI. NEW BUSINESS**

### **A. ELECTION OF BOARD OFFICERS**

Policy 1.15.4.1 requires the Board to elect new officers at the first meeting of each fiscal year. The policy also states no member shall serve more than three consecutive terms as President; Sims was elected president in July 2024 and is eligible to serve another two years. Knight asked the board to elect a President, Vice President, Secretary, and Treasurer.

*Forster made a motion to keep the current officers, except substitute Cram to fill the secretary seat; Bridge seconded. Sims called for the question; motion passed unanimously 4-0.*

### **B. SELECTION OF LEGAL COUNCIL**

Knight noted Board Policy 1.12.1.1 requires the board to annually select legal counsel for new Fiscal Year. He noted Ross Williams of Local Government Law Group P.C. is the district's attorney of record; he is pleased with the services and recommends re-appointment of Local Government Law Group as the District's legal counsel for FY 2025-26.

*Forster made a motion to appoint Local Government Law Group P.C. as the District's Legal Counsel for Fiscal Year 2025-26; Cram seconded. Sims called for the question. Motion passed unanimously 4-0.*

### **C. SELECTION OF AUDITOR**

Knight noted Board Policy 1.13 requires the board to annually select an auditor. He noted the District entered into a three-year contract with Accuity LLC to perform the District's audit. He recommend the Board re-appoint Accuity LLC as the District's auditor.

*Bridge made a motion to appoint Accuity LLC as the District's Auditor for Fiscal Year 2025-26; Forster seconded. Sims called for the question. Motion passed unanimously 4-0.*

## **VII. OTHER BUSINESS / COMMENTS / ANNOUNCEMENTS**

Nothing noted

## **VIII. REVIEW/SET NEXT BOARD MEETING DATE**

The monthly board meeting was set for Thursday, August 14th at 3PM.

## IX. ADJOURNMENT

*Sims adjourned the meeting at 3:57 PM.*

*MINUTES APPROVED BY BOARD  
August 14, 2025*



*S. Michael Sims, President*

ATTEST:



*Dave Cram, Secretary*