

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

**NOVEMBER 13, 2025 3:00 PM**

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

**Zoom Meeting ID 853 8447 7098 Passcode: 602768**

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

**II. PLEDGE OF ALLEGIANCE**

Sims 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: OCTOBER 16<sup>th</sup> and OCTOBER 23<sup>rd</sup> 2025**

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

*Handler made a motion to approve both the minutes from the October 16, 2025 meeting and the October 23, 2025 minutes 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 October.

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

**V. STAFF REPORTS**

**A. FIRE CHIEF'S REPORT**

Knight noted the personnel roster remains unchanged from last month; it consists of 23 volunteers and six full-time staff positions.

Knight noted recent service items for a tender and an engine. He noted the cost benefit justification to have a technician come on-site to service the engine versus shuttling the apparatus to the Portland Metro area.

Knight noted volunteer recruitment continues. He highlighted recent public outreach efforts at recent area Halloween events. He provided an update with his committee work to update the Tillamook County Community Wildfire Protection Plan (CWPP). He also provided an update with hydrant maintenance activity.

Knight noted District personnel will be accompanying a deputy from the Oregon State Fire Marshal's (OSFM) office to conduct inspections of public assembly buildings. He noted that as the District grows, he foresees a time when the District may become a proxy for OSFM for the inspection of public occupancy buildings. Discussion ensued regarding the types of structures considered high occupancy / high hazard.

Knight noted repairs will soon be done to correct the minor cosmetic damage at Station 13 caused by a third-party vehicle. The responsible party's insurance company has been attentive.

Knight noted that although the District's FY 25-26 Budget contains funds to upgrade the station security systems, the District recently applied for a Safety and Security Grant offered by Special Districts Insurance Services (SDIS). If awarded, the funds would enhance both physical and cyber security.

The board reviewed the October Incident Response summary; there were 63 incidents. Knight noted the monthly volume was the same as October 2024; however, year to date volume is higher. Knight noted there were nine incidents categorized as "Service Calls", and he provided examples of the types of calls captured in that category. Ambulance response times have improved.

## **B. TRAINING REPORT**

The packet contained Division Chief Jesse Walsh's detailed training report for October.

## **C. RECRUITMENT RETENTION REPORT**

The packet contained Recruitment and Retention Coordinator Zach Costello's detailed report for October. Knight noted the District's social media viewership volume has increased.

## **VI. UNFINISHED BUSINESS**

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

Knight noted he has been in contact with Power Northwest Inc., the project awardee. Knight noted he has explained the hurdles with the project. In the interim, the awardee has filled in the applicable items with the project contract included with the RFP. Knight noted the surety bond information still needs to be completed. A copy of the contract was included in the board packet. The board members pointed out three minor scrivener errors within the contract: the contractor's address listed on page 2, the generator fuel source listed on page 18, and a non-applicable agency listed on page 25. Knight noted they would be fixed prior to contract execution. Knight recommended the board approve the contract with the understanding that the contract would not be executed until the District has received confirmation of funding and the period of

performance extension from FEMA. Cram led a short discussion regarding permitting. The contract amount is \$276,684.

*Handler made a motion to nominate Chief Knight as the Resilient Solar Power Project Design-Build Agreement contact and signor; Cram seconded. Sims called for the question; motion passed unanimously 5-0.*

It was noted that 2.2 of the agreement designates Chief Knight as the Project manager.

*Handler made the motion to approve the Resilient Solar Power Project Design-Build Agreement as presented, with the minor corrections noted; Forster seconded. Sims called for the question; motion passed unanimously 5-0.*

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

Knight noted that he has made some progress on the manuals during the past month. He noted no board actions needed at this time.

## **C. INTERGOVERNMENTAL AGREEMENT WITH NORTH COUNTY RECREATION DISTRICT**

The IGA between North County Recreation District and NBFRD has been finalized; a copy of the unexecuted agreement was included in the board packet. The agreement is to formalize the long-standing practice of providing membership to NCRD response personnel as a community benefit. During October's board meeting, it was added as an official member benefit via revised Board Policy 2.4. It was noted the benefit does not apply to district board members, as it is a benefit for operational readiness.

*Forster made a motion to approve the IGA with NCRD as presented; Handler seconded. Sims called for the question; motion passed unanimously.*

# **VII. NEW BUSINESS**

## **A. CITY OF MANZANITA – COMPREHENSIVE PLAN UPDATE**

Knight noted the City Manager was unable to attend the meeting; she plans to attend the January meeting.

## **B. BOARD DIRECTOR VACANCY**

The Directors Packet contained Director Handler's formal written resignation from the Board; the effective date will be December 15, 2025. Knight noted staff has begun the process of advertising the vacancy in accordance with Board Policy; a copy of the notice was included in the board packet. Sims thanked Handler for his service. Knight provided an overview of the director appointment process.

## **C. POLICY REVIEW 1.2 BOARD DIRECTORS**

This policy, which was last reviewed in 2022, outlines requisites to be a board director. Knight noted added a few minor alterations: he added the ORS reference, and he updated the liability insurance coverage provided by the District. He recommended the board approve the policy as presented.

Forster made a motion to adopt Policy 1.2 Board Directors, as presented with the minor adjustments; Cram seconded. Sims called for the question; motion passed unanimously 5-0.

#### **D. POLICY REVIEW 1.3 NUMBER OF BOARD MEMBERS**

This policy, which was last reviewed in 2022, outlines director qualifications, terms, and quantities; it also outlines the steps to fill board vacancies. Knight noted he corrected a scrivener's error but made no substance changes to the policy; he recommended the board approve the policy as presented.

Forster recalled the use of the term "at large" at the time when the district was formed; this clarified that directors are chosen throughout the district and not from different "zones" throughout the District. Discussion ensued.

*The board agreed to table the review until the next meeting, thereby allowing Knight to provide research on the language.*

### **VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS**

#### **A. ARC BLOOD DRIVE**

Knight noted an ARC blood drive will be held at Station 13 on November 18, 2025.

#### **B. OREGON FIRE DISTRICT DIRECTORS (OFDDA) CONFERENCE**

Knight reminded the Board of the upcoming annual conference to be held in Seaside November 20-22, 2025. He explained the difference between the OFDDA conference and the SDAO conference (to be held in February, also in Seaside).

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

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

### **X. ADJOURNMENT**

*Sims adjourned the meeting at 4:04 PM.*

MINUTES APPROVED BY BOARD  
December 11, 2025

S. Michael Sims, President

ATTEST:

Dave Cram, Secretary