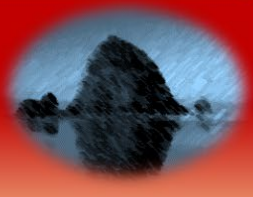




Cannon Beach

Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110
(503) 436-2949 · EMERGENCY: 9-1-1 · WWW.CBFIRE.COM · INFO@CBFIRE.COM



MEETING AGENDA June 13, 2022

(2nd Monday of every month)

1800hrs (6pm) immediately following budget hearing

Join in person or on zoom

Board may go into Executive Session per ORS 192.660 as needed

- Call to Order
- Roll call
- Changes to Agenda
- Public Comment
- Approval of May 16th Board Meeting Minutes
- Approval of the May 19th Budget Committee minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Call response
- Old Business
 - Strategic Plan
 - Financial outlook
 - Staffing plan
 - Volunteer housing
- New Business
 - Resolution 22-03, adoption of budget
 - Health Insurance discussion
- Reports
 - Chief's Report
 - Division Chief report
 - Board of Directors
 - Cerelli
 - Herman
 - Gardner
 - Bell
 - Heymann
- Good of the Order/Public Comment
- Adjourn---
- Next Board Meeting, July 11, 2022

Zoom information

<https://zoom.us/j/96909730187>

Meeting ID: 969 0973 0187

+1 253 215 8782 US (Tacoma)

POSTED: 6/6/2022



Cannon Beach

Rural Fire Protection District

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(503) 436-2949 · EMERGENCY DIAL 9-1-1

BOARD MEETING MINUTES – MAY 9, 2022

General:

Date:	May 9, 2022
Time:	6:00 hours (1800 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:00 (6:00 pm)
Adjourned Time:	18:44 (6:44 pm)

Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President) Zoom	<input checked="" type="checkbox"/> Greg Bell (VP)	<input checked="" type="checkbox"/> Rick Gardner (Treasurer)
<input checked="" type="checkbox"/> Jason Smith (DC) Zoom	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Karen Apple (minutes)	<input checked="" type="checkbox"/> Deb DiStasio	<input type="checkbox"/> Bill Cotes (CPA) Zoom

Call to Order:

The Cannon Beach RFPD Board meeting for May 9, 2022, was called to order at 1800 hours (6:00 pm) by Board President, Bob Cerelli.

Roll Call:

Board Members present were: Bob Cerelli, Bob Heymann, Greg Bell, and Rick Gardner.

Other attendees are Marc Reckmann (Fire Chief, CBFD), Jason Smith (Division Chief, CBFD, Zoom), Karen Apple (Minutes), and Bill Cote (CPA).

Changes to Agenda:

None.

Public Comment:

None.

April 11, 2022 Board Meeting Minutes Approval:

April 11, 2022 Minutes: Greg Bell moved to approve the minutes. It was seconded by Bob Heymann. All were in favor, none opposed, and motion carried.

April 11, 2022 Executive Minutes: None

Treasurer's Report: Change on Page 2, it was Rick who asked about Cash for funds not Bob. Change noted



Cannon Beach

Rural Fire Protection District

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BUDGET MEETING MINUTES – MAY 19, 2022

General:

Date:	May 19, 2022
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:	00:00 (0:00 pm)

Attendees:

<input type="checkbox"/> Bob Cerelli (President) Zoom	<input checked="" type="checkbox"/> Greg Bell (VP) Zoom	<input type="checkbox"/> Rick Gardner (Treasurer)
<input checked="" type="checkbox"/> Jason Smith (DC) Zoom	<input type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input type="checkbox"/> Harvey Claussen	<input type="checkbox"/> Tim Ramey	<input type="checkbox"/> Tamara Stewart
<input type="checkbox"/> Kim Bosse	<input type="checkbox"/> William Norton	<input type="checkbox"/> Bill Cotes (CPA) Zoom
<input checked="" type="checkbox"/> Karen Apple (minutes)	<input checked="" type="checkbox"/> Bob Heymann	<input type="checkbox"/>

Call to Order:

The Cannon Beach RFPD Board meeting for May 19, 2022, was called to order at **1800** hours (**6:00** pm) by Greg Bell

Roll Call:

Board Members present were: Bob Heymann, Greg Bell, and Rick Gardner,

Changes to Agenda:

None.

Public Comment:

None.

Elect Budget Committee Chair:

Presentation of the Budget:

Discussion:

Adjourn:

- XXX motioned to adjourn which was seconded by XXX Adjourned at XXX hours (0.00 pm).
- Minutes submitted by Karen Apple

Bob Cerelli, President CBRFPD

Date:

The Treasurer's Report was not read, Bill was not able to attend. Highlights are summarized below. Chief did say that is an updated report on fire protection rev, income should have had \$1000.00 there. It was moved and corrected.

Rick did have a few ques on Page 2. Questioned the % of Part-time firefighter's payroll at 17%. Chief explained it has not been used it is there to use on projects and we just have not used it that much. Used for things like sign project. Asked if we don't use it do, we lose it, the chief stated we do not it just moves over. Rick also had a question on page #3, The student program way under, Chief stated we don't have students so that is not being used. And last being asked about dispatch services, the chief stated we are anticipating that going up, so he put that in there. Chief increased it knowing that it should have been increased but that has not happened yet. Rick had another question on the chief fund and rolling it over. Chief explained it will be transferred into the general fund, found that out while being audited. Pays for things like what Deb is working on.

Chief stated just as a note in the next budget in the program meeting reserve fund, The apparatus, and equipment do not show line items but in that you will see the rescue and radios in next year's budget year it will be carried over. Right now, that is why there is such a high balance. Rick stated what we have is really to capital fund, one that is equipment and one that is apparatus. Chief stated Yes.

Bills:

Bills were reviewed by Board. Went over the large Check for communications NW. Chief stated that the radios were covered with that check. Greg asked about the Quickbooks liability checks and what the numbers are. It is believed it was for payroll, full-time staff & volunteers.

Radio's – Chief stated he wanted to show the difference between the older radios and the new radios. The old radios are failing and once they fail, they are done. When we originally got the grant we were looking at \$3000.00 per radio, we ended up getting them for \$1300.00 per radio. We were able to get a lot more radios because of that. They are blue tooth compatible. And waterproof for the new radios. Life exp is 10 years. We had 2 diff grants for total of about \$800,000 to include Cannon Beach, Seaside, Gearhart, & Warrenton. Second grant that we managed was for Hamlet and Eslie. We programmed the new ones, and it was very easy.

The Chief was called on a call and needed to leave.

Correspondence:

Nothing to present.

Monthly review of board policies: Deb went over the SOPs and recapped them. We were at 64 policies but wanted to go down to 11. We are now at 11. Deb is not finished with all of them but will be done in the month of June. She will go over all of them with us in June. As long as everyone is ok with it all we can have Bob sign and change it into a PDF and we will be good. Deb will get the signature page over to Karen and she can change it into the PDF and have Bob sign off.

Old Business: Chief left on a call nothing was discussed.

New Business: Chief left on a call nothing was discussed.

Reports:

- Chief's Report:
 - *Calls. JASON GAVE REPORT, CHIEF HAD TO LEAVE ON A CALL* Jason stated we are above average right now. Jason also talked about deployment for a water rescue. How it went well. Jet skies were sent out and able to get both victims out and to the shore. It took 40 min in total. Jason was very happy with how smooth everything went.
 - *State Parks Billing for Service. Jason spoke of Nehalem Rope Rescue and the increased call volume that will continue to happen.*
 - Questions? No further questions.

- Training Chiefs Report. Jason reported that we logged the most number of hours since Jason has been here. 378 hours logged. Multiple people training for this month. Jason spoke about Shauna attending a week-long incident commander class. The lifeguard training also helped with those hours. Lots of training right now. Jason did put together an electrotonic training tracking - QR code training to be able to log the training and get credit while at home. Kevin completed his aerial training and Nathaniel is one call away and is almost done with that training as well. Luke is now a trained Pumper operator and Matt Williams is now able to drive all the pickup trucks. All training is going very well.

The meeting was unable to finish due to the Chief leaving on a call.

Board of Directors Reports:

- *Cerelli.* Nothing to report.
- *Gardner.* Nothing to report.
- *Herman.* Nothing to report.
- *Heymann.* Nothing to report.
- *Bell.* Nothing to report. Will text and come by to sign.
- *Public.* Nothing.

