

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

Wednesday April 8th – 3 P.M.

**36375 Highway 101 N., Nehalem, OR 97131
Zoom – Meeting ID: 899 6312 1338 Password: 05703**

I. CALL TO ORDER

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 and Director Dan Carroll. Treasurer Bob Forster and Secretary Dave Cram did not attend and were excused. District personnel in attendance were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle.

II. PLEDGE OF ALLEGIANCE

Knight led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. PUBLIC COMMENT

No members of the public were in attendance.

C. READING AND APPROVAL OF BOARD MEETING MINUTES MARCH 12, 2026

Sims asked the board members if they had any corrections or comments after reviewing the minutes for the March 12, 2026 board meeting.

Bridge made a motion to approve the minutes from the March 12, 2026 meeting as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 3-0.

IV. FINANCIAL REPORTS

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

Coyle presented the financial highlights for March 2026. She highlighted key revenues and expenditures for the month. She also noted the forecasted General Fund ending balance at June 30, 2026 will be over \$380,000 favorable to the budgeted balance. The board reviewed the reports provided. Knight responded to a question regarding the expenditure for software to share medical cases with the District's medical directors.

Bridge made a motion to accept the March financial reports as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 3-0.

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

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

Knight noted staffing is currently at twenty volunteers and six full-time employees. Plans are underway to train one recruit firefighter. All apparatus are currently in service; the new Squad 13 has been decaled and its bed lined.

Knight noted the District, in conjunction with Rockaway Beach Fire and Garibaldi Fire, participated in a career exploration session at the high school.

Knight noted the FY 2026-27 Budget will be available April 14th and the Budget Committee meeting is scheduled for April 23rd.

Knight noted SDIS's Safety and Security Grant should be funded soon. The Grant will reimburse the District \$2,500 for upgrades to its security cameras and cyber security infrastructure.

An incident summary for the month of March was provided; there were 56 calls. Tillamook Adventist Ambulance response to in-district incidents was under 20 minutes 73% of the time. Discussion ensued regarding ambulance staffing and operations.

B. TRAINING REPORT

The packet contained Division Chief Jesse Walsh's detailed training report for March. Knight provided details of the "coffee can" drills to test member's knowledge of District locations as well as equipment placement on apparatuses.

VI. UNFINISHED BUSINESS

A. RESILIENT SOLAR POWER PROJECT

Knight noted the change order adding \$42,000 to the project has been executed; the change order will allow for all of Station 13's circuits to be on the battery storage backup. Knight noted contractor Power Northwest will be on-site later in the week; Cram will also attend. Site logistics will be finalized as a result of the visit's findings.

B. STRATEGIC PLANNING

Knight noted the finalized Strategic Plan has been released and a copy was distributed to the board members. The plan provides a five-year roadmap for the organization's operations.

C. CHIEF EMPLOYMENT AGREEMENT

Knight noted he met twice with Bridge and Forster, the two board members selected to negotiate a new contract on behalf of the board. Knight noted he used a recent salary study to benchmark compensation against comparable districts. A draft employment agreement effective July 1, 2026 was distributed to the board members. Knight noted it highlights the items that have changed from the current contract. Bridge noted the negotiations went well, and the information provided was well organized.

Carroll made a motion to execute the draft Employment Agreement as presented; Bridge seconded. Sims called for the question; the motion passed unanimously 3-0.

VII. NEW BUSINESS

A. SALARY STUDY REPORT

Knight noted in 2025, an SDAO recommended organization conducted a salary study for the District's full time staff positions. No matches could be obtained for the Executive Assistant position, as the job duties align more thoroughly with a Finance Manager. As none of the benchmark fire departments had a finance manager, an internally performed salary study was conducted via salary information from other local government entities. Both studies were distributed to the board.

Knight noted the studies revealed that District compensation was below market in all categories, with the firefighter position as closest to market rates. Knight noted the step scales for each position under Resolution 26-01 are as a result of the study.

B. RESOLUTION 26-01 – A RESOLUTION SETTING WAGES AND BENEFITS FOR DISTRICT EMPLOYEES FOR FISCAL YEAR 2026-2027

The resolution establishes the compensation and benefits offered to employees effective July 1, 2026. Knight noted he recommends increasing the ALS EMS certification add-on pay for Intermediate EMTs from 2.5% to 5% and for paramedics from 5% to 8%. Knight noted the step scale also adds the new position of Deputy Chief. This position was unveiled in the salary study, and it will allow for future organizational growth.

Discussion ensued. Topics included the importance of rewarding certifications, the increase in other personnel expenses as a result of the wage increases (such as payroll taxes and PERS), and the use of a 2.9% COLA on top of the ranges provided by the year-old salary study.

Bridge made a motion to adopt Resolution 26-01 – A Resolution Setting Wages and Benefits for District Employees for Fiscal Year 2026-2027 as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 3-0.

C. SURPLUS 1997 GMC 3500

Knight noted this utility apparatus was inherited from the City of Manzanita at the time of the District's formation. Knight noted the vehicle has served the District well, but its functionality will be replaced by the newly purchased 2026 RAM 3500. Knight recommended the board surplus the vehicle through a sealed bid process; he recommended a minimum bid of \$5,000. He noted all decals and response equipment will be removed prior to sale. Discussion ensued regarding the benefits of a local sealed bid process versus state surplus auction.

Carroll made a motion to surplus the 1997 GMC 3500 using a sealed-bid process with a minimum bid of \$5,000; Bridge seconded. Sims called for the question; the motion passed unanimously 3-0.

D. OSFM WILDFIRE SEASON STAFFING GRANT

Knight noted this OSFM grant will provide \$35,000 to hire seasonal temporary firefighters for the 2026 Fire Season May – October. Knight noted the awards will be announced on April 20th and the board will need to pass a resolution in order to accept funds. However, as it takes time to recruit seasonal part time firefighters, he would like to begin the process now rather than wait until the Award is announced and a resolution is passed. No offer of employment will be extended until after the resolution has passed.

There was consensus among the board members for Knight to begin the recruitment process prior to the acceptance of the grant.

IV. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

Knight noted an Emergency Preparedness fair will be held Saturday, April 25th at the Tillamook County Fairgrounds.

VIII. BOARD COMMENTS

No items presented.

X. REVIEW/SET NEXT BOARD MEETING DATE

The monthly board meeting was set for Thursday, May 14th at 3PM.

XI. ADJOURNMENT

Sims adjourned the meeting at 4:56 PM.

*MINUTES APPROVED BY BOARD
May 21, 2026*

[Redacted signature]

Charles Bridge, Vice-President

ATTEST

[Redacted signature]

Dan Carroll, Director