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**Board Meeting Minutes – February 13, 2023**

\*Board may go into Executive Session per ORS 192.660 as needed\*

General:

|  |  |
| --- | --- |
| **Date:** | **February 13, 2023** |
| **Time:** | 18:00 hours (6:00 pm) |
| **Location:** | Cannon Beach Fire Station Board Room |
| **Brought to Order Time:** | 18:00 (6:00 pm) |
| **Adjourned Time:** | 20:19 (8:19 pm) |

Attendees:

|  |  |  |
| --- | --- | --- |
| Bob Cerelli (President) | Greg Bell (VP) zoom | Rick Gardner (Treasurer) zoom |
| Jason Smith (DC) | Dave Herman (Member) | Marc Reckmann (Fire Chief) |
| Karen Apple (minutes) | Bob Heymann | Bill Cotes (CPA) Zoom |

Call to Order:

The Cannon Beach RFPD Board meeting for Jan 9th,2023, was called to order at 1800 hours (6:00 pm) by Bob Cerelli

Roll Call:

Board Members present were Bob Cerelli, Bob Heymann, Dave Herman, Rick Gardner, Greg Bell

Changes to Agenda:

None.

Public Comment: None

Introduction of new paid firefighters – The Chief introduced each new firefighter.

January 9, 2023, Board Meeting Minutes Approval:

January 9th, 2023, Minutes: Greg moved to approve the minutes. It was seconded by **Dave** Allwere in favor, none opposed, and the motion carried.

Approval of February 2nd work session minutes -Coming next month

**Treasurer’s Report -**The treasure’s report was read and written by Bill Cote. Highlights are summarized below in Bill’s Report.

**Bills –** Greg asked about radios and Insurance payments.

**Correspondence –** None

**Monthly review of board policies –** The Chief went through each policy, see below. Removed the resource chart per board on Policy 1.

* Policy 1-

Updated strategic plan.

Updated apparatus.

* Policy 2 –

Updated manual sections.

* Policy 5-

Updated to include civil service in hiring.

Updated housing to include all chief officers.

* Policy 6

Training reimbursement

* Policy 7-

Will wait for the fire marshal to write.

* Policy 8 –

Combined old policies.

**Call response** – \* see graph in agenda.

Of the 28 calls, counted 26, others were duty officers only. Very slow month. 25% of the calls were in Arch Cape (Falcon Cove)

**Civil Service Commission** – Will be taking Division Chief/Fire Marshal to Civil Service Commission

Old Business:

* Strategic Plan – Will go over the 10-year financial plan to show how the proposed levy will be used. The Chief is more concerned about the ending balance report. Bob asked about the Conflag and how much money we make off of it. There are profits from Conflag. But it is very hard to budget for that. Bob did want to know what the average is for a year. Chief stated we made about 47k last year. The city contract is for the hydrants. There will be a separate fund for lifeguards. Dave wants to know why the city provides zero money to the Fire Dept. Chief went over that most cities don’t. Chief went over how most of our calls are tourism. The city gets 84% of the lodging tax. Dave thinks we should get some of that money from the city. The Chief went over the lodging tax and how each town is diff but here in CB. The Chief did go over the graphs in the packet (see graphs) Bob thinks it is just hard because we are just going continue to ask for money. He does not want to ask the residents anymore; he thinks the city should give money to the FD. Chief just doesn’t see the city giving us any money. Dave went over our choices, combining the levy and the bonds. Bob asks about restraints in the levy. Chief stated no. combing one bond and two levies would come to a .63 cent levy. We would still be .46 cents short, stated Greg. Jason stated it is about marketing. Rick thinks the number one thing to do is do what it takes to do the job. Rick agrees to join the levy and bonds and move in that direction. Bob stated where this is going to be seen is on your ballot. People are just going to see the final amount, not the line items. Bob asked does .63 cents just cover one shift? Chief stated it would just keep us where we are already today. What do we need to do to run the city until 2032 per Dave? What is the information people have that shows that we need 6 firefighters? Bob asked about having two calls and only having 2 firefighters on call, Jason explained how it would work with multi calls. Bob asked if a duty officer is required for all medical calls, and Jason stated yes. A duty officer is always sent. Jason is working with training our new firefighters to gain confidence with going out on calls and that would help with the duty officer not always having to be at every call. Bob stated if you have two shifts you should have at least 4 firefighters on all calls. Jason also went over water rescues and how many firefighters we would need. Jason stated right now we are relying on our mutual aid partners to be there, which is why when Jason started ordering all our equipment in case our mutual aid could not help us. Chief went over if we get our student program going, we could have 3 or 4 people at each call. Bob asked where we are going with this tonight, Chief stated we need to file by august and chief needs direction from the board so he can start letting everyone know about it soon. Jason made comment about getting a marketing firm to help. Bob stated it is very expensive and hiring someone would prob not be worth it. Jason would like to know what; is the best way to market this. Chief stated the city council meeting is important and the Chamber. Bob stated we need to approach our KEY people in the community and get our word out that way as well. Dave would like to know the revenue of this. It is about 800k. Dave would like more questions answered, he wants to show everyone the history and why we need this. Bob stated with a commitment comes money. The Chief went over how a call last year without having paid firefighters and only having volunteers. And how the need is there for paid firefighters. Bob C stated we need to table this tonight. We have a lot to go over. The Chief wants to know if everyone is comfortable to move forward with the 1.10 levy. Rick would like to understand what the plan is and what the demand is and go forward with that. Rick just wants to be sure we only need to do this one time, so he would like to be sure everyone is laying out what the requirements are and price that and then go talk to everyone about it. Rick would like a few board members to gather and go over this a little more. The meeting is on the 23rd of this month to continue with this.
* Pay scales- See attached. Propose that we continue with the 3% COLA. Updated pay scales for FY 23-24 to correct the error. Adopt the incentives I policy. (See attached incentive plan) Continue the policy of housing assistance to all Chief Officers. Everyone agrees to stay with this plan and move forward
* Fire Chief contract- Chief did not reprint the contract, he did ask if there were any questions, and no one did.
* Volunteer Housing – Chief went over the addition in Arch Cape, but the chief was approached today by a company that builds homes out of recycled material, basically mini homes. This company would like to use Arch Cape for this project. It would be 4 mini homes, but it would be funded by the state. The downside would be like the manufactured home on the property. Arch Cape people would not be happy. The homes are just 600 sq feet built on a foundation. Everyone would like the chief to investigate more on this.

