NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING

Tuesday July 21, 2026 – 3 P.M.

36375 Highway 101 N., Nehalem, OR 97131
Zoom – Meeting ID: 871 6342 1341 Password: 413670

I. CALL TO ORDER

Vice President Charles Bridge called the meeting to order 3:00 p.m. In addition to Bridge, board members present were Treasurer Bob Forster and Director Dan Carroll. President Mike Sims attended via Zoom; 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 JUNE 11th, 2026

Bridge asked the board members if they had any corrections or comments after reviewing the minutes for the June 11, 2026 board meeting.

Forster made a motion to approve the minutes from the June 11th, 2026 meeting as presented; Carroll seconded. Bridge called for the question; the motion passed unanimously 4-0.

IV. FINANCIAL REPORTS

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

Coyle presented the financial highlights for June 2026. She noted favorable ending balances in all funds, and she noted that some of the capital projects did not get completed by the end of the year which necessitates the need for a supplemental budget. In response to a board member question, she explained the differences in the credit card activity report and the credit card payments on the bills-paid report.

Forster made a motion to accept the June financial reports as presented; Sims seconded. Bridge called for the question; the motion passed unanimously 4-0.

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Chief Knight provided updates on staffing, apparatus, community outreach, station maintenance, and operations.

Knight noted there are six full time staff, two seasonal-part time staff, 19 volunteers, and two potential volunteers in the recruiting pipeline. He reiterated how difficult it has been to work with third-party providers for recruit drug screens and physicals. He continues to source alternative providers. He also noted a five-year volunteer recently left due to time commitment conflicts.

Knight provided updates with minor damage Rescue 13 recently sustained; it is currently out for service.

Knight noted he is in the process of recruiting a chaplain to volunteer for the District, as it has been many years since the District had a dedicated chaplain and the limited availability of the Sheriff Office chaplains. Discussion ensued regarding a chaplain training session to be provided by DPSST in September.

Knight noted he has been approached by EVCNB regarding the maintenance of the American Red Cross Trailer, as the EVCNB will no longer have the resources to perform these functions, and if they cannot be done, the trailer may be decommissioned. Knight reached out to some volunteers to gage their interest in performing these functions using their personal time. Knight noted that the District cannot add the ARC Trailer to its on-going list of things to maintain. A discussion regarding the supply cache of EVCNB and the local cities ensued.

An incident summary for the month of June was provided; there were 86 calls for the month, including two small structure fires. Monthly and year-to-date volume continues to exceed that from 2025 and 2024.

B. TRAINING REPORT

A report was not provided due to Division Chief Walsh's deployment.

C. RECRUITING AND RETENTION REPORT

A report by Recruiting and Retention Coordinator Zach Costello was included in the board packet; it highlighted recruiting, retention, and community outreach activities.

Knight noted the volunteer highlights on the District's Facebook page continue to generate a lot of buzz. Finally, he highlighted the preparations for the October 10th Open House.

Sims recommended placing recruiting flyers in the community room of the affordable housing complex currently under construction within the City of Manzanita.

Knight provided an update with the District's wildfire deployments. The District has its Brush truck, its Type III engine, and five personnel deployed. He noted requests for additional resources had to go unfilled. Discussion ensued regarding the current weather conditions in Oregon.

VI. UNFINISHED BUSINESS

A. RESILIENT SOLAR POWER PROJECT

Knight noted site-work has commenced with the panels being placed on the roof and electrical work has begun. A concreate contractor is currently staking the parking lot for excavation work.

B. SQUAD 13 SURPLUS

Knight noted a closed-bid sale for the surplus 2010 Ford Explore will soon commence.

VII. NEW BUSINESS

A. ELECTION OF BOARD OFFICERS

Knight informed the board that Board policy requires the election of new board officers at the first meeting of each fiscal year. He noted that policy also states no member shall serve more than three consecutive terms as president; Sims has just completed his second term. Coyle provided the current officer positions.

Forster nominated Mike Sims to serve as President for another year; Bridge seconded. Sims accepted the nomination. Bridge called for the question; motion passed 4-0.

Forster nominated Chuck Bridge to serve as Vice-President; Sims seconded. Bridge called for the question; motion passed 4-0.

Sims nominated Dave Cram to serve as Secretary; Forster seconded. Bridge called for the question; motion passed 4-0.

Sims nominated Bob Forster to serve as Treasurer; Carroll seconded. Bridge called for the question; motion passed 4-0.

