NEHALEM BAY FIRE AND RESCUE DISTRICT
BOARD OF DIRECTORS MEETING

Tuesday September 15, 2026 – 3 P.M.

36375 Highway 101 N., Nehalem, OR 97131
Zoom – Meeting ID: 899 8399 5633 Password: 742164

I. CALL TO ORDER

Vice President Charles Bridge called the meeting to order 3:01 p.m. In addition to Bridge, board members present for the roll call were Treasurer Bob Forster, Secretary Dave Cram, and Director Dan Carroll. President Mike Sims arrived at 3:07. District personnel in attendance were Fire Chief Frank Knight III and Finance Manager Kristen Coyle.

II. PLEDGE OF ALLEGIANCE

Bridge led the pledge.

III. WELCOME TO VISITORS / APPROVAL OF MINUTES

A. PUBLIC COMMENT

Former director John Handler was in attendance; he noted it was nice to see everyone.

B. READING AND APPROVAL OF BOARD MEETING MINUTES AUGUST 19TH, 2026

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

Forster made a motion to approve the minutes from the August 19, 2026 as presented; Carroll seconded. Bridge called for a vote; 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 August 2026, noting it was a month with large expenditures due to wildfire deployments, with little revenue to offset. She also noted the District received its first grant reimbursement for the Solar Panel Project. She noted the District will ask OSFM for over $280,000 for wildland response. In response to board questions, she elaborated on the year's workers compensation insurance expenses. She also explained OSFM's personnel reimbursement rates for both employees and volunteers who are deployed to wildfires: employees are reimbursed at a loaded rate which would include payroll taxes, worker's comp insurance costs, and fringes but volunteers are reimbursed at the rates per OSFM's mobilization plan, which in turn the District pays the volunteers. Knight added he will bring to the county Fire Defense Board Chief the fact that Districts are not reimbursed for personnel costs such as payroll taxes for deployed volunteers.

Forster made a motion to accept the August financial reports as presented; Cram seconded. Sims called for a vote; the motion passed unanimously 5-0.

V. STAFF REPORTS

A. FIRE CHIEF'S REPORT

Knight noted the personnel count stayed the same as last month. He noted one potential recruit has recently rescinded his application. He also noted the Lieutenant Weiss has recently received his EMT-Immediate license.

Knight noted the Rescue 15 (UTV) has been repaired and will soon be back in service. He also provided a status of Rescue 13's repairs, and he noted various minor cosmetic and non-critical repairs being done at the station.

Knight provided an update with the *Tillamook County Pioneer* safety video project.

Knight made a note of the extra work staff and volunteers performed to backfill for members deployed to wildfire conflagrations.

Knight noted seasonal hydrant maintenance has been slightly delayed due to deployments. Due to staffing issues at the Neahkahnie Water District, NBFRD performed one-time brush clearing around NHKH WD hydrants. The District is in communication with the City of Nehalem regarding hydrant painting.

Knight provided an overview of ongoing station maintenance projects. He also noted the volunteer chaplain candidate is undergoing the background check process. Once onboard, the chaplain will be introduced at a future board meeting.

Knight summarized the District's recent public outreach event at the Manzanita Farmers Market.

Knight provided background regarding the City of Manzanita's "David's Chair" (beach accessible electronic wheelchair) program, and he noted incidents in which the District was contacted to assist the City with removing its asset from the beach. Knight noted discussions with the City, the Visitor's Center, and NBFRD are occurring, with the goal to create an MOU detailing each entity's responsibilities. Sims affirmed the difficulty involved with moving the chair from the beach.

Knight noted he is considering nominating the District's Solar Panel Project for SDAO's annual project award. A flyer regarding the award was included in the packet. *There was consensus among the board members to proceed with the nomination.*

Knight noted OFCA is offering new officer program which is similar in nature to the Executive Fire Officer accreditation offered by the National Fire Academy. A flyer about the program was included in the packet. Knight expressed interest in participating; he noted a board letter of recommendation will be required. The trainings are all within Oregon over an 18-month period. In response to Sim's inquiry, Knight noted that he is not aware of any discounts, such as reduced insurance rates, the District would receive as a result of the training's certification. Cram noted a resourceful chief benefits everyone in the District, and learnings can be trickled down to other members. *There was consensus among the board members for Knight to further pursue the program.*

An incident summary for the month of August was provided; there were 103 calls for the month, which was considerably higher than the monthly volume from the previous two years. A discussion regarding Highway 101's lack of fire station warning lights ensued; Knight believes this was not required at the time of station construction due to the parking lot flow pattern from the apparatus bays. Various comments about the station's construction history were presented. Ambulance response times were slower than normal despite being fully staffed, as the ambulance also had heavy call volume for the month. Discussions regarding the Tillamook Bay Community College's medical training programs and the District's EMT program enrollment processes ensued.

