

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

January 15, 2026 3:00 PM

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

Zoom Meeting ID 833 1818 0837 Passcode: 160803

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 joined via Zoom at 3:38 p.m. Dan Carroll, who was appointed by the board during December's meeting, was also in attendance. District personnel were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle. One member of the public was in attendance.

II. PLEDGE OF ALLEGIANCE

Chief Knight led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

B. APPOINTED DIRECTOR SWEARING IN

(moved up from New Business item A)

Sims delivered the Oath of Office for Carroll.

C. PUBLIC COMMENT

Michael Sommers noted he was attending to show his support for Carroll.

C. READING AND APPROVAL OF BOARD MEETING MINUTES DECEMBER 11, 2025

Sims asked the board members if they had any corrections or comments after reviewing the minutes for the December 11, 2025 board meeting.

Bridge made a motion to approve both the minutes from the December 11, 2025 meeting as presented; Forster seconded. Sims called for the question; the motion passed unanimously 4-0. (Cram absent from vote)

IV. FINANCIAL REPORTS

Coyle provided a financial report and highlighted strong revenues for December due to the collection of property taxes, reimbursement from the SAFER grant, and a donation from John and Velda Handler. The board packet contained the Bills Paid, Visa Charges, YTD Profit & Loss vs. Budget reports for the month of December. In response to a board question, staff explained the unfavorable variance in the overtime budget and highlighted the corresponding favorable variance in the payroll contingency budget.

Forster made a motion to accept the December financial reports as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 4-0. (Cram absent for vote.)

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight noted the current roster has 22 volunteers and is unchanged from the prior month's ending total. He provided a brief overview of the exit interview process for departing personnel. The District continues to be fully staffed with six full-time positions. There are two prospective recruits for a Spring Fire Academy.

Knight provided an apparatus update highlighting electrical repairs for Engine 11 and upcoming annual service for the jet skis and the UTV.

Knight noted recent public outreach events, and he highlighted an on-going community survey for the Tillamook County Community Wildfire Protection Plan. A flyer with survey access information was included in the board packet.

Knight noted on-going internal Station 13 maintenance projects, and he highlighted upcoming improvements to the security system at both stations.

Knight noted the District's mutual aid agreement with Garibaldi Fire, and he explained Garibaldi's staffing situation may require the District to co-respond to calls along the Miami Foley corridor on an as-need basis.

The board reviewed the December Incident Response summary; there were 74 incidents. Knight discussed the unusually high number of MVAs, which he attributed to weather. He highlighted new iPhone crash alert technology and how it often leads to false alarms. Ambulance response times were provided. Knight explained how the ambulance service operates. Discussion ensued; topics included staffing challenges and the difficulty of maintaining adequate coverage with only four ambulances for the entire county.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed training report for December. Knight noted training was light during the last two weeks of the year in order to provide members a break.

VI. UNFINISHED BUSINESS

A. SOLAR POWER PROJECT

Knight provided a project update. The contract with Pacific Northwest Inc. has been signed, and the project is in the design phase. In addition, administrative items relating to the project are underway. He also summarized discussions with the project manager regarding utilizing the generator's circuitry. Knight noted construction is about 45 days out. Cram noted the project's potential cost savings on electric bills.

B. STRATEGIC PLANNING WORK SESSION

Knight noted the workshop has been scheduled for Wednesday, January 28th at 10 A.M. In addition to fire officer staff and the board members, representatives from the cities of Manzanita, Nehalem, and Wheeler, the Neahkahnie Water District, and the Nehalem Bay Wastewater District will be in attendance. Cram noted he will be representing the City of Nehalem.

VII. NEW BUSINESS

A. APPOINTED DIRECTOR SWEARING IN

Presented at the beginning of the meeting

B. CITY OF MANZANITA – COMPREHENSIVE PLAN UPDATE

This item was not presented.

C. SURPLUS DRONE EQUIPMENT

Knight noted the District still has on-hand accessories for the DJI Matrice 300 RTK drone which was taken out of service in 2024. Rockaway Beach Fire the same drone and could utilize the District's equipment. Knight estimates the equipment to be valued at \$3,000; he recommended the District surplus the equipment and donate it to the Rockaway Beach Fire Department.

Bridge made a motion to surplus the remaining parts for the DJI Matrice 300 RTK Drone and to donate the equipment to Rockaway Beach Fire Department; Forster seconded. Sims called for the question; motion passed unanimously 5-0.

D. BUDGET COMMITTEE VACANCY

Knight noted there is a budget committee vacancy as a result of Carroll's board appointment. Neither Board Policy 2.8 Budget Process nor the Budget Law per ORS provides guidance for the budget committee appointment process. He recommends staff reach out to the two unsuccessful board member appointment applicants regarding interest in applying for the budget committee vacancy.

There was consensus among board members to follow Knight's recommended approach.

E. ANNUAL FIRE CHIEF EVALUATION – EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)

Bridge asked Knight if he would like to go into Executive Session for his annual performance review; Knight waived his right to the Executive Session. Sims distributed Chief Knight's annual evaluation, which was completed by four board members and the chief himself. The evaluation covered five key areas: administration, financial reporting, personnel, program administration, and board relations. The board reviewed Chief Frank Knight's evaluation, which resulted in an overall score of 4.34 out of 5, with board members noting his distinctive performance and positive impact on staff morale. Knight noted it is a pleasure to work with the board. Sims noted that the Board's score was higher than Knight's self-score. Knight noted he will be requesting a contract review; Sims noted he will be reviewing the policies and process.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

A. THANK YOU NOTE FROM EVCNB

Knight noted the District made its annual budgeted contribution to the EVCNB; the packet included the thank you note acknowledging the contribution.

B. NBRFD AWARDS BANQUET

Knight reminded the board of the upcoming annual banquet for Saturday, January 26th at the Pine Grove in Manzanita.

C. SDAO CONFERENCE SEASIDE

Knight reminded the board of the upcoming SDAO Conference to be held in Seaside February 5-7.

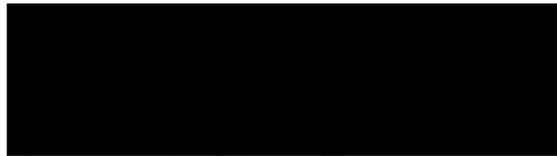
IX. REVIEW/SET NEXT BOARD MEETING DATE

Knight noted the second Thursday of the month falls on February 19th. Carroll asked members if it would be possible to push the meeting back one week due to his unavailability. Other members were open to the idea. The monthly board meeting was set for Thursday, February 19th at 3PM.

X. ADJOURNMENT

Sims adjourned the meeting at 4:19 PM.

*MINUTES APPROVED BY BOARD
February 19, 2026*



Michael Sims, President

ATTEST:



Dave Cram, Secretary