

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

Thursday, March 12th – 3 P.M.

**36375 Highway 101 N., Nehalem, OR 97131
Zoom – Meeting ID: 838 4339 4219 Password: 342288**

I. CALL TO ORDER / WELCOME VISITORS

President Mike Sims called the meeting to order at 3:02 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. Present via Zoom was Erik Beeman, Power Northwest.

II. PLEDGE OF ALLEGIANCE

Knight led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. Resilient Solar Power

(moved up from Unfinished Business item A)

Project manager Beeman explained that after discovering the facility has three-phase power instead of single-phase as originally assumed, we see three options for the final project design. Option 1 maintains current scope with a 24-kilowatt solar system and 120 kilowatt hours battery capacity backing up existing 400-amp loads, no cost increase. Option 2 upgrades to a full 600-amp facility backup with 180 kilowatt hours storage capacity using three battery banks, adding \$42,000 to project cost. Option 3 would back up 400 amps plus selected circuits, requiring circuit identification and rewiring with TBD costs.

Beeman responded to board questions regarding battery placement, security, and equipment specifications. He left the call at 3:27 pm.

Discussion among the board members ensued. Topics included an explanation of Option 2's tiered response capability, future building and equipment needs requiring a reliable power source, and the source and budget implications of the additional funds needed for Option 2. Knight noted he is comfortable with the budget's ability to absorb the additional costs.

Cram made a motion to add Option 2 in the amount of \$42,000 to the contract with Pacific Northwest; Bridge seconded. Sims called for the question; the motion passed unanimously 5-0.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. READING AND APPROVAL OF BOARD MEETING MINUTES FEBRUARY 19, 2026

Sims asked the board members if they had any corrections or comments after reviewing the minutes for the February 19, 2026 board meeting.

Forster made a motion to approve the minutes from the February 19, 2026 meeting 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 February 2026. She explained February is a historical low tax collection month. She also noted FEMA reimbursements for the SAFER grant are currently on hold due to the government shutdown. The board reviewed the reports provided. Knight responded to a question regarding the purchase of hand-held weather units for wildland deployments.

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

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Knight provided updates on apparatus, staffing, training, and operations.

Knight noted two vehicles are due for replacement, which he will discuss further in the New Business section of the meeting. Staffing is currently at twenty volunteers and six full-time employees. Knight noted that one recruit firefighter is going through the on-boarding process, and volunteer recently resigned.

Knight noted the recent purchase of Starlink satellite internet equipment: one mobile unit for command rigs and wildfire deployment and one stationary unit for station backup. He also noted two full-time staff started Advanced/Intermediate EMT training through Clatsop Community College, thus dramatically increasing the District's ALS capabilities.

Knight provided an update with his Community Wildfire Protection Plan Committee. A draft Plan will be issued soon.

Knight also noted the Oregon State Fire Marshal Staffing Grant application period recently opened. If selected, the District will be provided \$35,000 in funding to boost personnel resources during wildfire season. He noted the OSFM prioritizes the award to agencies with less than \$2M in tax funding.

An incident summary for the month of February was provided. There were 46 calls; none were fire related. Ambulance response times are tracking favorably, with 80% of the month's medical incidents receiving an ambulance arrival within 20 minutes.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed training report for February. Sims highlighted consistent attendance at weekly drills.

VI. UNFINISHED BUSINESS

B. STRATEGIC PLANNING WORK SESSION

The board members reviewed a draft version of the Strategic Plan. Knight explained that while the formatting of the draft document will change, its content needs to be reviewed for approval. The document will serve as a working roadmap for district priorities over the next five years. Board members provided favorable feedback on its contents.

Bridge made a motion to accept the language used in the draft plan as the language in the final strategic plan; Forster seconded. Sims called for the question; the motion passed unanimously.

