

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

OCTOBER 16, 2025 3:00 PM

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

Zoom Meeting ID 873 6158 0974 Passcode: 433267

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 Dave Cram, and Director John Handler. District personnel were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle.

II. PLEDGE OF ALLEGIANCE

Knight led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. PUBLIC COMMENT

N/A There were no members of the public in attendance.

B. READING AND APPROVAL OF MEETING MINUTES SEPTEMBER 11, 2025

Sims asked the board members if they had any corrections or comments after reviewing the minutes both meetings.

Bridge made a motion to approve both the minutes for the September 11, 2025 Board of Directors meeting as presented; Forster seconded. Sims called for the question; the motion passed unanimously 5-0.

IV. FINANCIAL REPORTS

The Board reviewed the Bills Paid, Visa Charges, and the YTD Profit & Loss vs. Budget reports for the month of September.

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

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight provided a personnel update; the Roster consists of 23 volunteers and six full-time staff positions. Knight noted the three Seasonal Part Time positions funded by the OSFM 2025 Wildfire Seasonal Staffing lapsed September 30, 2025. Knight noted two of the part time

employees have reverted back to volunteer status; the third employee has resigned from the district due to a move out-of-district.

Knight noted all apparatus are in service, and the on-site preventative maintenance has been completed.

Knight noted the District has begun recruiting for an upcoming Spring 2026 Fire Academy. He noted recent public outreach events: presence at the grand opening of the new Nehalem Bay Health Center and hosting the annual District Open House. Knight noted attendance was lighter in previous years, presumable due to the inclement weather. In response to board questions, Knight noted one recruiting lead came out of the open house.

Knight highlighted his participation with the committee to update the Tillamook County Community Wildfire Protection Plan (CWPP). He also provided an update with hydrant and station maintenance activity. Discussion ensued regarding Station 11 land use and maintenance. Knight noted further discussion should be part of the upcoming Strategic Planning and the development of the FY 2026-27 Budget.

Knight noted ODF's Wildfire Season officially ended October 10, 2025, and he emphasized the three grant-funded seasonal part time positions' added value to summer incidents and wildfire deployments.

The board reviewed the September Incident Response summary; there were 99 incidents. Knight noted the monthly volume was slightly higher than historic, and year-to-date volume continues to be ahead of 2024 but lags 2023. Knight noted there has been an uptick in "false alarm" calls as a result of iPhone crash detection alerts. Knight also noted ambulance response time continues to lag from historic, and he summarized his communication with Adventist and at the Fire Defense Board. Discussion ensued; topics included the history and drivers of ambulance response challenges and outside-the-box solutions to work with stakeholders to improve service.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed training report for September. In response to a board question, Knight described the District's medical equipment maintenance.

VI. UNFINISHED BUSINESS

A. SOLAR POWER PROJECT

Knight noted the Design-Build RFP has been posted and resulted in three proposals. He and Director Cram evaluated the proposals based on the scoring criteria specified in the RFP. Knight has contacted the top scorer as well as the other two bidders, and a Notice of Intent to Award was published October 15th. Assuming no protests are received during the seven-day period, the next step will be for the board to meet October 23, 2025 to approve the award.

Afterwards, the District can begin the contracting process with the winning bidder. Knight noted his communication with Oregon Emergency Management regarding the status of the grant period of performance extension request. He noted the current Federal Government shutdown presents communication challenges.

B. PERSONNEL POLICY MANUAL UPDATE

The board packet contained a project recap; Knight noted there was nothing new to report for the month as his focus has been on the Solar Panel Project.

VII. NEW BUSINESS

A. INTERGOVERNMENTAL AGREEMENT WITH NORTH COUNTY RECREATION DISTRICT

Knight highlighted the informal agreement between the District and North Coast Recreational District (NCRD), and he noted he is in discussions with NCRD to enter into an IGA to formalize the standing practice. He explained he will present the draft IGA to the board once it has been reviewed by NCRD.

B. POLICY REVIEW 2.4 VOLUNTEER BENEFIT AND STIPEND PAY

This policy, which was last reviewed in January 2025, outlines the benefits and stipend award system to District volunteers. Knight noted that he added a paragraph to the policy to describe the NCRD partnership benefit to all NBFRD personnel. No other changes were made to the policy.

Handler made a motion to approve the addition to Policy 2.4 Volunteer Benefit and Stipend Pay as presented; Cram seconded. Sims called for the question; motion passed unanimously 5-0.

C. POLICY REVIEW 2.17 AWARDS BANQUET

This policy, which was last reviewed in 2019, outlines the purpose of the annual banquet and provides guidelines as to who may attend. Knight noted he made minor revisions to the policy, including renaming the policy from "Awards Dinner". A red-lined version of the changes as well as a clean version were presented to the board for review.

Forster made a motion to adopt Policy 2.17 Awards Banquet as presented; Handler seconded. Sims called for the question; motion passed unanimously 5-0.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

A. PROCLAMATION OF 2025 FIRE PREVENTION MONTH

Knight read a proclamation designating October 2025 as Fire Prevention Month throughout the District.

B. OCTOBER 11 FIRE PREVENTION WEEK OPEN HOUSE AT STATION 13

A brief recap of the Open House was provided.

C. NOVEMBER 18 BLOOD DRIVE

Knight noted an American Red Cross blood drive is scheduled at Station 13.

D. OFDDA CONFERENCE

Registration is now open for the Oregon Fire District Directors Association annual conference to be held in Seaside November 20-22nd.

E. DIRECTOR ANNOUNCEMENTS

Handler noted that he plans to retire at the end of 2025 and will be vacating his board position in December.

Sims summarized discussions he had at a recent SDAO sponsored training session concerning media attendance at Board Meeting Executive Sessions. He noted the term "media" is ambiguous in today's environment. Experts at the training recommended District Boards create a definition for the term "media". He offered to reach out to other boards concerning this topic.

Sims commented that the City of Manzanita is in the process of updating its Comprehensive Plan, and he noted he anticipates Chief Knight will be working closely with the Manzanita City Manager concerning the District's role in the plan. Knight noted he is already in communication with the City Manager; the District will extend an invitation for the City Manager to speak on this topic at a future board meeting.

Those who participated in the Fire Training Facility Tour provided feedback.

IX. REVIEW/SET NEXT BOARD MEETING DATE

The monthly board meeting was set for Thursday, November 13th at 3PM. Handler reminded the board of the special meeting scheduled October 23, 2025.

X. ADJOURNMENT

Sims adjourned the meeting at 4:09 PM.

*MINUTES APPROVED BY BOARD
November 13, 2025*



S. Michael Sims, President

ATTEST:



Dave Cram, Secretary