

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

**Thursday May 21, 2026 – 3 P.M.**

**36375 Highway 101 N., Nehalem, OR 97131  
Zoom – Meeting ID: 835 8137 6755 Password: 483429**

**I. CALL TO ORDER**

Vice President Charles Bridge called the meeting to order at 3:00 p.m. In addition to Sims, board members present for the roll call were Treasurer Bob Forster and Director Dan Carroll. President Mike Sims arrived at 3:06 p.m.; Secretary Dave Cram was absent. District personnel in attendance were Fire Chief Frank Knight III and Executive Assistant Kristen Coyle.

**II. PLEDGE OF ALLEGIANCE**

Bridge led the pledge.

**III. WELCOME TO VISITORS / APPROVAL OF MINUTES**

**A. PUBLIC COMMENT**

No members of the public were in attendance.

**B. READING AND APPROVAL OF BOARD MEETING MINUTES APRIL 8th, 2026**

Bridge asked the board members if they had any corrections or comments after reviewing the minutes for the April 8, 2026 board meeting.

*Carroll made a motion to approve the minutes from the April 8th, 2026 meeting as presented; Forster seconded. Bridge called for the question; the motion passed unanimously 3-0.*

**C. READING AND APPROVAL OF BUDGET COMMITTEE MEETING APRIL 23rd, 2026**

Bridge asked the board members if they had any corrections or comments after reviewing the minutes for the April 23, 2026 Budget Committee meeting.

*Carroll made a motion to approve the minutes from the April 23, 2026 meeting as presented; Forster seconded. Bridge 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 April 2026. She highlighted the reinstatement of the SAFER grant reimbursements after the FEMA shutdown as well as expenditures for training classes, equipment, and operating supplies. She also noted the forecasted General Fund ending balance at June 30, 2026 will be over \$400,000 favorable to the budgeted balance. The board reviewed the reports provided.

*Carroll made a motion to accept the April financial reports as presented; Forster seconded. Bridge 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; one recruit is completing paperwork. Knight noted an internal posting for seasonal part-time firefighters will soon be released. Knight highlighted repairs for the UTV, the outfitting of the new Squad 13, and the surplus status for Squad 11.

Knight noted the District held a Station 13 Fire Safety Tour to kindergarten students, and it participated in a life jacket event at the local elementary school. Discussion ensued regarding District participants' use of PPE in such events with young children.

Knight noted he recently prepared two letters of support for two other local Special Districts for their upcoming projects; the letters were included in the board packet.

Knight noted the final draft for the Community Wildfire Protection Plan (CWPP) is in review status. The plan will be released to the public at a meeting tentatively scheduled on June 30<sup>th</sup>. A public comment period is required prior to the plan's adoption by the county.

In response to a board member question, Knight noted he does not have an update with the County's new communication system.

Knight summarized activities at the annual Oregon Fire Chief's Conference he recently attended.

An incident summary for the month of April was provided; there were 60 calls. Knight noted the District issued a press release concerning a non-injury incident involving a vehicle that went into the Nehalem River; a copy of the press release was included in the board packet. Discussion ensued regarding the District's PIO designation and its policies regarding press releases. Tillamook Adventist Ambulance April response to in-district incidents was under 20 minutes 91% of the time. It was noted that it was the best monthly response seen since the District began to compile times.

In response to a board member question, Knight noted the date for the seasonal burn ban has yet to be established; he described the process for determining the date.

### **B. TRAINING REPORT**

The packet contained Division Chief Jesse Walsh's detailed training report for April. Meeting participants noted the extensive schedule.

*President Sims took over as meeting chair.*

## **VI. UNFINISHED BUSINESS**

### **A. RESILIENT SOLAR POWER PROJECT**

Knight noted the project's design phase is complete; the contractor is procuring materials and acquiring permits. Knight noted Director Cram has been helpful with guiding the contractor through the Tillamook County permit process.

## **B. SQUAD 13 PURCHASE AUTHORIZATION AMENDMENT**

Knight noted the board has authorized him to purchase and outfit the apparatus up to \$68,000, the full amount of the Equipment Reserve Fund's 2025-26 budget. Knight noted expenditures to date totaled \$64,263.88, and he noted that the cost of outfitting the apparatus may exceed the amount authorized. He requested the board authorize an additional expenditure up to \$10,000 to outfit the apparatus. Knight noted funds exceeding the amount in the Equipment Reserve Fund budget are available in the General Fund's Capital Outlay appropriation.

*Forster made a motion to authorize an additional expenditure of up to \$10,000 for outfitting the Quad 13 apparatus utilizing funds in the General Fund-Capital Outlay appropriation; Carroll seconded. Sims called for the question; the motion passed unanimously 4-0.*

## **C. OSFM WILDFIRE SEASON STAFFING GRANT**

Knight noted the District has been awarded \$35,000, the maximum grant amount, to hire seasonal, temporary firefighters during the 2026 Fire Season. A resolution to accept the grant is included in the new business section of the meeting.

# **VII. NEW BUSINESS**

## **A. RESOLUTION 26-02 A RESOLUTION TO ACCEPT OSFM 2026 WILDFIRE SEASON STAFFING GRANT**

OSFM requires the board to authorize the grant agreement via Resolution. A copy of the unexecuted agreement was provided to board members for review. Resolution 26-02 accepts the OSFM Grant and authorizes Knight to sign the agreement on the District's behalf.

*Forster made a motion to adopt Resolution 26-02 – A Resolution to Accept OSFM 2026 Wildfire Season Staffing Grant as presented; Carroll seconded. Sims called for the question; the motion passed unanimously 4-0.*

## **B. RESOLUTION 26-03 – A RESOLUTION TO DESIGNATE 2025-26 SDIS SAFETY AND SECURITY GRANT**

The District received a matching \$2,500 grant from SDIS, its comprehensive insurance carrier, to upgrade station building security systems. Since these funds were not budgeted, it is necessary to designate a revenue account and an appropriation account for the funds. Resolution 26-03 designates, within the General Fund, \$2,500 in Grant Revenue and \$2,500 to Materials and Services. Knight recommended the board adopt the resolution.

*Carroll made a motion to adopt Resolution 26-03 – A Resolution to Designate 2025-26 SDIS Safety and Security Grant as presented; Bridge seconded. Sims called for the question; the motion passed unanimously 4-0.*

**VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS**

Knight provided a flyer regarding a Memorial Day Ceremony to be held at the American Legion Cemetery in Nehalem. Knight provided save the date information for the OFDDA conference in November. Knight noted the Mayor of Nehalem recently sent personal letters to all members who obtained certifications within the past year; a sample letter was read outloud. Knight noted the FY 2026-27 Budget Hearing will be held during the June Board meeting.

**IX. BOARD COMMENTS**

No items presented.

**X. REVIEW/SET NEXT BOARD MEETING DATE**

The monthly board meeting was set for Thursday, June 11th at 3PM. Due to a director's recent change to his employment schedule, discussion ensued regarding to switching to a new monthly board meeting date effective in July. The second Tuesday of every month at 3PM works for those in attendance; Sims noted he will reach out to Cram to see if this conflicts with his schedule.

**XI. ADJOURNMENT**

*Sims adjourned the meeting at 4:10 PM.*

MINUTES APPROVED BY BOARD  
June 11th, 2026

[Redacted signature area]

*S. Michael Sims, President*

ATTEST:

[Redacted signature area]

*Dave Cram, Secretary*