B. SELECTION OF LEGAL COUNCIL

Knight noted board policy requires the appointment of the District's legal counsel at the first board meeting of each fiscal year. He noted Local Government Law Group is the current counsel, and he has been pleased with the services they provide.

Forster made a motion to appoint Local Government Law Group as the District's legal counsel for FY 2026-27; Sims seconded. Bridge called for the question; motion passed 4-0.

C. SELECTION OF AUDITOR

Knight noted board policy requires the appointment of the District's auditors at the first board meeting of each fiscal year. Knight noted that Accuity LLC is the District's current auditors. He is pleased with the services they provide, and he noted that annual audit fees have been locked via a three-year contract that commenced with the FY 2024-25 audit.

Forster made a motion to appoint Accuity LLC as the District's auditor for Fiscal Year 2026-27; Carroll seconded. Bridge called for the question; the motion passed unanimously 4-0.

D. 2026-27 SUPPLEMENTAL BUDGET HEARING

Chief Knight explained that the Adopted Fiscal Year 2026-2027 presumed all costs related to the Solar Panel Project and the Squad 13 outfitting would have been expended by June 30, 2026 and thus were not included in the budget. This did not happen, and some of the project costs would have to be expended in Fiscal Year 2026-27. A supplemental budget is required, and a hearing is necessary to accept public comments. The board packet included the Notice of Supplemental Budget Hearing. Knight explained that the actual published notice included an error; both versions were included in the packet.

Bridge opened the hearing at 3:44 PM. There were no public comments. Bridge closed the hearing at 3:45 PM.

E. RESOLUTION 26-6 RESOLUTION ADOPTING 2026-27 SUPPLEMENTAL BUDGET

Resolution 26-6 A Resolution Adopting a Supplemental Budget for Fiscal Year 2026-2027, Making Appropriations, and Authorizing Expenditures noted supplemental appropriations to both the Equipment Reserve Fund and the Construction Reserve Fund as follows:

Equipment Reserve Fund

Resource Line Item/Appropriation Category	Current Budget	Adjustment	Revised Budget
Resources:			
Beginning Fund Balance	$237,286.00	$9,113.50	$246,399.50
Revised Fund Resources	**$296,238.00**	**$9,113.50**	**$305,351.50**
Appropriations:			
Capital Outlay	$ 0.00	$9,689.89	$ 9,689.89
Reserved for Future Expenditures	$296,238.00	($ 576.39)	$295,661.61
Revised Fund Appropriations	**$296,238.00**	**$9,113.50**	**$305,351.50**

Construction Reserve Fund

Resource Line Item/Appropriation Category	Current Budget	Adjustment	Revised Budget
Resources:			
Beginning Fund Balance	$346,398.00	$156,123.76	$502,521.76
Revised Fund Resources	**$684,818.00**	**$156,123.76**	**$840,941.76**
Appropriations:			
Capital Outlay	$132,000.00	$162,528.84	$294,528.84
Reserved for Future Expenditures	$552,818.00	($ 6,405.08)	$546,412.92
Revised Fund Appropriations	**$684,818.00**	**$156,123.76**	**$840,941.76**

Forster made a motion to pass Resolution 26-6 A Resolution Adopting a Supplemental Budget for Fiscal Year 2026-2027, Making Appropriations, and Authorizing Expenditures as presented; Carroll seconded. Bridge called for the question; the motion passed 4-0.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

Knight handed out a flier from the Oregon Fire Service Museum for its "buy a brick" fundraising program for its new building. He noted he would like the District to participate; a $175 donation would have a brick inscribed with Nehalem Bay Fire at the new museum.

There was consensus among board members to participate in the program.

Knight also reminded the board of upcoming community events: the Tillamook County Fair (The Fire Defense Board will have a booth), and collaborative event with the EVCNB at the August 21st farmers market in Manzanita. He also reminded the board of the OFDDA Conference November 5-7.

IX. BOARD COMMENTS

No items presented.

X. REVIEW/SET NEXT BOARD MEETING DATE

It was noted the third Tuesday would be August 18, 2026. In order to accommodate Sim's scheduling conflict, the meeting was set for Wednesday, August 19, 2026.

XI. ADJOURNMENT

Bridge adjourned the meeting at 3:54 PM.

MINUTES APPROVED BY BOARD
August 19, 2026

[redacted]

Vice
~~S. Michael Sims~~, President
Charles Bridge

ATTEST: [redacted]

Dave Cram, Secretary