Good of the Order/Public Comment:

Adjourn:

Greg motioned to adjourn which was seconded by **Rick** Adjourned at **18:44** hours (6:44 pm).

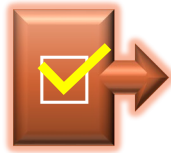
- Minutes submitted by Karen Apple
- The next Board Meeting is scheduled for June 13, 2022.

Bob Cerelli, President CBRFPD

Date:

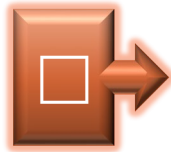
Roadmap to SOP Completion

- For SOPs 1, 2, and 3



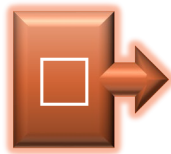
Consolidate into new format, with no change to content (as content is current) ... and Approve.

- For SOPs 4, 6, 7, 8, 9, and 10



Consolidate, Revise, Review, and Approve.

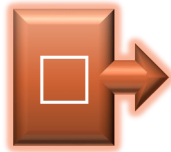
- For SOP 5



Topics are consolidated, content is current and approved. No change other than reformat ... Approve.



- For SOP 11



Create new content, review, and approve. Disaster Recovery Plan.



Board Policy Management

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	05/09/2023

Table of Contents

BOARD POLICY MANUAL PURPOSE	1
SCOPE AND APPLICATION	2
PREPARATION OF POLICIES	2

BOARD POLICY MANUAL PURPOSE

Relative Information:

Differences between Policies and Procedures: Policies establish a formal framework for leadership's philosophies, positions, and recommended direction on subject matters. It is broad in nature and does not change frequently. Policies provide direction and expectations for an entire organization not only for the Board of Directors. Formulation of policies are the responsibility of the Board as a legal entity. The authority and areas of responsibility are generally defined in state law. Policies are generally written to address issues of mission, scope, scale of service, and legal duty.

Procedures and Standard Operating Guidelines (SOGs) have a narrow focus and describe a series of steps to be followed as a consistent and repetitive approach to accomplish an end result. They are cyclical in nature and important for training new employees, meeting compliance expectations, process improvements and auditing. Procedures or SOGs are not in scope of this Board Policy Manual.

It is customary for a governing Board to make policy and the staff to administer the policy. In a general scenario, the staff identifies an area needing direction, the Board considers the problem and develops governing philosophy or position and ultimately adopts this policy for organizational use.

The Board must exercise diligence in periodically reviewing the policy to ensure it is accomplishing its intended results. If not, the policy should be revised. Version control ensures a revision history tracks final versions and provides an audit trail for changes in each version. This process implies a teamwork approach of reporting, reviewing, and revision between the board and the staff.

Policy Statement:

It shall be the policy of the Board of Directors of Cannon Beach Fire District to develop and maintain a Board Policy Manual that provides direction for the administration of the District.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

TABLE OF CONTENTS

BOARD APPOINTMENTS.....	1
QUALIFICATIONS	2
RESPONSIBILITIES	3
DUTIES.....	4
CODE OF ETHICS.....	5
CONFLICT OF INTEREST	6
VACANCIES	6
ELECTIONS	7
MEETINGS	9
EXPENSES & REIMBURSEMENTS.....	14

BOARD APPOINTMENTS *(Formerly Policy 3.6)*

Relative Information:

The appointment of committees and/or representatives is a routine function of a board. Ordinarily the Board President will make the appointments with the concurrence of the full Board. The appointees may be Board, Staff, and/or citizen appointments depending on the position.

Appointments are made due to statutory requirements (Budget Committee), to study specific issues (Salary & Benefits Committee), or to represent the District in associations or other interagency activities.

The particular authority and duties of all appointees whether an Elected Director, Staff member, or citizen are either specified by statutory requirements or will be set by the Board President at the time of appointment.

Board appointments may be ad hoc or ongoing. Current ongoing appointments include the following:

- Budget Committee – five (5) citizen members with staggered three-year terms.

While the committees required by state law may have some specific selection criteria, the Board generally has broad discretionary authority in the process. The following process is generally used when making citizen appointments to the Civil Budget Committee.

1. Advertise the vacancy up to 30 days to identify qualified applicants.
2. Review applicants for qualifications.
3. Interview qualified applicants as necessary.
4. Make selection and appointment in a manner selected by the Board.
5. Conduct orientation and/or training as necessary.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

An appointment of a Director or Staff member to represent the Fire District or the Board should be based on a discussion of who is the best qualified and has the time to commit. The Board President has the responsibility to make the final appointment.

Policy Statement:

It shall be the policy of the Board of Directors of the Cannon Beach Rural Fire Protection to make Board appointments to various committees and commissions in accordance with the provisions of this policy.

QUALIFICATIONS *(formerly Policy 3.1)*

Relative Information:

Oregon Revised Statutes 478.050 states:

"A director of a district shall be an elector or an owner within the district. A district may determine, by ordinance that takes effect at least one (1) year prior to the date of a regular district election, that firefighters of the district, volunteer or otherwise, and other district employees shall not serve as directors."

This standard makes it clear that a Board member does not necessarily have to reside in the District but must own property in the District.

Each elected position is given a board position number. The term of office is four years. The board must consist of five members. A district may, with voter approval, establish sub-districts (wards) for the purpose of nominating or electing two or more director positions. All Fire District Board members are elected in general. Sub-districts have not been established.

These statutory requirements should be viewed as minimum qualifications for service on the Board of Directors. Board members should also ensure they have sufficient time and commitment to perform the duties of a Board as described in state law and necessary for the orderly governance of the District.

Policy Statement:

It shall be the policy of the Board of Directors of Cannon Beach Fire District that all Board members continuously meet the requirements of ORS 478.050 and that at such time a Board member no longer meets the minimum requirements the Board member will resign.



Board of Directors

Approved:	10Jun2022
Superseded:	N/A
Next PR Due:	10Jun2023

RESPONSIBILITIES *(formerly Policy 3.2)*

Relative Information:

Oregon Revised Statutes, Chapter 478 addresses the duties, power, and authority of fire districts. ORS 478.210 states *"The power and authority given to the district, except as otherwise provided, is vested in and shall be exercised by a board of five directors."*

The key responsibility of a board member is to make decisions. The law requires that all decisions be made as a unit. Individual actions that are contrary to decisions made by the board are not acceptable. This policy is not intended to prevent board members from expressing personal opinions as long as they are clearly stated as personal opinions and not the opinion of the board.

In order to function effectively as a member of a board, each board member shall:

1. Become familiar with the Oregon Revised Statutes, Oregon Administrative Rules and other regulations related to the routine and emergency activities of the District.
2. Subordinate their personal interests for the good of the overall board and public interest.
3. Support board decisions and actions.
4. Suspend judgment until sufficient information is available to make informed and supportable decisions.
5. Recognize the difference between policy issues that should be addressed by the board and administrative and operational issues that should be addressed by the District's Administrative Staff.
6. Understand the need for teamwork with other board members and administrative staff personnel.
7. Accept responsibility for total board operation. While board officers are elected, all board members should prepare to function in any elected board officer position.
8. Commit sufficient time to prepare for each meeting by reading all materials provided and spending any additional time which may be necessary to develop an understanding of the issues to be considered.
9. Be open to effectively deal with all forms of public input regardless of the form in which it is delivered.
10. Deal effectively with controversy, differences of opinion, and criticism in a manner that neither the board nor individual board member becomes the center of acrimony.
11. Conduct all business with the highest moral and ethical standards and in accordance with the Oregon Government Standards and Practices laws.
12. All new Board Members should attend an SDAO training course to assist in Board orientation.

Policy Statement:

It shall be the policy of the Board of Directors of Cannon Beach Fire District that an orientation session will be provided for each new Board member and each Board member will be briefed on what the expectations are in terms of responsibility and decorum by the Board of Director President and Fire Chief.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

DUTIES (formerly Policy 3.5)

Relative Information:

All Board members are eligible for election and should view the election to office as a routine and expected responsibility of Board membership. Oregon Revised Statutes require each Board to elect a President, Vice President, Secretary, and a Treasurer. While the term of office is one (1) year, there is no limitation on the number of sequential terms an individual may serve. **Note:** The Board Secretary role may be filled by the Cannon Beach RFPD Executive Secretary for the purpose of minutes and coordination.

Board officers are generally elected annually in July at the first Board meeting of each fiscal year. Each elected officer takes office immediately and serves until the first Board meeting of the following fiscal year, or until a successor is elected.

The duties of the President include:

1. Presiding at meetings of the Board of Directors. The President shall perform all of the duties prescribed by the Oregon Revised Statutes.
2. Consulting with the Fire Chief regarding the preparation of each Board meeting agenda.
3. Participating, along with other Board members, with all the rights of a member to discuss issues and to vote.
4. Calling Special Meetings (study sessions, executive sessions, and/or additional regular sessions) of the Board as described by the Oregon Public Meetings Law.
5. Train all incoming Board of Director's.
6. Signing official District documents on behalf of the Board when authorized by the Board.
7. Making appointments as may be required by law and/or for the orderly representation of the Board.

The duties of the Vice-President include:

1. Serving as President in the absence of the President with all the powers and duties as described above. The Vice-President shall have such other powers and duties as a majority of the Board may determine.
2. Assuming the position of President in the event of resignation or death of the President.
3. Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Secretary include:

1. Ensuring accurate minutes of each Board meeting are taken, transcribed, and distributed. Ensuring official minutes are properly authenticated and maintained in chronological order. These duties may be delegated to Administrative Staff members under the supervision of Fire Chief.
2. Serving on such committees and/or as representative as appointed by the Board President.

The duties of the Treasurer include:

1. Ensuring accurate accounting and financial records are maintained by the District. Reviewing the District's financial audit with District Fire Chief prior to submittal to the Board.
2. Ensuring banking accounts are properly established, maintained and secure.
3. Serving on such committees and/or as representative as appointed by the Board President.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District that election to Board office is an accepted obligation of Board membership and that the Board will annually elect a President, Vice-President, Secretary, and Treasurer as required by State Law.



Board of Directors

Approved:	10Jun2022
Superseded:	N/A
Next PR Due:	10Jun2023

CODE OF ETHICS *(formerly Policy 3.3)*

Relative Information:

The term "Ethics" used in its broadest form refers to a set of moral principles. Not every individual within an organization has the same perception of ethical conduct. People base their decisions on experience and learned behavior. A "Code of Ethics," as used in this policy, refers to the general rules of conduct the Board recognizes in respect to governance of the District. This code of ethics is intended to serve as a guide that everyone can follow.

The Board is committed to excellence in leadership and decision-making that results in the highest quality of service to its residents and taxpayers.

CODE OF ETHICS

1. The Board will follow all regulations and laws related to the conduct of District business. It will also honor its own adopted policies and procedures. Knowing the law is the starting point of effective governance.
2. The Board recognizes the dignity, values, and opinions of one another, staff members, employees, and the general public. It will encourage responsiveness and effective participation in all its communications.
3. The Board recognizes its primary responsibility is the formulation and evaluation of policy and the employment of a Chief Executive Officer (Fire Chief) to administer District business under the direction of the Board.
4. The Board recognizes that operational matters of the District are the responsibility of the Fire Chief and Administrative Staff of the District.
5. The Board commits itself to conduct all meetings in accordance with the Oregon Public Meetings laws. It recognizes that all District business shall be conducted in public with the exception of specific topics that meet the criteria for Executive sessions.
6. The Board will focus on issues and seek solutions that are in the best interest of the public and avoid issues of personality and/or special interests.
7. The Board both as a body and as a group of individual members will support decisions made by the Board. Individual members may disagree with a certain decision but should support the position as the considered opinion of the Board. This position is not intended to restrict further consideration based on additional information but to provide for the effective continuation of District business.
8. The Board will work directly with the Fire Chief and the professional staff to obtain information and/or an enhanced understanding to improve effective decision-making.
9. The Board should direct any complaint and/or issue directly to the Fire Chief. It is the responsibility of the Fire Chief and the Administrative Staff of the District to resolve the issue as may be necessary.
10. The Board, to the greatest extent possible, will forward items to either the Board President or the Fire Chief for inclusion in a Board of Directors meeting agenda. The goal is to provide public notification of the issue and to allow time for the Staff and other Board members to research/consider the topic.
11. The Board recognizes it operates as a single unit and that Board member authority exists as a member of the whole.
12. The Board acknowledges that policy decisions require Board action and that any policy questions directed to individual Board members must be based on existing Board policy or brought to the Board for consideration. When such issues arise, the question should be forwarded to the Board President and/or Fire Chief for inclusion in a Board of Directors meeting agenda.
13. The Board recognizes effective operations require a team approach. The Board, Fire Chief, and Staff members are expected to work together in a collaborative process assisting each other in the conduct of District business.
14. The Board recognizes the value of long-term planning and interaction with other agencies and will constantly maintain a focus on the long-term stability of the District and service to its residents and taxpayers.
15. The Board will be courteous and responsive to citizen requests and will generally direct their concerns and interests to the Administrative Staff as necessary.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

16. The Board as a body, and as a group of individuals, acknowledges that information and study foster good decision-making and will commit the necessary effort to develop a working understanding of all issues that come before the Board.
17. The Board acknowledges that conflict could arise between members and will seek effective remedies that are in the best interest of the Board and the District.
18. The Board will seek legal counsel as may be necessary and will be guided by the recommendations provided.
19. The Board acknowledges that conflicts of interest may occasionally arise and that each Board member is responsible to declare such actual or potential conflicts as specified in state law.

Policy Statement:

It shall be the intent of the Board of Directors of the Cannon Beach Fire District to review every two years this policy.

CONFLICT OF INTEREST (formerly Policy 3.4)

Relative Information:

The state laws related to conflicts of interest were established in 1974. The laws are now known as "Government Standards and Practices." They are included in ORS Chapter 244.

In essence, the laws require certain public officers to disclose any situation that could be either a potential or actual conflict of interest. An actual conflict of interest may arise when a public official takes official action that would financially impact the official, a relative or an associated business. A potential conflict of interest may arise when a public official takes official action that could financially impact the public official, the official's relatives, or a business with which the public official or a relative is associated. The standards for disclosure and subsequent action depend on whether the circumstance in question is an actual or potential conflict.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District that each Board member will familiarize themselves with the laws and rules regarding "conflicts of interest" as defined by the Oregon Revised Statutes and any related Oregon Administrative Rules. Board members shall follow the Oregon statutory requirements for declaring "conflicts of interest."

VACANCIES (Formerly Policy 3.7)

Relative Information:

When vacancies in CB Fire Board positions occur mid-term, state law charges the Board of Directors with the responsibility of filling the position. In the event there is less than a quorum of remaining Board members, the County Commissioners will make the appointments. A quorum is defined as the majority, which in the case of CB Fire's Board constitutes 3 members out of 5 need to be present for a quorum.

The person appointed to fill the vacated position will serve through June 30 following the next regular director election. At the regular election, a successor will be elected to serve from July 1 through the remainder of the unexpired term.

The law does not give specific direction on either the process or criteria that should be used by a board to fill a vacancy.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

Selection Process: The Board may select the process it determines is in the best interest of the District to identify and screen applicants and make appointments. The following process is generally followed:

1. Publicize the vacancy through advertisement or other public communication methods for a period of 30 days.
2. Screen applicants.
3. Interview top qualified applicants.
4. Select most qualified applicant. Selection may be through Board consent or an election process. The vote may be based on simple majority or a score based on a total of the applicant ranking by each Director.
5. Officially appoint the successful candidate. The newly appointed Director will be given the Oath of Office. The appointment will take effect immediately.

Selection Considerations: In general, the Board should consider, but not be limited to, the following qualifications:

1. Past local government experience.
2. Understanding of Oregon Open Meeting and Public Records laws.
3. Prior budget committee experience, especially with the District.
4. Prior Board of Director experience with other districts.
5. Background and understanding of Fire, Life Safety and Emergency Medical Services.
6. Availability of time and willingness to participate.
7. Decision making and group consensus skills.
8. Length of residency in the CBRFP District.
9. Absence of known conflicts of interest.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District that Board vacancies be filled as specified in state law and in accordance with the general guidelines described in this policy.

ELECTIONS (Formerly Policy 3.9)

Relative Information:

The County Clerk has complete responsibility for the conduct and administration of all District elections. State law establishes election dates, filing deadlines, and requirements. It is the responsibility of the District to ensure that all District elections comply with these standards.

There are a variety of reasons why a District election may be required that may include but are not limited to.

1. Local option tax levy,
2. Board of Director election,
3. Board of Director recall,
4. Annexation proposal,
5. Changes in service fee structure,
6. Consolidation, merger, or dissolution,

Procedural requirements are specified for each different type of election and are outlined in the District Elections manual available from the County Clerk.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

The cost of an election is pro-rated by the County Clerk based on the number of ballot measures, candidate races and agencies involved in the election. Each agency is billed for its portion accordingly. These costs should be anticipated and included in the District budget.

Immediately following each election in which the District has a ballot measure and/or candidate race on the ballot, the District will receive an election abstract from the County Clerk detailing the results of the election for each precinct. The Board must review and certify the results back to the County Clerk who will then issue a Certificate of Election finalizing the results.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to evaluate and plan for the budget and filings for District elections consistent with the continued operation of the District and to certify election abstracts in a timely manner.

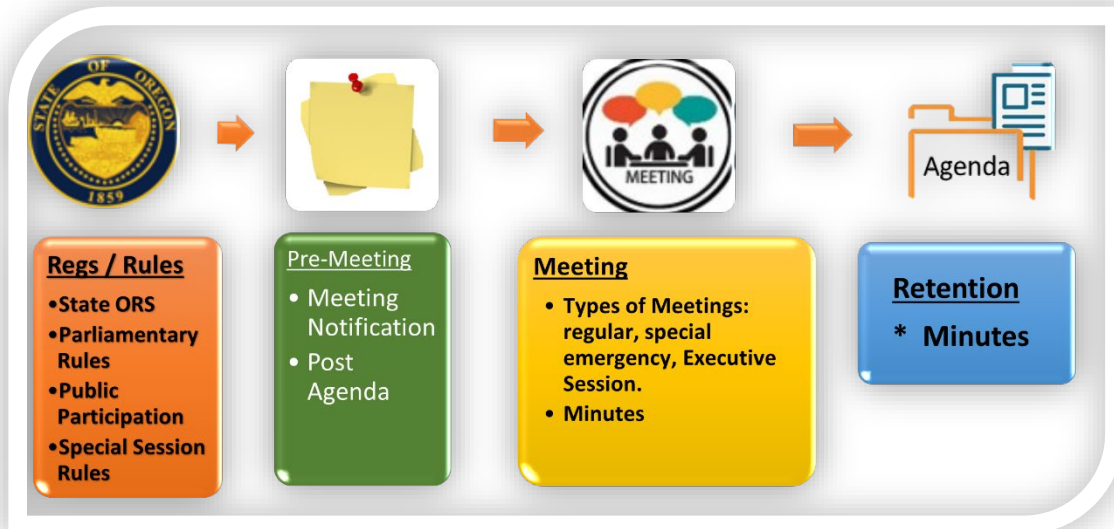


Board of Directors

Approved:	10Jun2022
Superseded:	N/A
Next PR Due:	10Jun2023

MEETINGS (formerly Policy 3.2)

FRAMEWORK



RELATIVE INFORMATION:

Parliamentary Procedures:

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way members interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The author of one text, Sturgis Standard Code of Parliamentary Procedure, states, *“Technical rules should be used only to the extent necessary to observe the law, to expedite business, to avoid confusion, and to protect the rights of members.”*

The basic principles of parliamentary procedure that apply include:

1. All members have equal rights, privileges, and obligations
2. The majority vote decides all issues.
3. The rights of the minority are protected.
4. Each member has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before acting.
5. The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of members or the laws.
6. Members shall be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
7. All meetings shall be characterized by fairness and good faith.

Several different model guides are available. The District has used The Standard Code of Parliamentary Procedure by Alice Sturgis for many years. Copies of the guide are available for reference through the District Business Office.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

Public Meeting Rules:

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings be open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Public Meetings Law applies to all meetings. The law does not cover purely social gatherings, but Board members must be cautious to avoid any discussions of official business during such gatherings. Conference calls and other forms of electronic communications are specifically identified in the law. Notice for such meetings is required and the public must be given at least one location where its members may listen to the meeting.

The Law also requires that the District recognize and provide special accommodations as may be necessary to provide accessibility for persons with disabilities. See Public Access Rules.

The Law does not require that the public be present and/or be given the opportunity to participate in Board deliberations but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

Nondiscrimination and Public Access Rules (Previously Policy 4.7)

Oregon Law requires all governmental bodies to ensure public meetings are held in locations accessible to the disabled, or, upon request of a hearing-impaired person, to provide an interpreter.

A hearing-impaired person must give the governing body at least 48 hours' notice of the request, provide the name of the requestor, and the sign language preference. A "good faith effort" to obtain the services of an interpreter includes, but is not limited to, contacting the Oregon Disabilities Commission or another agency that maintains a list of qualified interpreters and arranging for an interpreter to be at the meeting.

Public Participation Rules:

All Board meetings, except executive sessions, are open to the public. Although State Law only requires the Board to permit public participation during Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

Near the beginning of the meeting the Board President or presiding officer will ask if anyone in the audience wishes to comment on any agenda items or would like to address the Board on a different topic. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address. The presiding officer will then determine when and if the concern will be addressed. Any particular topic may be postponed to a later meeting to allow time to gather necessary information and/or to ensure adequate public notice of the topic.

The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

Executive Sessions:

“Executive session” is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is closed to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However, there is an additional requirement that the statutory authority and reason for the session must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given. The Board may not make any final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment of Personnel
2. Discipline of Public Officers and Employees
3. Medical Staff of a Public Hospital
4. Consultation with Labor Negotiator
5. Real Property Transactions
6. Exempt Records
7. Trade or Commerce
8. Litigation/Consultation with Legal Counsel
9. Performance Evaluations
10. Labor Negotiations

Executive Session Checklist:

ORS	Permissible grounds to hold Executive Session	Does Not Include
1 192.660 (2)(a) 192.660(7)	To consider the employment of an officer, employee, staff member or agent	Not for establishing hiring criteria. Not for filling vacancies on the board or committees. Not to discuss general employment policies.
192.660(2)(b)	To consider dismissal or discipline of or complaints against an officer, employee, staff or agent	Only if individual does not request an open meeting.
192.660(2)(d)	To conduct deliberations with persons you have designated to carry on labor negotiations.	
192.660(2)(e)	To conduct deliberations with persons you have designated to negotiate real property transactions	
192.660(2)(f)	To consider information or records that are exempt from disclosure by law, including written advice from your attorney.	
192.660(2)(h)	To consult with your attorney regarding current litigation or litigation that is more likely than not to be filed.	
192.660(2)(i) 192.660(8)	To evaluate the performance of an officer, employee or staff member.	Only if the individual does not request an open meeting.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

ORS	Permissible grounds to hold Executive Session	Does Not Include
		Not to review a dist. goal, operation or policy directive.
192.660(2)(i)	To negotiate under ORS Chapter 293 with private persons or businesses to acquire, exchange or liquidate public investments	

Notice: Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite the specific statutory provision(s) authorizing the executive session.

Voting: All final decisions must be made outside of the executive session. The public must have the chance to be aware of the final decision. A vote of the district board relating to information discussed in an executive session can satisfy this requirement. However, executive sessions may not be held for the purpose of taking any final action or making any final decision opportunity.

When to Call: Executive sessions may be called during regular meetings, special, or emergency meetings, for which proper notice has been given. Also, a meeting may be called which is only an executive session.

Citing the Statute: The presiding officer must first announce the statutory authority for the executive session before going into session.

Media Representatives: The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclose matters discussed at the session; if such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session. The media includes news-gathering representatives (i.e., reporters) of the news media that ordinarily reports activities of the public body, or ordinarily report matters of the nature under consideration by the public body.

Other participants: Even though certain persons can be excluded from executive sessions, it does not restrict the authority of the governing body to invite persons not part of the board to attend executive sessions.

Meeting Notices

Oregon Public Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board. Regular meeting notifications are seven days before meeting. Emergency meetings are 24 hours notification before meeting.

The law requires that notice be given to the media and to those who have stated in writing that they wish to be notified of every meeting. The notice must include a list of the principal subjects anticipated to be considered at the meeting. A reasonable effort must be demonstrated to be inclusive, but the law does not preclude the addition of items to the agenda that arose after the preparation of the agenda.

The Public Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Attorney General's Public Records and Meetings Manual."

Meeting Agendas

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting.



Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

An agenda adds order to the conduct of regular business. Unless specifically established by the Board, an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. The agenda is flexible, and items may be added or omitted or changed at the discretion of the presiding officer.

While all meetings are open to the public, it is important to note that the meeting is a meeting of the Board of Directors. The presiding officer may or may not accept discussion, or the addition of new topics raised by the public.

The Fire Chief in consultation with the Board President normally prepares the Board meeting agendas. Regular monthly Board meeting agendas are prepared and mailed to the Board members prior to the meeting. The format of agendas for special, emergency, or executive meetings is dependent on the scope and order of business to be conducted. Sample Agenda located after cross references. The format for regular meetings includes the following major divisions:

1. Call to Order	6. Treasurer's Report	11. Pending Business
2. Roll Call	7. Review Bills	12. New Business
3. Approval of Agenda	8. Correspondence	13. Reports: Chief & Board
4. Public Comment	9. Review of Board Policies	14. Good of Order
5. Approval of Minutes	10. Call Response	15. Adjourn

Meeting Minutes:

Oregon Public Meetings Law requires that minutes be taken for all public meetings. Minutes for regular and special sessions must be written. Executive session minutes may be kept in the form of a tape recording. Cannon Beach Fire District records and transcribes all meetings.

Minutes for public meetings must include a listing of:

1. Members present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any documents discussed at the meeting.

Ordinances and resolutions shall be read in their entirety in meetings unless posted with Agenda. Minutes of executive sessions are kept separately from minutes of public meetings and may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to:

- a) prepare agendas for all regular meetings and for special and emergency meetings as necessary for the orderly conduct of business.
- b) tape record and prepare written minutes of all public and executive session meetings. Tape recordings will be maintained in the District records for a minimum of one (1) year. No executive session minutes may be disclosed without prior authorization of the Board.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

- c) Advertise meetings in accordance with the Public Meetings Law and that, if notice cannot be or was not properly given, no business of the Board will be conducted.
- d) call, conduct, and record executive sessions in accordance with the Oregon Public Meetings Law. It shall further be the policy of the Board that Board members, Staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.
- e) observe the provisions of the Oregon Public Meetings Law and to ensure public notice, access, and special accommodations are provided.
- f) use "The Standard Code of Parliamentary Procedure" by Alice Sturgis as its primary rules of order.
- g) accept public comment from District patrons on issues of concern in accordance with the rules of parliamentary procedures and the guidelines established by the Board and the presiding officer of the meeting.
- h) ensure that all public meetings are conducted in locations accessible to the disabled and to make a good faith effort to accommodate the hearing impaired in accordance with State Law.

EXPENSES & REIMBURSEMENTS *(Formerly Policy 3.8)*

Relative Information:

State law allows for minimal compensation for services performed and for reimbursement for direct out-of-pocket expenses. The Fire District Board of Directors has always chosen to serve without compensation for general services.

From time-to-time Board members participate in activities that require direct out-of-pocket expenses. Two of the most common activities in which this may occur include:

1. Travel, meals, tuition, and lodging to attend training seminars, workshops, conferences, or other educational events.
2. Representing the District as a member of another Board, Association, or committee.

The District Administrative Staff normally arranges registration, lodging, and transportation for training events. The District normally pays these expenses in full. Any additional expenses for spouses, guests, or entertainment are the responsibility of the attending member and are not reimbursable by the District.

The Board follows a meal allowance set by the [Federalpay.org](https://www.federalpay.org/perdiem/Year) per diem for Oregon. These for 2022 include meal allowance of \$59/day and \$96/night lodging.

Breakfast:	\$15.00
Lunch:	\$19.00
Dinner:	\$25.00

There are Oregon cities where there may be exceptions to this rate limit, such as Portland (\$74/\$182). Refer to <https://www.federalpay.org/perdiem/Year>.

Reimbursement for use of personal vehicles for approved District business within the area is based on actual documented miles at the current IRS rate for business travel.

District insurance recommendation is to drive staff vehicles for transportation. Insurance provides a maximum \$500 deductible offset when private vehicles are used for District business. The vehicle owner's insurance is the primary coverage.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

The reimbursement standards outlined in this policy are consistent with District standards for all other employees and/or volunteer members.

Policy Statement:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to pay or reimburse Directors' authorized expenses as described in this policy and that general services as an elected Board member will be performed without compensation.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

Cross References

- Oregon Revised Statutes*** ORS Chapter 192.610 – 192.695
ORS 198.190, Compensation and Expenses of Members of Certain Boards
ORS Chapter 198, Special Districts Generally
ORS 198.320, Filling of Vacancies on Boards
ORS Chapter 244; Government Standards and Practices Laws
https://www.oregonlegislature.gov/bills_laws/ors/ors244.html
ORS Chapter 255, Special District Elections
ORS Chapter 294, Local Budget Law
ORS 294.414, Budget Committee
https://www.oregonlegislature.gov/bills_laws/ors/ors294.html
ORS Chapter 478, Rural Fire Protection Districts
https://www.oregonlegislature.gov/bills_laws/ors/ors478.html
ORS Chapter 478.210 Number of Board of Directors
- Per Diem*** <https://www.federalpay.org/perdiem/2022/oregon>
- Meetings*** Attorney General's Public Records and Meetings Manual
Sturgis, Alice. The Standard Code of Parliamentary Procedure, McGraw Hill, Inc. New York, 1993.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 3.0

Board of Directors

<i>Approved:</i>	10Jun2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	10Jun2023

Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
10Jun2022	New Document Consolidating several SOPs including: Policy 3.6: Board Appointments Policy 3.1: Board Qualifications Policy 3.2: Responsibilities Policy 3.5: Duties Policy 3.4: Conflicts of Interest Policy 3.7: Vacancies Policy 3.9: Elections Policy 4.0: Meetings Policy 3.8: Expenses and Reimbursements	

Periodic Review History

Periodic Review Date	Review Comments
10Jun2023	Periodic Review:

Signature

Meaning: Your signature indicates as member and representative of the Board of Directors of the Cannon Beach Rural Protection Fire District and on behalf of the board, the board has read and agreed with the guidance provided within this Policy as approved in Board Meeting.

Date	Name (Print)	Signature



Board Policy Management

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	05/09/2023

SCOPE AND APPLICATION

Relative Information:

This Manual is intended to serve as the primary resource for all matters relative to District policy. It is prepared by the Board of Directors to assist individual members in the conduct of their responsibilities as elected public officials.

No policy manual can anticipate the full range of topics and situations that may arise. As new issues arise new policy is established and/or existing policy modified. While these policies are intended to provide clear and consistent direction, the Board may, at its discretion, deviate from these policies if the current policy is found to be inappropriate. In such cases the decision should be documented, and a determination made if the current policy requires modification.

Policy Statement:

It shall be the policy of the Board of Directors of Cannon Beach Fire District to recognize this manual as the primary reference source for District policy and that in order to remain a useful reference source it must be constantly reviewed and updated to reflect changes in service, delivery needs, laws and regulations, and District operations. It shall further be the policy of the Board to authorize the Fire Chief to interpret and apply these policies within their written and stated intent and that deviation from these policies may only be applied in an emergency or to avoid a hardship for the District. It is the responsibility of the Fire Chief to seek clarification of any policy issues directly with the Board.

PREPARATION OF POLICIES

Relative Information: The purpose of this policy is to provide guidelines for the formatting, approval, and distribution of Board policies. The intent is to establish a consistent format and content.

The main sections of this manual are:

- | | |
|--|------------------------------------|
| 1. Introduction | 7. Administrative Services |
| 2. Organization | 8. Support Services |
| 3. Board of Directors Responsibilities | 9. Fire Prevention and Education |
| 4. Board of Directors Meetings | 10. Emergency Operations |
| 5. Personnel System | 11. Volunteer Firefighter Programs |
| 6. Financial Management | |

Policies only requiring format or aesthetic changes, will not require verbal Board approval. New Policies or Policies whose contents and meaning has been revised will require a verbal vote of approval by Board Member's in Board Meetings. Formal and hardcopy approval on the policy will require one signature and can be provided by any Board Member if the President is absent, as long as the policy was approved within a Board Meeting prior to signature.

New Board Members or Members that do not have a Policy Manual, will be provided one. As new or revised policies are approved, Board members will receive a hardcopy to update their manual. A complete and current Policy Manual will be maintained at the fire station and available during Board meetings as a reference.



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 2.0

Board Policy Management

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	05/09/2023

Policy Statement: It shall be the policy of the Board of Directors of Cannon Beach Fire District that the Board approves all new and/or revised policies and that policies are organized as described above.

Cross References:

Oregon Revised Statutes

ORS Chapter 478; Rural Fire Protection Districts

ORS Chapter 198; Special Districts Generally



Cannon Beach Rural Fire Protection District
Board of Directors Policies

Policy 2.0

Board Policy Management

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Due:</i>	05/09/2023

Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
09-May-2022	New Document Consolidating Existing SOPs: <ul style="list-style-type: none">Policy 1.1 Policy PurposePolicy 1.2 ScopePolicy 1.3 Policy Preparation	Consolidated to minimize # of SOPs, group like topics, and reduce pages.

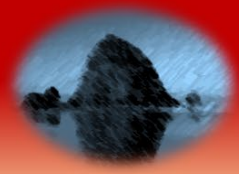
Periodic Review History

Periodic Review Date	Review Comments
09-May-2023	



Cannon Beach Fire & Rescue

188 SUNSET BLVD · CANNON BEACH OR 97110
(503) 436-2949 · EMERGENCY DIAL 9-1-1




Agenda Action Report Board Meeting June 13, 2022

Correspondence

 None

Review of board policies


 Consolidation underway. See attached documents

Call Response


Of the 49 calls, counted 47, other 2 were duty officer only

Phase 1 (response within 7 minutes)			Phase 2 (Arrive within 7 minutes)		
Type	Number	% Met	Type	Number	% Met
Fire	8	50%	Fire	7	57%
EMS	32	50%	EMS	32	44%
Rope Rescue	0	NA	Rope Rescue	0	NA
Surf Rescue	1	100%	Surf Rescue	0	0%
Mutual Aid	6	67%	Mutual Aid	NA	NA

Old Business


 Strategic Planning


- Updated financial outlook, see documents
- Staffing plan

 Volunteer housing

- Moving forward with the permits for housing at Arch Cape

New Business

 Resolution to adopt budget

 Health insurance discussion

- Was recommended in the budget committee that we look for cheaper health insurance
- We are bound by certain laws regarding public health insurance.
- I have began looking into health insurance, we cannot change until January because that is our enrollment period. We can engage in new insurance with the intent to change in October.
- I will continue to research insurance options.
- See attached documents.

CANNON BEACH FIRE DISTRICT
LONG RANGE FINANCIAL PLAN - Based on \$.63/\$1000 Levy in 2024

FIRE DISTRICT - GENERAL FUND WITH SAFER										
ASSUMPTIONS	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
annual personel increase	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
GENERAL INFLATION	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
RESOURCES	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2032-33
BEGINNING BALANCE	741,869	829,975	834,343	861,595	866,528	854,764	900,558	937,076	980,755	1,031,426
REVENUE										
Taxes	1,139,988	1,174,188	1,281,229	1,319,666	1,359,256	1,400,034	1,442,035	1,485,296	1,529,854	1,575,750
Food tax	528,000	800,000	824,000	848,720	874,182	900,407	927,419	955,242	983,899	1,013,416
Safer Grant	35,000									
City contract	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL REVENUE	1,708,988	1,980,188	2,111,229	2,174,386	2,239,437	2,306,441	2,375,454	2,446,537	2,519,754	2,595,166
TOTAL RESOURCES	2,450,857	2,810,162	2,945,572	3,035,981	3,105,966	3,161,204	3,276,012	3,383,613	3,500,508	3,626,593
REQUIREMENTS	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
PERSONNEL										
Chief										
SALARY/WAGE	116,700	120,201	123,807	127,521	131,347	135,287	139,346	143,526	147,832	152,267
BENEFITS	86,490	90,815	95,355	100,123	105,129	110,386	115,905	121,700	127,785	134,174
Division Chief										
SALARY/WAGE	96,000	98,880	106,790	115,334	118,794	122,357	126,028	129,809	133,703	137,714
BENEFITS	72,100	75,705	79,490	83,465	87,638	92,020	96,621	101,452	106,525	111,851
Executive Assistant										
SALARY/WAGE	54,600	58,968	63,685	68,780	70,844	72,969	75,158	77,413	79,735	82,127
BENEFITS	58,900	61,845	64,937	68,184	71,593	75,173	78,932	82,878	87,022	91,373
Captain										
SALARY/WAGE										
BENEFITS										
Lietenant										
SALARY/WAGE	73,000	78,840	85,147	91,959	99,316	102,295	105,364	108,525	111,781	115,134
BENEFITS	27,485	29,683	32,058	34,623	37,392	38,514	39,670	40,860	42,085	43,348
Firefighter										
SALARY/WAGE	103,675	207,350	197,018	212,779	229,802	248,186	268,041	276,082	284,364	292,895
BENEFITS	144,033	195,954	179,177	185,111	191,520	198,442	205,917	208,945	212,063	215,275
Fire Marshal										
SALARY/WAGE		84,567	91,332	98,639	106,530	109,726	113,018	116,408	119,901	123,498
BENEFITS		71,935	75,532	79,308	83,274	87,437	91,809	96,400	101,220	106,281
Volunteers	108,700	108,700	108,700	108,700	108,700	108,700	108,700	108,700	108,700	108,700
TOTAL PERSONNEL	941,683	1,283,443	1,303,030	1,374,527	1,441,879	1,501,493	1,564,508	1,612,698	1,662,716	1,714,638
MATERIALS & SERVICES										
OPERATIONAL	61,300	63,139	65,033	66,984	68,994	71,064	73,195	75,391	77,653	79,983
EQUIPMENT MAINTAINCE	77,200	79,516	81,901	84,359	86,889	89,496	92,181	94,946	97,795	100,728
BUILDING	56,000	57,680	59,410	61,193	63,028	64,919	66,867	68,873	70,939	73,067
TRAINING	93,000	95,790	98,664	101,624	104,672	107,812	111,047	114,378	117,810	121,344
PROFESSIONAL SERVICES	82,200	84,666	87,206	89,822	92,517	95,292	98,151	101,096	104,129	107,252
INSURANCE	43,500	44,805	46,149	47,534	48,960	50,428	51,941	53,500	55,104	56,758
PPE	26,000	26,780	27,583	28,411	29,263	30,141	31,045	31,977	32,936	33,924
TOTAL MATERIALS & SERVICES	439,200	452,376	465,947	479,926	494,323	509,153	524,428	540,161	556,365	573,056
TOTAL OPERATING EXPENDITURES	1,380,883	1,735,819	1,768,977	1,854,452	1,936,202	2,010,646	2,088,936	2,152,859	2,219,082	2,287,694
DEBT SERVICE	65,000	65,000	65,000	65,000	65,000					
TRANSFERS										
APPARATUS RESERVE FUND	125,000	125,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
BUILDING RESERVE	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL TRANSFERS	175,000	175,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
TOTAL REQUIREMENTS	1,620,883	1,975,819	2,083,977	2,169,452	2,251,202	2,260,646	2,338,936	2,402,859	2,469,082	2,537,694
END BAL OVER/(UNDER) BEG BAL	88,106	4,369	27,252	4,933	(11,765)	45,795	36,518	43,679	50,672	57,472
RESOURCES OVER/(UNDER) REQ.	829,975	834,343	861,595	866,528	854,764	900,558	937,076	980,755	1,031,426	1,088,898

CANNON BEACH FIRE DISTRICT
LONG RANGE FINANCIAL PLAN - Based on \$1.00/\$1000 Levy in 2024

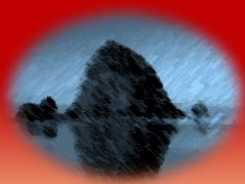
FIRE DISTRICT - GENERAL FUND WITH SAFER										
ASSUMPTIONS	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
annual personel increase	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
GENERAL INFLATION	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
RESOURCES	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2032-33
BEGINNING BALANCE	741,869	829,244	833,670	958,572	1,052,376	1,119,252	1,225,031	1,300,383	1,387,211	1,485,476
REVENUE										
Taxes	1,139,988	1,174,188	1,781,040	1,834,471	1,889,505	1,946,190	2,004,576	2,064,713	2,126,655	2,190,455
Food tax	528,000	800,000	824,000	848,720	874,182	900,407	927,419	955,242	983,899	1,013,416
Safer Grant	35,000									
City contract	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL REVENUE	1,708,988	1,980,188	2,611,040	2,689,191	2,769,687	2,852,598	2,937,995	3,025,955	3,116,554	3,209,871
TOTAL RESOURCES	2,450,857	2,809,432	3,444,710	3,647,763	3,822,063	3,971,850	4,163,026	4,326,338	4,503,765	4,695,347
REQUIREMENTS	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
PERSONNEL										
Chief										
SALARY/WAGE	116,700	120,201	123,807	127,521	131,347	135,287	139,346	143,526	147,832	152,267
BENEFITS	86,490	90,815	95,355	100,123	105,129	110,386	115,905	121,700	127,785	134,174
Division Chief										
SALARY/WAGE	96,000	98,880	106,790	115,334	118,794	122,357	126,028	129,809	133,703	137,714
BENEFITS	72,100	75,705	79,490	83,465	87,638	92,020	96,621	101,452	106,525	111,851
Executive Assistant										
SALARY/WAGE	54,600	58,968	63,685	68,780	70,844	72,969	75,158	77,413	79,735	82,127
BENEFITS	58,900	61,845	64,937	68,184	71,593	75,173	78,932	82,878	87,022	91,373
Captain										
SALARY/WAGE			83,817	90,522	97,764	105,585	114,032	117,453	120,977	124,606
BENEFITS			31,557	34,082	36,808	39,753	42,933	44,221	45,548	46,914
Lietenant										
SALARY/WAGE	73,000	78,840	217,212	234,589	253,356	273,625	295,515	304,380	313,511	322,917
BENEFITS	28,215	29,626	186,780	193,323	200,389	208,020	216,261	219,599	223,037	226,578
Firefighter										
SALARY/WAGE	103,675	207,350	197,018	212,779	229,802	248,186	268,041	276,082	284,364	292,895
BENEFITS	144,033	195,954	179,177	185,111	191,520	198,442	205,917	208,945	212,063	215,275
Fire Marshal										
SALARY/WAGE		84,567	91,332	98,639	106,530	109,726	113,018	116,408	119,901	123,498
BENEFITS		71,935	75,532	79,308	83,274	87,437	91,809	96,400	101,220	106,281
Volunteers	108,700	108,700	108,700	108,700	108,700	108,700	108,700	108,700	108,700	108,700
TOTAL PERSONNEL	942,413	1,283,385	1,705,191	1,800,461	1,893,488	1,987,666	2,088,216	2,148,967	2,211,923	2,277,171
MATERIALS & SERVICES										
OPERATIONAL	61,300	63,139	65,033	66,984	68,994	71,064	73,195	75,391	77,653	79,983
EQUIPMENT MAINTAINCE	77,200	79,516	81,901	84,359	86,889	89,496	92,181	94,946	97,795	100,728
BUILDING	56,000	57,680	59,410	61,193	63,028	64,919	66,867	68,873	70,939	73,067
TRAINING	93,000	95,790	98,664	101,624	104,672	107,812	111,047	114,378	117,810	121,344
PROFESSIONAL SERVICES	82,200	84,666	87,206	89,822	92,517	95,292	98,151	101,096	104,129	107,252
INSURANCE	43,500	44,805	46,149	47,534	48,960	50,428	51,941	53,500	55,104	56,758
PPE	26,000	26,780	27,583	28,411	29,263	30,141	31,045	31,977	32,936	33,924
TOTAL MATERIALS & SERVICES	439,200	452,376	465,947	479,926	494,323	509,153	524,428	540,161	556,365	573,056
TOTAL OPERATING EXPENDITURES	1,381,613	1,735,761	2,171,139	2,280,387	2,387,811	2,496,819	2,612,643	2,689,127	2,768,289	2,850,227
DEBT SERVICE	65,000	65,000	65,000	65,000	65,000					
TRANSFERS										
APPARATUS RESERVE FUND	125,000	125,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
BUILDING RESERVE	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL TRANSFERS	175,000	175,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
TOTAL REQUIREMENTS	1,621,613	1,975,761	2,486,139	2,595,387	2,702,811	2,746,819	2,862,643	2,939,127	3,018,289	3,100,227
END BAL OVER/(UNDER) BEG BAL	87,375	4,426	124,901	93,805	66,876	105,778	75,352	86,828	98,265	109,643
RESOURCES OVER/(UNDER) REQ.	829,244	833,670	958,572	1,052,376	1,119,252	1,225,031	1,300,383	1,387,211	1,485,476	1,595,120



Cannon Beach

Rural Fire Protection District

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(503) 436-2949 · EMERGENCY DIAL 9-1-1



Date: June 10, 2022
To: Board of Directors CBRFPD
From: Marc Reckmann, Fire Chief
RE: Staffing

With the continued increase in calls and the challenges of volunteers, not just in Cannon Beach, but nationwide, Cannon Beach Fire District needs to look to the future of emergency response.

Current staffing is paid Fire Chief, paid Division Chief of Training & Operations, and a daytime Lieutenant that also serves as a volunteer recruitment and retention coordinator. Volunteers include two lieutenants, 1 that lives in Arch Cape and 1 lives in Seaside. There are 15 volunteer firefighters on the roster, of those 8 live in the district, and of the 15, 6 are active responders, 2 others are active in spending time at the station staffing.

We have lost 1 volunteer recently because of going into military and moving, 1 resigned because of life changes, 1 is retiring in October, and we are in jeopardy of losing 2 more due to life changes.

We are actively recruiting in the district, but it is difficult, we have 1 new volunteer candidate and 1 student candidate.

Solutions:

- \$35,000 grant from OSFM to hire summer staffing. Hope to staff 7 am to 7 pm 7 days a week July through September.
- Continue to work on filling the student program.
- Hire 3 firefighters and a fire Marshal (division Chief) from prepared fund money
- If unable to recruit and staff, look at levy increase May of 2024 to hire 3 additional in July of 2024

Cannon Beach Rural Fire Protection District

Resolution 22 - 03

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Cannon Beach Rural Fire Protection District hereby adopts the budget for fiscal year 2022 – 2023 in the total of \$5,070,839 now on file at the Cannon Beach RFPD, 188 Sunset Blvd., Cannon Beach.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022 for the following purposes:

General Fund

Organizational Unit or Program:

Fire & Emergency Services 1,651,818

Not Allocated to Organizational Unit or Program:

Debt Service 65,000

Transfers Out 175,000

Contingency 245,000

Total \$2,136,818

Debt Service Fund

Debt Service 112,193

Total \$112,193

Apparatus & Equipment Reserve Fund

Organizational Unit or Program:

Fire & Emergency Services 1,419,000

Total \$1,419,000

Capital Projects Fund

Organizational Unit or Program:

Fire & Emergency Services 193,000

Total \$193,000

Community Warning System Fund

Organizational Unit or Program:

Fire & Emergency Services 10,000

Total \$10,000

Fire Chief Fund

Organizational Unit or Program:

Fire & Emergency Services 214,090

Not Allocated to Organizational Unit or Program:

Transfers Out 60,000

Total \$274,090

Total APPROPRIATIONS, All Funds

\$4,145,101

Total Unappropriated Ending Balance,

All Funds

\$925,738

TOTAL ADOPTED BUDGET

\$5,070,839

RESOLUTION IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED that the Board of directors of the Cannon Beach Rural Fire Protection District hereby imposes the taxes provided for in the adopted budget at the rate of 0.3521 per \$1,000 of assessed value for permanent tax rate; and in the amount of \$109,530 for debt service on general obligation bonds; and at the rate of .54 per \$1,000 of assessed value for local option levies; and that these taxes are hereby imposed for the tax year 2022-23 upon the assessed value of all taxable properties within the District and categorized as follows:

General Government Limitation		Excluded from Limitation
Permanent tax rate	\$0.3521/\$1,000	
Local Option Tax Levies	\$0.5400/\$1,000	
General Obligation Bond Debt Service		\$109,530

The above resolution statements were approved and declared adopted on this 13th day of June, 2022.

Bob Cerelli, Board President



Remit to: Special Districts Insurance Services
P.O. Box 12613
Salem, Oregon 97309

06-01-2022

MEMBER AGENCY INVOICE - JULY

Cannon Beach Fire

Member Id# 52458

Name (Last, First)	Date Added	COBRA	Health	MODA Dental	WDG Dental	Life	STD	LTD	Vol Life	Total
Apple, Karen	4/01/22	N	780.74	55.44	0.00	12.08	20.70	35.47	0.00	904.43
Distasio, Deborah	7/01/21	N	0.00	0.00	0.00	12.08	0.00	0.00	0.00	12.08
Reckmann, John	2/01/20	N	2,303.09	182.18	0.00	12.08	20.70	35.47	0.00	2,553.52
Smith, Jason	1/01/21	N	2,303.09	182.18	0.00	12.08	20.70	35.47	0.00	2,553.52
White, Shaunna	2/01/19	N	0.00	0.00	0.00	12.08	20.70	35.47	0.00	68.25
TOTAL:			5,386.92	419.80	0.00	60.40	82.80	141.88	0.00	6,091.80

Cost Details

The costs below are estimated based on our default information or what you have provided. The more specific employee information you provide, the better your cost breakdown will be. [Add employee details.](#)



UHC Choice Plus Platinum 500 CM74

How much do you want to contribute toward your employees' health coverage?

Percentage for employees*

100% ▼

Percentage for dependents*

100% ▼

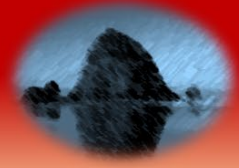
Employees	Age	Spouse	Children	Company Cost	Employee Cost	Cost
Marc AA	43	Yes	3	\$1903....	\$0	\$1903.12
Jason AB	38	Yes	1	\$1903....	\$0	\$1903.12
Employee AC	50	No	0	\$667.76	\$0	\$667.76
Total Estimated Cost				\$4474.00	\$0	\$4474.00
Average Monthly Cost Per Employee						\$1,491.33

* Employer must pay at least 50% of **Employee Only** premiums.



Cannon Beach Fire & Rescue

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Fire Chief Report

Reporting Period: May 1 to May 31, 2022

RESPONSE DATA

May calls

Call Volume Observations

- ✓ 49 calls in May 2022
- ✓ Average for May 2017-2021 is 33
- ✓ Trending just above last year.

Projects and Administration



Significant calls or projects.

- Structure fire N Larch, good stop on it
- 2 significant falls that resulted in patients life flighted
- 1 surf rescue



Strategic Plan: Working on meeting response plan



Grants

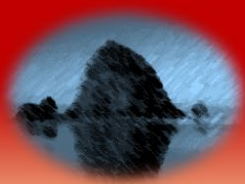
- Radios:
 - Radios and chargers installed. Waiting on next order of radios
- AFG Grant Applications for:
 - Arch Cape engine
 - Fill station and fit tester
 - Hamlet Engine
 - Hamlet turnouts and air compressor
 - SCBAs and Engine for Elsie
- Seismic Grant: 1.9M awarded for station. Waiting on contract.
 - Working through energy trust of Oregon to incorporate other updates into grant.
- OSFM Staffing grant
 - Awarded \$35,000 for summer staffing
 - July 1 to September 30 staffing the station 7 am to 7 pm with 1 firefighter. Will pay Temporary firefighter/EMT \$22/hr (66% of base firefighter wage)
- Applied for staff positions through SAFER Grant.
- Applied for regional marking position (Gearhart, Hamlet, Cannon Beach); Gearhart hosted



Cannon Beach

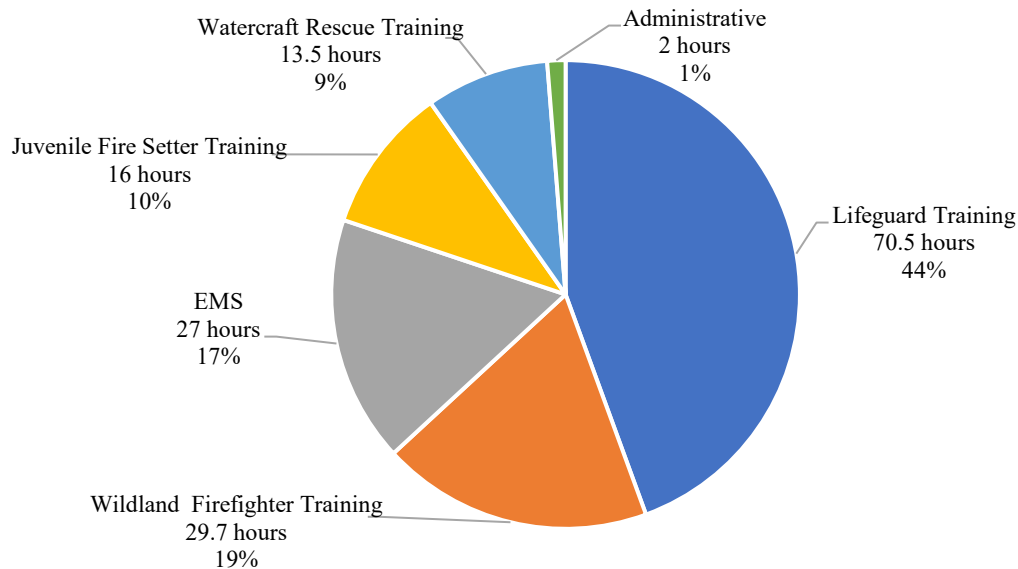
Rural Fire Protection District

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Hello,

The following is a brief training report for May 2022.



As you can see by the graph, May was primarily focused on getting our firefighter lifeguard training completed, as well as ensure our members are prepared for wildland fire season. The 70.5 hours of Lifeguard training coupled with the 13.5 hours of Watercraft rescue training allowed six (6) of our members (Shaunna, Kevin, Levi, Matt, Jesse, and Jason) to not only get Red Cross Lifeguard certified, but also enabled our Surf Rescue team to get practice deploying and operating our Jet Skis in various sea conditions.

For wildland firefighter training, we were able to complete several sections of our required RT-130 refresher training which included wildland PPE inspections, wildland fire case studies, as well as progressive hose lay advancement techniques. This required training not only prepares members for wildland fires within our district, but also prepares members to deploy throughout the state if requested.

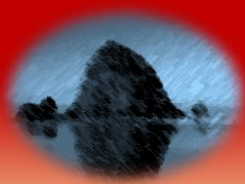
May was also a big month for the department as we began working with the Cannon Beach Lifeguards to staff the beach with Firefighter/ Lifeguards. During this time, we were able to get fire personnel on the beach Friday – Sunday every weekend in May. Though the weather didn't quite cooperate, personnel were still able to conduct beach patrols, preventative contacts, as well as several hours of training. On Thursday 6/2 at about 1630hrs, personnel performed a rescue of a missing individual at the base of Haystack Rock. Though our Firefighter/ Lifeguards were not on the beach at the time, two (2) of our trained firefighters were able to make entry and rescue the victim from the rocks. I can confidently say that had personnel been on the beach at that time, the victim would have been stopped before being placed in that dangerous situation.



Cannon Beach

Rural Fire Protection District

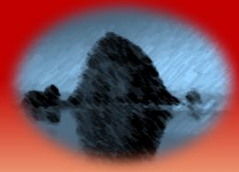
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Cannon Beach Fire & Rescue

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Radio system:

- Consolidation meeting 2nd & 4th Thursdays at 11. Talking about what it will look like, no formal plans yet. Dispatch centers separated, still working towards full consolidation



Prepared Food Tax: Moving towards implementation Jul 1.



Rescue: No chassis until 2024 now. Looking into other options



Hydrants: Flow is completed. Working on painting when weather is better



Building:



Apparatus

- Recall on new big brush it is a Seaside Muffler to be repaired
- Tank and pump ordered for new brush
- John Deer Gator to be delivered this month



Prevention: Nothing to report



Meetings

- County Fire Defense
- City Staff
- City Council
- County Ambulance Service Area Committee
- Communication committee
- Desert with District 3rd Tuesday of each month
- Dispatch Consolidation meeting



Recruitment: Ongoing. New student application and new volunteer application



Chief vacation:

- Out of town 6-18 to 6/20 & 6/25



Upcoming Events:

- 7/11/2022: Next Board meeting
- Sand Castle Hamburgers June 11th
- Dessert with District 6/21/22