TRAINING REPORT

The board packet contained Division Chief/Training Officer Jesse Walsh's training report for August. Knight noted that despite the deployments, training continued, and many other members "stepped up" to lead trainings.

VI. UNFINISHED BUSINESS

A. RESILIENT SOLAR POWER PROJECT

Knight provided an update of the project's installation progress, and the contractor is hopeful to "power-up" the following week. Knight noted this will create a four-to-six-hour window in which the station will not have power. Knight noted concreate touch up work and permanent bollard placement will occur after cable work. Visitor Handler noted the equipment is not stainless and inquired about code requirements for covering the equipment. Cram noted the equipment outside is cold galvanized. It was noted a future project to cover the equipment will need to be pursued.

Knight asked the board for input regarding the recognition of the project completion. Discussion ensued; topics included tie-in with the October 10th open house, timing of completion versus deadline for the SDAO award deadline, and the District's on-going partnership with the *Pioneer.*

There was consensus to recognize the project during the Open House.

B. SQUAD 13 SURPLUS

Knight noted he intended to advertise the sale of the surplus 2010 Ford Explorer once one of the out-of-service apparatus came back on; however, the Ford has proved to be economically handy to have as a personnel shuttle apparatus given the increasing cost of fuel, and its usage does not take an operations vehicle out of service. Knight is contemplating retaining the vehicle.

There was consensus among the board members to postpone the surplus sale and to keep the apparatus in service.

VII. NEW BUSINESS

A. PROCLAMATION – SEPTEMBER AS NATIONAL EMERGENCY PREPAREDNESS MONTH

President Sims read out loud a proclamation of the Nehalem Bay Fire and Rescue District declaring September as "National Emergency Preparedness Month"

B. RESOLUTION 26-07 DESIGNATION OF 2026 WILDFIRE COST REIMBURSEMENT

The District received an OSFM reimbursement in the amount of $22,417.51 for the District's deployment to the Olive Butte wildfire. Since these funds were not budgeted, it is necessary to designate a revenue account and an appropriation account. Resolution 26-07 – A Resolution to Designate 2026 Wildfire Cost Reimbursement, designates within the General Fund $17,061.51 to Personnel Services and $5,356.00 to Material and Services. Cram noted that the board packet memo providing background for the Resolution contained a scrivener's error.

Cram made a motion to adopt Resolution 26-07 as provided; Forster seconded. Sims called for a vote; the Resolution passed 5-0.

C. RESOLUTION 26-08 ESTABLISHING A LEVEL OF SIGNIFICANCE FOR ACCOUNTING CHANGES & ERROR CORRECTIONS IN ACCORDANCE WITH GASB STATEMENT NO. 103

The District's audit firm brought to management's attention the necessity of additional disclosures in the audit report to explain significant variances between the original and final budget amounts and between the final budget and actual amounts. The disclosure is as a result of the Governmental Accounting Standards Board's (GASB) recent pronouncement No. 103. As the pronouncement does not define the word "significant", the District's governing board must establish what it considers significant. Knight and Coyle have determined a variance criterion of 10% AND at least $15,000 would suffice as an adequate threshold.

Resolution 26-08 defines as "significant" for the audit report management's discussion and analysis section not only variances of 10% and at least $15,000, as well as any change, regardless of amount, deemed important to the financial understanding of the District by the Fire Chief. It also requires staff to prepare detailed analytical commentary on explaining the "why" of the variance as opposed to using boilerplate language.

Forster made a motion to adopt Resolution 26-08 as presented; Bridge seconded. Sims called for a vote; the motion passed 5-0.

VIII. CORRESPONDENCE/ANNOUNCEMENTS/EVENTS

A. Annual Open House scheduled for Saturday October 10th. He noted that based on board comments, there will be a "station" regarding the Solar Panel Project. He also noted the partner agencies who will be participating.

B. OFDDA Conference November 5-7; conference details and registration still pending; however, hotel reservations can be made now.

IX. BOARD COMMENTS

No items presented.

X. REVIEW/SET NEXT BOARD MEETING DATE

The meeting was set for the third Tuesday of the month, October 20, 2026, at 3:00pm.

XI. ADJOURNMENT

Sims adjourned the meeting at 4:15 PM.

MINUTES APPROVED BY BOARD
October 20, 2026

[redacted]

S. Michael Sims, President

ATTEST: [redacted]

Dave Cram, Secretary