

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

DECEMBER 11, 2025 3:00 PM

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

Zoom Meeting ID 828 8820 994 Passcode: 682004

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. There were two individuals in attendance (Michael Sommers and Velda Handler) and two individuals on Zoom (Glen Kearns and Dan Carroll).

II. PLEDGE OF ALLEGIANCE

Sims led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. PUBLIC COMMENT

No public comments were made.

B. AUDIT REPORT ACCUITY LLC

This item was moved up from the New Business section of the published agenda.

Glen Kearns from Accuity LLC provided an overview of the audit for the fiscal year ending June 30, 2025. He noted the District received an unmodified (clean) audit opinion. He noted the district is in healthy financial shape, with its ending fund balance representing over eight months of operating cash flow. He noted the team experienced no difficulties during the audit, and there were no Oregon Budget Law compliance issues. Glen was thanked for his time, and he departed the meeting at 3:09.

C. READING AND APPROVAL OF BOARD MEETING MINUTES NOVEMBER 13, 2025

Sims asked the board members if they had any corrections or comments after reviewing the minutes for the November 13, 2025 board meeting.

Forster made a motion to approve both the minutes from the November 13, 2025 meeting as presented; Handler seconded. Sims called for the question; the motion passed unanimously 5-0.

IV. FINANCIAL REPORTS

The board packet contained the Bills Paid, Visa Charges, YTD Profit & Loss vs. Budget reports for the month of November. Coyle provided a verbal report highlighting of revenues from taxes, wildfire deployment reimbursements, grants, and interest. She also highlighted expenditures for personnel

overtime, annual volunteer stipends, and annual lease payments. She explained the District typically holds off on purchasing larger budgeted items until it begins to receive current fiscal year tax revenues.

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

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight noted the District is fully staffed and is actively recruiting for a Spring 2026 Academy. He noted the District lost one volunteer during the month due to an out-of-District move. The current roster has 22 volunteers and six full-time staff positions.

Knight provided an apparatus update; he provided some detail regarding recent diesel apparatus repairs.

Knight noted a "Discovery Day" was held in November as part of the recruiting efforts. A second Discovery Day may be held at the beginning of 2026.

Knight provided an overview of his committee's work relating to the Tillamook County Community Wildfire Protection Plan (CWPP), and he provided examples of District data provided to the consultants.

Knight noted hydrant maintenance pauses during the winter months. The District is collaborating with a contractor to repair St. 13 gutter damage caused by a third-party and to be billed to the party's insurance company.

Knight noted the District has been awarded a Safety and Security Grant from SDAO; he explained it is a matching grant up to \$2,500. The Grant funds will be utilized to enhance station premise and cyber security.

Knight noted he will be having a meeting with EVCNB leadership in the near future in order to review the MOU between the two entities and to discuss 2026 plans.

The board reviewed the November Incident Response summary; there were 66 incidents. It was noted the monthly volume was consistent 2023-2025. Ambulance response time was provided. Knight noted that more responses exceeded 20 minutes than desired; however, he understands staffing has improved and he is optimistic times will improve.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed training report for November. Knight noted training activity slows down a bit annually in November and December; things will pick up in January. Knight responded to a board question concerning volunteer shifts during the holidays.

VI. UNFINISHED BUSINESS

A. SOLAR POWER PROJECT

Knight noted last week he and directors Cram and Handler met with the Power Northwest project manager for a thorough on-site planning review. Knight noted since the board packet was distributed, the District has received a letter from FEMA formally extending the grant Period of Performance for one year. A copy of the letter was distributed to the directors. Knight noted the next step for the project is to execute the contract.

Cram made a motion to have Chief Knight execute the contract; Handler seconded. Sims called for the question; motion passed unanimously 5-0.

B. STRATEGIC PLANNING

Knight noted he has been working with an SDAO consultant to plan an upcoming work session. He noted this meeting would be considered a public meeting. Knight noted the meeting could be held Wednesday January 28th or Thursday January 29th. No board members noted conflicts. Knight noted his preference would be the 28th in order to reduce staff overtime.

Handler made a motion to set the Strategic Planning workshop on January 28, 2025; Forster seconded. Sims called for the question; motion passed unanimously 5-0.

Knight noted the meeting time is still to be determined; he estimated a 10 AM start time. Knight noted SDAO recommended the District invite representatives from the three cities within the District. Sims recommended Knight include a representative from the Nehalem Bay Health Center/Pharmacy.

VII. NEW BUSINESS

A. AUDIT REPORT LETTER TO SECRETARY OF STATE

Chief Knight noted the board packet contains a Plan of Action letter to be signed by the board president and submitted to the Secretary of State. The letter details the mitigating controls the District has in place as a result of the segregation of duties issue among administrative staff. A similar letter has been submitted in previous fiscal years. Knight read the letter's plan of action.