C. MANZANITA COMPREHENSIVE PLAN

Knight noted the City of Manzanita is looking for feedback on its draft comprehensive plan with respect to its partnership with NBFDRD. Knight will recommend the City add Tillamook County to Policies 4.1 and 4.9 regarding emergency response and service level coordination, as the county is responsible for providing an ambulance service provider.

The board concurred with Knight's recommendation and had no additional feedback for the City.

VII. NEW BUSINESS

A. SQUAD 13 REPLACEMENT AUTHORIZATION

Knight noted the FY 25-26 budget contains \$68,000 for a replacement for apparatus Squad 13, a 2009 Ford Explorer. He explained it is a multi-purpose vehicle used for non-emergency response to incidents for special resources, such as the Drone Team. It also transports personnel to trainings and meetings.

As the Squad 11 pickup is also experiencing costly repairs, Knight feels it is prudent to purchase a vehicle that could not only serve as a replacement for Squad 13 but also would also negate the need to retain Squad 11. He has sourced a pickup truck that would provide ample personnel space, towing capacity, and hauling capability. Although the truck cost will come under the \$68,000 budget, customizations will need to be made. He is seeking board approval authorizing expenditures up to \$68,000 for the purchase and customization of a Squad 13 replacement.

In response to board questions, Knight walked through his selection criteria. He also noted challenges posed if the District went to a vinyl wrap.

Carroll made a motion to authorize Chief Knight to expend up to \$68,000 for the procurement and outfit of a pickup truck to replace Squad 13; Cram seconded. Sims called for the question; the motion passed unanimously 5-0.

B. FIRE CHIEF EMPLOYMENT AGREEMENT

Knight noted his contract has not been updated since his appointment in 2023; he requested a review of his contract. He noted the process is not outlined in board policy or contract; he recommended the board appoint a designee for the negotiation, similar to the process when he became Chief.

Cram made a motion to appoint both Bridge and Forster to a committee to negotiate a new contract with Chief Knight; Carroll seconded. Sims called for the question; the motion passed unanimously 5-0.

Bridge and Forster accepted the appointment.

C. BOARD POLICY 2.13 USE OF DISTRICT'S MAIN STATION

This policy, last reviewed in 2020, establishes guidelines for the use of the District's facility by groups other than the District's personnel. Knight noted he made minor changes to the policy, including increasing the amount of liability insurance the District may require of the user as well as security deposits.

Cram made a motion to adopt policy 2.13 Use of District's Main Station, as presented; Forster seconded. Sims called for the question; the motion passed unanimously 5-0.

D. BOARD POLICY 2.14 INVESTMENT POLICY

This policy, last reviewed in 2019, specifies the institutions where the District's cash may be invested. Knight noted he made minor wording adjustments and recommends the board approve the policy as presented.

Forster made a motion to adopt policy 2.13 Use of District's Main Station, as presented; Cram seconded. Sims called for the question; the motion passed unanimously 5-0.

E. BOARD POLICY 2.7 FINANCIAL MANAGEMENT - CONTROLS

This policy, last reviewed in 2019, outlines the District's fiscal internal controls. Knight noted he reviewed the policy in conjunction with Coyle. He explained the version presented contained some clarifications regarding purchasing limits and Director financial review; it also contained minor wording and grammatical adjustments. He recommended the Board adopt the policy as presented.

Forster made a motion to adopt policy 2.13 Use of District's Main Station, as presented; Bridge seconded. Sims called for the question; the motion passed unanimously 5-0.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

Knight noted a Red Cross Blood drive will take place at Station 13 on March 17th.

IX. BOARD COMMENTS

No items presented.

X. REVIEW/SET NEXT BOARD MEETING DATE

The monthly board meeting was set for Wednesday, April 8th at 3PM.

XI. ADJOURNMENT

Sims adjourned the meeting at 4:56 PM.

MINUTES APPROVED BY BOARD
April 8, 2026



S. Michael Sims, President

ATTEST:



Charles Bridge, Vice President