

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

**AUGUST 14, 2025 3:00 PM**

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

**Zoom Meeting ID 897 9376 5359 Passcode: 354973**

**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, and Secretary Dave Cram; John Handler was absent. District personnel present were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle. There were no visitors.

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

**A. PUBLIC COMMENT**

There were no public comments.

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

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

*Forster made a motion to approve the minutes for the July 10, 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 July. Knight highlighted the quarterly LOSAP contribution and the annual Workers Comp Insurance premium. Staff responded to board questions concerning expenditures for elections and Section 125 compliance.

*Forster made a motion to accept the July financial reports as presented; Bridge 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 is unchanged from the prior month and consists of 24 volunteers, three temporary part-time firefighters, and five full-time staff positions. A roster breakdown by qualification was included in the board packet.

An apparatus update was reported. Knight noted recent repairs to the UTV (vendor covered costs) and two new front tires to E14; he noted Squad 11 is experiencing problems and undergoing diagnosis.

Knight noted three qualified applicants went through the Recruiting and Retention Coordinator assessment. An offer has been accepted by an internal candidate.

Knight noted the District's participation in the Manzanita Fourth of July parade. Sims thanked Knight for having a crew during the Manzanita City Hall Grand Opening event which occurred in early August.

Knight noted he is working with Div. Chief Walsh to schedule a tour of local fire training facilities. He also noted ongoing fire hydrant maintenance as well as recent Station 13 floor and bollard maintenance.

The board reviewed the July Incident Response summary; there were 94 incidents.

## **B. TRAINING REPORT**

The packet contained Division Chief Jesse Walsh's detailed training report for July. Knight noted the Fire Academy is almost complete. The board noted the high attendance at the Parade Prep drill demonstrates member morale.

## **V. UNFINISHED BUSINESS**

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

Knight noted he has yet to receive a response from the Oregon Department of Emergency Management (OEM) regarding his project extension request. He noted that an RFP for the design portion of the project was sent to four organizations; however, none supplied a proposal. He noted obstacles to having two RFPs instead of one Design-Build RFP.

Knight provided this feedback to the District's legal team and requested a revised RFP for design/build. He noted legal counsel sent purchasing guidelines and a draft RFP just hours before the board meeting. Although the information is still to be thoroughly reviewed, staff noted the Contract Review board must meet to approve an exception to the purchasing rules and allow for a design/build RFP Process prior to distributing the RFP.

*There was consensus to move forward with the Design/Build RFP process and to provide possible dates for a contract review board meeting.*

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

Knight provided a project recap; there was nothing new to report for the month.

### **C. PRIVATELY OWNED BRIDGES**

Knight noted Board Policy 3.8 – Privately Owned Bridges was reviewed by the board in Fall 2024. The policy requires bridge inspection reports be performed and submitted to the District every 5 years. It also requires bridge owners post load rating signs based on the inspections. Knight reported he has already received this information for three bridges; he is doing outreach to the remaining bridge owners. Going forward, Captain Weitzel will be taking over this process, as it dovetails with work he does with building signoffs. Knight noted the new constriction

projects within the District has not slowed down. Discussion ensued regarding the District's involvement with City and County building departments.

## **VI. NEW BUSINESS**

No new business.

## **VII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS**

### **A. SDAO BOARD OF DIRECTORS TRAINING**

The board packet contained information concerning an upcoming SDAO sponsored Board of Director training session to be held in Astoria. It was emphasized that this training does not qualify for the training mandated by the Oregon Government Ethics Commission. Three members expressed their desire to attend; Coyle noted she will complete their enrollment.

### **B. DONATION**

Knight noted the District recently received a \$500 donation from an LLC organization; a copy of his acknowledgement letter to the doner was included in the board packet.

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

The monthly board meeting was set for Thursday, September 11th at 3PM.

## **IX. ADJOURNMENT**

*Sims adjourned the meeting at 3:56 PM.*

*MINUTES APPROVED BY BOARD  
September 11, 2025*

*S. Michael Sims, President*

*ATTEST:*

*Dave Cram, Secretary*