The board members consented to the letter's contents.

B. BOARD DIRECTOR VACANCY APPOINTMENT

Knight provided an overview of the appointment process. The Directors Packet contained three applications for the Director #3 Position to be vacated by Handler on December 15, 2025: Dan Carroll, Michael Sommers, and John Wheeler. Wheeler was not present at the meeting. Bridge asked if the attending applicants were still interested in service after having observed the meeting thus far. Each applicant briefly described his desire to join the Board. Handler noted he was pleased to see several applicants, and he requested to abstain from voting. He noted he could vote in the event of a tie.

Sims made a motion to appoint Michael Sommers to the vacant board director position; Forster seconded. Discussion ensued. Bridge solicited Knight's input. Knight noted the District is fortunate to have three individuals interested in serving on the board. He acknowledged that he did not know Sommers well but noted he has attended a past board meeting and appears to have a good background. Knight noted he knows Carroll from his service on the District budget committee, and he knows Wheeler past volunteer fire fighter service. He pointed out that both

of the present applicants reside in the same development. He noted the appointment is a board decision. Bridge noted he liked that one of the candidates is on the budget committee; Cram affirmed. Handler noted that Sommers may have an opportunity to join the budget committee in the event Carroll gets appointed. *Sims called for the question; the motion received two ayes (Sims, Forster), two nays (Cram, Bridge); Handler abstained; motion did not pass 2-2-1.*

Cram made a motion to appoint Dan Carroll to the vacant board position; Bridge seconded. Sims called for the question. Motion received three ayes (Cram, Sims, Forster) and two directors abstained (Handler, Bridge) and passed 3-0-2.

The board members thanked Sommers for his application. The budget committee opening will be discussed at a future meeting.

C. RESOLUTION 25-6 FLAT FIRE REIMBURSEMENT

Knight noted the District has received a reimbursement check in the amount of \$44,423.06 from the Oregon State Fire Marshal for the District's deployment to August's Flat Fire. Since the funds are not budgeted, Knight noted it is necessary to designate a revenue account and an appropriation account. Resolution 25-06 – A Second Resolution to Designate 2025 Wildfire Cost Reimbursement, designates within the General Fund \$44,423.06 Wildfire Reimbursement Revenue, \$31,013.06 Personnel Services, and \$13,410.00 Materials and Services.

Handler made a motion to adopt Resolution 25-06 – A Second Resolution to Designate 2025 Wildfire Cost Reimbursement; Bridge seconded. Sims called for the question; motion passed 5-0.

D. FIRE CHIEF PERFORMANCE REVIEW

Knight noted board policy 1.18 outlines the process to perform the Fire Chief annual review; he read its requirements. It was noted there would only be director evaluations due to the turnover with Position #3 (Handler/Carroll). A blank evaluation form, as well as Knight's self-evaluation form, were distributed.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

A. NBFRD AWARDS BANQUET

Knight noted the annual banquet will take place Saturday, January 24 at 5:30; invitations will be mailed.

B. SDAO CONFERENCE

It was noted the registration is now open for the annual conference to take place in Seaside. A summary conference schedule was distributed. Coyle noted the February 5th session regarding public meetings law does satisfy the once per term Director training mandated by the Oregon Government Ethics Commission.

C. DIRECTOR HANDLER'S RETIREMENT

Knight noted this was Director Handler's last board meeting. Knight wrote a letter to Handler expressing gratitude for Handler's service; Knight read the letter aloud. Director Handler noted it has been a pleasure being involved with the Fire District. He noted it was his and his wife

Velda's intention to leave a gift to the Fire District their wills; however, they have decided to make the gift now. Handler announced a \$225,000 donation to the Fire District to be paid in two installments in December and January. Handler requested the funds be used for the solar panel project or the establishment of a firefighter training facility. A letter from the Handlers was distributed to board members. Sims and other directors profusely thanked the Handlers for their generous gift. Knight also thanked the Handlers, and he noted their contributions to the community. He read an excerpt from their donation letter.

IX. REVIEW/SET NEXT BOARD MEETING DATE

Knight noted the second Thursday of the month falls on January 8th. Due to the January 1st holiday, the board packet would not be available until January 5th or 6th; he asked the board to consider holding the meeting on the Thursday, January 15th instead. The monthly board meeting was set for Thursday, December 15th at 3PM.

X. ADJOURNMENT

Sims adjourned the meeting at 4:10 PM.

*MINUTES APPROVED BY BOARD
January 15, 2026*

S. Michael Sims, President

ATTEST:

Charles Bridge, Vice President