

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

Thursday, February 19th – 3 P.M.

**36375 Highway 101 N., Nehalem, OR 97131
Zoom – Meeting ID: 880 1925 2553 Password: 749955**

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 Dan Carroll. 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. CITY OF MANZANITA – COMPREHENSIVE PLAN UPDATE

(moved up from New Business item A)

City of Manzanita Mayor Kathryn Stock and City Manager Leila Aman provided an overview of the City's comprehensive plan update project, including the history of the current plan, State of Oregon requirements, and the City's process to obtain feedback from its constituents and partner organizations. A draft of an updated plan's goals and policies were distributed to board members; the City leaders noted Goal 4 pertains to emergency services.

NBFRD leaders noted the challenges the District will face as the area grows, including an older demographic requiring more EMS services, a shrinking pool of potential volunteer firefighters, and ambulance transportation constraints. Knight noted these items were discussed at length at the District's recent strategic planning session. Stock noted many people move to the area without understanding the limitations of rural healthcare and emergency services. She offered to assist with educating residents on these issues.

Stock and Aman left the meeting at 3:33 pm.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. READING AND APPROVAL OF BOARD MEETING MINUTES JANUARY 15, 2026

Sims asked the board members if they had any corrections or comments after reviewing the minutes for the January 15, 2026 board meeting.

Carroll made a motion to approve the minutes from the January 15, 2026 meeting as presented; Forster seconded. Sims called for the question; the motion passed unanimously 5-0.

D. READING AND APPROVAL OF BOARD WORKSHOP MINUTES JANUARY 28, 2026

Sims asked the board members if they had any corrections or comments after reviewing the minutes for the Strategic Planning Workshop held January 28, 2026.

Forster made a motion to approve the minutes from the January 28, 2026 workshop as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 5-0.

IV. FINANCIAL REPORTS

A. REVIEW AND APPROVAL OF BILLS PAID, CREDIT CARD PURCHASES, AND PROFIT & LOSS

Coyle presented the financial highlights for January 2026. Highlights include the second of two donations from the Handler Foundation and large expenditures for the annual comprehensive insurance policy as well as an adjustment to workers compensation insurance. Knight and Coyle and Knight explained the reasoning for the increased WC costs.

Cram made a motion to accept the January 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 current roster has 21 volunteers, which reflects a recent departure of a long-term volunteer. 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; highlights included an explanation for recent repairs to Engine 11, Tender 13, and the jet skis. Knight explained the harsh environment lends to impeller replacement every few years.

Knight noted recent public outreach events and highlighted standby coverage during the New Year's Day Polar Plunge and hosting a pre-school fire safety event at Station 13.

Knight provided an update with the Tillamook County Community Wildfire Protection Plan (CWPP); he anticipates the final product will be delivered in June. He also noted the survey is still open in case anyone has yet to complete it.

Knight noted on-going routine interior station maintenance activities, and he noted the District is sourcing the equipment for the security system updates.

Knight noted the Awards Banquet held in January was well attended, and he highlighted drone pilot volunteer David Archer's video presentation.

Knight noted he and two staff members attended the annual SDAO conference held in Seaside. Key takeaways include increasing AI capabilities, public meeting law, and risk assessment.

The board reviewed the January Incident Response summary; there were 70 incidents, which exceeded the monthly volume from 2025 and 2024. Knight noted the software change occurred January 1st in order to become compliant with the National Emergency Response Information

System (NERIS). The new system categories incidents in a different manner than the old system. Ambulance response times were also presented.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed training report for January. Knight highlighted the on-site Flammable Liquids and Gas (FLAG) training provided by the Department of Public Safety Standards and Training (DPSST) as well as an internally instructed extrication class.

VI. UNFINISHED BUSINESS

B. SOLAR POWER PROJECT

Knight noted the project is still in the design phase, and he noted the solar backup will run on the same circuits as the generator currently backs up. Knight anticipates a detailed progress meeting with the project manager prior to the March board meeting. It was recommended that an invitation be extended the PM to provide the update to the board at the March meeting.

C. STRATEGIC PLANNING WORK SESSION

Knight noted the session was productive, and he explained the SDAO consultant is working of the draft document. It is anticipated the draft will be available for the March board meeting.

VII. NEW BUSINESS

A. BUDGET COMMITTEE VACANCY

Knight noted staff distributed a budget committee application to the two unsuccessful board appointment applicants. The only completed application returned was from Michael Sommers; the application was included in the packet for the Board's consideration.

Forster made a motion to appoint Michael Sommers to the Budget Committee for a three-year term; Cram seconded. Sims called for the question; the motion passed unanimously 5-0.

B. REVIEW OF DRAFT BUDGET CALENDAR

Knight the FY 26-27 budget season will soon commence. A draft budget calendar noting the meeting dates was included in the board packet. No conflicts were noted.

Bridge made a motion to approve the Fiscal Year 2026-27 Budget Calendar as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 5-0.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

No items presented.

IX. BOARD COMMENTS

No items presented.

X. REVIEW/SET NEXT BOARD MEETING DATE

The monthly board meeting was set for Thursday, March 12th at 3PM.

XI. ADJOURNMENT

Sims adjourned the meeting at 4:14 PM.

*MINUTES APPROVED BY BOARD
March 12, 2026*

[REDACTED]

S. Michael Sims, President

ATTEST:

[REDACTED]

Dave Cram, Secretary