New Business –

* CM/GC contract – Approve CM/GC contract with CB Construction for the Seismic renovation. Bob C stated if we are going to go with that company then we need to move forward and sign. Bob C stated he was not in favor of this. Dave made a motion to sign the contract Greg seconded this Bob C was opposed, and everyone else agreed to move forward.
* Lifeguard IGA – IGA allows Cannon Beach Fire to manage the lifeguards and bill the city of Cannon Beach for the services.

Approve Resolution 23-02, creating a Lifeguard fund. Bob has a concern about staffing. Jason does have a list of people to contact for staffing from all the previous years’ lifeguards. Jason would reach out to all the past lifeguards and then recruit from swim teams etc. Jason feels like the city’s fault for holding each person to a 10-hour shift when Jason would not have it that way, he would be more flexible. Maybe even having help from Seaside lifeguards to help with finding staffing. Greg stated what if we can’t find any lifeguards then where are we going to be? Rick is against this and feels like this is a total distraction, and Dave and Chief disagree. Bob does not know how to separate lifeguard from surf rescue. Bob C. feels like surveillance is the number one thing from being a lifeguard. Jason explained how this would help us with the prevention, and patrol surveillance. This will help us as a surf rescue program to be better because we know all the ins and outs. Dave explained how in any city that has a beach and it just makes sense to have the fire dept be in charge versus a city running it. Bob C would like to know why the city wants to get rid of it. Why are we taking on more responsibility? Jason went over how the FD has the passion for this and the city does not. Greg would like to know if we have anyone right now that wants to be part of the lifeguard program. Jason stated he knows for sure of 3 people that would like to be part of it right now. Bob C went over the importance of the tower. He does not want to see any of our firefighters in the tower it is a waste of money. If we have nonfirefighters for the tower, then he agrees to it. He only always wants one lifeguard in that tower. Greg asked if we insure them. Yes, we do state Chief. Chief wants to be clear Jason and Shaunna’s time being paid is to manage the program, not to go down on the beach.

Bob moved to make a motion to move, and Dave seconded. Motion passed 3/2.

Resolution 23/2 creation for lifeguard fund. Bob disagrees with this. Rick agrees with Bob, he thinks we do not need a special fund. He would just like it simplified. Dave and Bob agree with whatever the treasure thought and did not pass this. No one wants this fund, it was dropped.

* Fire Marshal Advertisement – Approval of the Salary/Benefits Board needs to approve this. Everyone on the board agrees and approves this.
* Resolution 23-1, transfer of funds – Greg asked if it is legal to transfer funds from the chief’s fund to pay exec asst

Rick made a motion to move forward, Dave seconded this. All in favor

* + $60,000 from the Chief fund to the general fund to pay Executive Assistant
  + $125,000 from the general fund to Equipment reserve.
  + $50,000 from the general fund to Capital Projects.

Chief’s Report: Chief went over the new plaque that is going to be presented at the dinner on the 18th.

The engine is coming along we received pictures of it today.

Lots of training happening right now. Will be going to City Council tomorrow night to go over the food tax

Division Chief’s Report

Nothing to report just been training new firefighters

**Board of Directors Reports: Bank information needs to be signed by all of the board so the treasure can be switched to Bob H. Minutes will need to be attached to the bank information.**

* ***Cerelli***
* ***Gardner*.**
* ***Herman.***
* ***Bell.***
* ***Heymann***

Good of the Order/Public Comment:

Adjourn:

* Adjourned at hours (8:19pm).
* Next Board meeting, March13, 2023
* Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD Date: