



# Cannon Beach

## Rural Fire Protection District

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## BOARD MEETING MINUTES – DECEMBER 13, 2021

### General:

Date:	<b>December 13, 2021</b>
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:	19:52 (7:52 pm)

### Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP) Zoom	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<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"/> Deb DiStasio (Minutes)	<input checked="" type="checkbox"/> Bob Heymann, Zoom	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom
		<input checked="" type="checkbox"/> Nicole Bales, Zoom

### Call to Order:

The Cannon Beach RFPD Board meeting for December 12, 2021 was called to order at 18:00 hours (6:00 pm) by Board President, **Bob Cerelli**.

### Roll Call:

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

Other attendees were: Marc Reckmann (Fire Chief, CBFDD), Deb DiStasio (Admin Assistant, CBFDD), Jason Smith (Division Chief, CBFDD), Bob Heymann (Zoom), Nicole Bales (Zoom), and Bill Cote (CPA).

### Changes to Agenda:

No changes were made to the Agenda.

### Presentations:

None provided.

### Public Comment:

None.

### November 8, 2021 Board Meeting Minutes Approval:

**Gardner** moved to accept Board minutes from November 8, 2021. **Herman** seconded. All were in favor. None opposed. Motion carried.

November 18 Meeting approvals: No changes. Bell moved to accept Special Board minutes from November 18, 2021. Herman seconded.

#### Treasurer's Report:

The Treasurer's Report was read as written by Bill Cote. Highlights are summarized below.

- a. **Statement of Net Position (Balance Sheet).** Read by Bill Cote as written and presented.
- b. **General fund:** Read as written and presented. Gardner asked what is the miscellaneous revenue? Cote indicated donations, ham dinner. Chief continued donations, ham dinner, small grants, and things we didn't anticipate. We're at 47% and should be at 42%. However, we should be fine once we receive the Conflag payments. Bell asked if COW maintenance has always been under Building maintenance. Chief responded yes. Cote indicated as soon as we are ready, he can write resolution to transfer funds from Apparatus & Equipment Reserve.
- c. **Fire Chief fund:** Read as written and presented. We've brought in 94% of tax revenue. In response to question from Gardner, Chief indicated that the Fire Chief Fund carries over from previous year(s) and can't be used for General Fund items. Bell asked under CBFR revenue, if the budget amount is our expected income. Chief and Cote confirmed yes, for tax revenue.
- d. **Cash per Fund:** Read as written and presented. Rick asked for clarification on Net Income. Gardner asked Cote if he had an estimate of what he needs to transfer from reserve fund. Cote indicated transfers occur a couple times a month at least. Gardner asked if there is a way to front-load, or be proactive. Cote indicated he would email some figures to get through to the next Board. Gardner asked if it could be part of the process, and they could do it the middle of every month. Cote confirmed this was fine.

Gardner motioned to approve financial reports. It was seconded by Bell. All were in favor, none opposed. Motion carried.

#### Bills:

The bills register was reviewed. Bell asked about the \$50,000 in which Chief responded that was coming out of Columbia bank (existing bank) and being transferred over to TLC Fibre Federal (new bank).

#### Correspondence:

Nothing to present.

#### Monthly review of board policies:

2.4 District Management. Chief explained that continuity of services is a concern in regard to a risk having Rick Gardner as the only one thing that could do something with the bank. If anything happens, we're in a bad spot. Chief indicated he would like to have ability in Rick's absence, understanding that Board needs control. Gardner indicated he would like to take a closer look at this because the Bank indicated they want only one person in charge of the e-banking. Gardner further stated he's concerned about the Investment Pool account, in which Chief responded he does have access to this account if anything happens. Gardner continued that he thought Chief should be one of the signatures on the checks, so that we're not chasing down signatories.



Currently, Gardner is the only one who can move money electronically. Other board members, Chief, Cote, and DiStasio can view only. Gardner also suggested we benchmark with SDAO so that we're consistent and not re-creating the wheel.

Cerelli added he did not see it places anybody at jeopardy placing Marc as signatory on checks.

Gardner asked whether the spending limits outlined in the SOP are already in place. Chief indicated they'd been practiced but never been written down, further indicating these are in line with the standard.

**Dave Herman** motioned to approve Policy 2.4. **Greg Bell** seconded approving 2.4. All were in favor, none opposed. Motion carried.

#### Old Business:

- **Volunteer Housing.** Bob Cerelli indicated Butch is motivated to have one of *his* future employees living in his property. The other guy, Dale Mosby, is more than willing to have firefighters live in his property but is going slow on the renovations prior to renting. Chief indicated that in regard to Arch Cape housing, this is on hold while we work with the Arch Cape sanitation district to annex into the as a first step. Gardner would like us to look at volunteers and the broader issue of housing. He is concerned with the liability and administrative commitment with the District providing housing and it would be at the bottom of options for him. Herman expressed the same concern and thought that we'd need a lot of controls in place. Chief agreed and indicated that this is a common practice with other stations and that there would be policies in place. Herman stated this is a unique situation as there are literally nothing to rent here. Chief indicated it's a big attraction to get volunteers. Herman agreed it would be a huge benefit. Chief wants to leave it on agenda to show we're working on it and make progress.
- **Change Banks** – Chief indicated most everything is transferred but we need to show in minutes authorization elements for credit card. These elements include authorizing staff to receive credit cards as well as the limit amount. He further explained that the credit cards have a joint credit limit, not singular card limits as we have today. Gardner motioned that we approve issuing credit cards to the following staff: Marc Reckmann, Shaunna White, Jason Smith, and Deb DiStasio through TLC Fibre Federal Credit with a group limit of \$25,000. This was seconded by Bell. All in favor. None opposed. Motion carried.
- **Financial Planning – discussion.** Chief indicated he'd like to see a financial strategic plan updated after the first of the year to share with city partners. Gardner indicated he thought chief's done a really good job putting it together and that it would be helpful in discussions to condense and summarize. Gardner clarified he's found it useful is to get a grouping of layers so we see 5-10 years on one page and can really look at the options, e.g. where levies go away, food tax comes in, etc. He indicated he would be happy to sit down with chief to discuss further. Chief indicated along these lines that it would be an important communication tool to have a strategic plan to discuss with city partners. Previously, District has spent \$60K for this, but believe we have the means and intellect to do this internally.

Questions to answer are how do we invite community members to participate?  
How do we want to shape that input without getting too large to be ineffective.

Chief indicated he wasn't looking for a decision tonight but to think about it over the next couple of months.

- **Board Vacancy.** Gardner indicated he reviewed the video and found it very helpful. Gardner suggested taking turns summarizing their thoughts. Summary of thoughts included all candidates were good. Bob Heymann stood out with his strategic background and thought that would be particularly helpful to the District at this time. **Bell** moved to appoint Bob Heymann to complete position #2 term. **Herman** seconded the motion. All were in favor, none opposed, motion carried. It was decided DiStasio would send out an official announcement email to candidates. As Bob Heymann was on the zoom meeting, Board congratulated him and welcomed him. Heymann thanked the Board and indicated he was looking forward to it. Cerelli encouraged Heymann to feel free to come down and talk to staff. Cerelli reminded him that he can talk to Board individuals one at a time, but there cannot be three as it can represents a quorum. Chief to notify County of appointment.
- **COWS.** Chief pointed to the Board packet for an estimate from Crane company for removing the COWs system. They've done work for the City. Rick [Hudson], the City Emergency Manager, and city indicated they do not want to see the system go away. They've expressed some interest in taking system over. Whelan Engineering manufactured the towers. Chief spent time with them to understand what we currently have and what would be needed to upgrade. Whelan indicated what we have now is not upgradeable. Whelan sent out estimates of different options. One option is for two or three sirens: a) one down on First and Larch, b) one down at Arch Cape fire station, and c) one in Tolovana. Bell asked how many we currently have. Chief responded there are eight towers. Chief explained that there would be better coverage with the three new towers than the existing eight towers due to technology upgrades at approximately \$35,000 per tower, plus Software to run them. Seaside may have the same type of upgraded towers and software, and we may not have to buy software. Chief indicated that Rick reached out to the County to let them know we may have the same type of system throughout County. The County expressed more interest in involvement. Bell asked whether the City of Cannon Beach would be willing to be responsible for the ones outside of City Limits. Chief indicated that is a good question. If the County does not want to get involved in consolidating, and City of Cannon Beach would not be interested in maintaining those outside the city, then the District has a decision to make. Gardner asked who we are talking to on the County and wondered if we should be talking to a County Commissioner. Chief indicated Tiffany Brown is the County Emergency Manager.

Herman commented that it seems the Emergency Management teams in County would be the best owner/manager of the system. Chief indicated when he spoke to County, they were not interested. However, when Rick Hudson spoke to County, they became more interested seemingly based on the expansion and consolidation it would provide. Chief added that Warrenton has the same towers as CB Fire District, but they're not functioning. He further stated that Falcon Cove is one of the biggest concerns with not having any system coverage. It will take another tower in Falcon Cove. When speaking to the Insurance, their concern was lack of maintenance and liability if it came down on someone. Their other concern was around it being outside of the District scope. Chief believes the goal is to try and transfer that ownership, but even so, we may be obligated to take down the existing towers. Gardner asked whether the \$4,800 was the total cost. Chief indicated it's just the crane time.



Does not include electrician time (~\$5K) and disposal. Bell recapped, so about \$10K total? Chief indicated yes. Gardner asked what next steps were. Chief indicated to continue to work with city and county to figure out the direction. Cerelli indicated the County Commissioner is tied into the District's budget committee and is always looking for ways to help community. Bob to contact County Commissioner to discuss, along with including Reckmann. Chief wanted to ensure the direction that the Board wants to take is to continue to remove itself from ownership of COWs system. Board agreed. Herman wondered if state would pay. Chief indicated State quit paying for similar tsunami warning system since 2018. They feel that there's better technology than using sirens, such as texting. Issue with that is most visitors/tourists won't subscribe to the local phone subscription. Herman added he doesn't have cell service in his home location. He uses wi-fi, as does the Fire Station staff.

#### New Business:

- **Budget Process.** Chief put out the new budget calendar (attached to Board packet). He indicated he'd like to change the current expiration term date from June 30 to December 31. This will ensure complete budget committee coverage throughout the year and coincide with fiscal calendar making it easier to attract Board Members. Three positions are expiring: Marty Harris, Jim Kingwell, and Linda Sweeney. We will advertise for budget committee. Chief indicated he will send an email to expiring members asking them if they'd like to reapply. Herman motioned to move the term expiration date from June 30, to December 31. It was seconded by Bell. None opposed. All in favor. Motion carries.
- **Revision of Ordinance 21-01, billing for services for State Parks.** Chief explained we're needing to update the verbiage to cover billing State Parks in District. It would allow us to bill for vehicle, rope and surf rescue in State Parks as well as Administrative Fee. In section 3.3, it changes the \$15 for volunteer an hour to following the State Mobilization fee structure which can vary from year-to-year and save us from updating each change. The original ordinance covers highways. In response to question from Bell, Chief answered we currently get \$1,000 according to Intergovernmental Agreement. This agreement expires December 31, 2021. In meeting with the State Parks they originally expressed they are willing to increase amount in the contract, but has since rejected any increase. State Parks inside our fire district include: Hug Point and Arcadia. State Parks outside our fire district include: Oswald West, Indian, and Ecola. After consulting with attorney, the choices are, we could: a) respond, and bill State Parks for individual call, or b) not respond (reduce scope). There's no guarantee they will pay. Not responding would not be the first choice. Gardner asked what the Parks are saying. Chief indicated, the Park Manager, Justin Parker, has the authority. Gardner asked what happens if we don't have a contract, which Chief responded that's where the billing comes into play. Herman asked if anyone else bills state parks, which Chief responded Hamlet for Saddle Mountain. Bell asked if there was anyone else on the coast, and Chief responded based on research, none, and that most are inside fire districts. In the research, Chief found interestingly that Banks gets over \$20K to cover Stubs Stewart State Park to cover that park and have minimal calls. The other one is Silver Falls which is inside Drake's Crossing Fire District, but they only do medical and fire inside park for \$10K a year with minimal calls. We have 5 parks we cover, multiple calls for \$1K/year. Herman indicated that signing \$1,000 for all the calls isn't a good option, even if they don't pay us. Gardner asked what the lawyer says. Chief responded her advice is don't sign and bill them.

Gardner asked whether the County had a rescue team. Chief responded he's not seen them on a call, and the calls they've gone to have significant delays to assemble and get to the location. Ecola park is supposed to open in about two weeks but suspects the roads will fail again given a year, but perhaps come in through a different road. Herman asked what needs to be done with the Ordinance. Chief indicated review and if you have questions, let him know. If no changes, will post it for 30 days, voting on it next month. Herman asked if the Insurance companies are paying when billed for the road responses. Chief indicated yes. Bell asked if we are billing insurance or tourists for responses in State Parks. Chief responded, the State Parks will be billed. There is an ORS allowing to bill property owners outside the fire district.

- **Pay scale review.** Chief referred to attached slide. Chief reminded board that PayScale was created three years ago and wanted to revisit it to ensure alignment with similar Districts and standards. Summary highlights included that we are most similar to Depot Bay and North Lincoln. Our exempt Division Chief was comparable when considering overtime paid by other non-exempt departments. The Firefighters/ Lieutenant / Captain / Chief, we were higher but still in line and maybe even lower when we compare to overtime and the area cost of living. Keep in mind that we want to avoid turnover and keep people here because there is a cost to turnover. The one salary where we were pretty low is the Admin. This was lower than other Districts. Chief indicated when establishing PayScale's and increases, it was best and more accurate to base cost-of-living off of what is called CPIW (which can range 1%-3%) vs. a fixed 3%. Gardner asked if they were using step plans, which Chief responded yes. Some were using 3-5 steps, but most 5 step scales. Gardner asked if the bands (scales) were comparable, which chief responded yes. Chief added the typical and average step progression was 5% within 5 years. Herman asked if this scale is what we are using today. Chief indicated it generally is. Bell asked if we are comparable to Portland valley, in which Chief responded we are still way lower and probably always will be. We can't compete. Herman asked who has paid firefighters in Clatsop County. Chief indicated we've looked at Seaside, Nehalem and Astoria. Herman asked if we underpay firefighters, we might be in the situation of paying to train them and then they go to Seaside. Chief indicated Seaside's attraction is even beyond pay as it attracts a lot due to their private benefit package which is better than PERS.

## Reports:

- **Chief's Report:**
  - **Calls.** We had a trauma at Arch Cape. November calls are fairly average. Up a little bit but not significant. Average is 27, we ran 32. Participated in a lot of events, including 3 with Santa Clause and Lamp Lighting. Gardner asked how the Arch Cape guy is doing, which Cerelli responded well.
  - **Conflagration.** One reimbursement received (\$11K). Notified of second one accepted and sent for payment of \$43K. Need signature from Board Chair to participate in Conflagrations next year. Need to have Cerelli sign, allows us to participate again in conflag.
  - **Billing for Services – State Parks.** Discussed earlier. Nothing to add.
  - **Strategic Plan.** Discussed earlier. Nothing to add.
  - **Grants:** Hoping to make the decision at the end of January regarding radios. Currently Motorola and Kenwood being evaluated. Hose grant awarded and expected to ship the 7<sup>th</sup> of January. We were awarded the \$10K grant for exterior lights which we will need to match.



Chief will work on RFP because it has to go out to bid to replace the two lights in parking lot, one rotted, couple failing. Applied for Assistance to Firefighter (AFG) grant. It's where we got the hoses and radios from. There's usually about \$310 million nation-wide available. This year there is \$419 million available. Chief's applying again for the Arch Cape engine. Will also apply for fill station (which has failed, parts are obsolete) and fit tester. Helping Hamlet apply for engine, turnouts and air compressor. Working on Seismic grant for station as extra money became available. We started working on this as a County project with others. Using same structural engineer to do the whole county. We don't have to pay structural engineer unless we get grant. Engineer is writing the whole grant and putting his fee into that. It has to be submitted by February for \$2.5 million dollars. Bell asked Cerelli about the building. Chief indicated it may mean we have to move out temporarily. Some of the upgrades would be to replace the lights to LED and replace windows to unbreakable. We need to ask ourselves what other things we need to do and whether it's a good time to do it during seismic upgrades.

- **Radio System:** Our radio system is 100% failing and worse than it was. Chief indicated he is working with the Sheriff Phillips to draft a letter to all the police and fire chiefs to sign and push for dispatch consolidation. Astoria shut down and moved everything to Seaside. Seaside cannot function with two dispatchers and two consoles. Gardner asked what the Board can do to help. Chief indicated to start pushing your elected, community members to go to the Seaside city council. Let all dispatching consolidate through Astoria. They can better support with 4-6 consoles. Gardner asked if anybody has this on City Council agenda and what Seaside Fire Chief thinks. Chief indicated he did not believe it's on any agenda and that Joey's hands are tied since he works for the city. Herman asked whether we could go through Tillamook dispatch. Chief responded we could but does not think their signal can reach us. Herman asked about the Neahkahnie tower, and Chief indicated it was in bad repair. Chief indicated as an example when power is lost, Tolovana's repeater is dead. Our fix was a generator; however, a duty officer has to race up there and put the generator back on-line when power goes down. For Humbug and Tolovana, Matt Verley built battery backups giving us at least 1.5 hours to get it back online. In investigating unreliable signal from Humbug tower, Verley found rats nest as reason for degradation and loss of radio signals. This points to a County-wide contract needed for maintenance with Day-Wireless to maintain all.

Chief indicated we're the only county in the region that doesn't have a consolidated dispatch. Gardner indicated when he was involved, City Managers used to have a monthly luncheon. Chief responded to Gardner question that our City Manager is aware of this. If they still have that luncheon, Gardner indicated it was the perfect forum. Herman thought Cannon Beach Police Chief (Schermerhorn), Division Chief (Jason) and Fire Chief (Reckmann) might have a greater impact to influence Joey and Ham. Chief Reckmann indicated that the Seaside City Manager and Hamm are the roadblocks to moving dispatch. Chief expressed concern on behalf of others that we're struggling right now in winter, the lowest time in calls of the year. What's going to happen in peak time? Chief indicated TJ was running a scene trying to get an update to dispatch of resources he needs, and Seaside was running over his track.

Bell asked if we had working radios would that solve the problem, which Chief indicated we would need the dispatch consoles. Gardner asked if we pay anybody for their service. Chief indicated we pay Seaside \$15K a year for dispatch services. Herman asked what happened to the letter we wrote. Chief indicated we tried to get a contract to ensure continuity of service, but they weren't interested in signing. Gardner asked if Astoria is feeling the same way. Chief indicated he's unsure about Astoria but County, Warrenton PD, Nappa and Elsie are having issues. Herman commented that it seems like Clatsop county has a radio issue that they need to solve. Chief agreed. Gardner thinks it's City Managers who need to resolve. Chief indicated he will talk to Bruce again. Herman mentioned it seems we're the only county who is not consolidated in their dispatch. Chief added that Columbia County, Lincoln County, Washington county are under a radio district. Some are taxing, some are not. Subscribers pay into it. Chief indicated Washington County passed a bond to re-do the entire system which is how 190 agreements work and believe it's what we should be doing, paying subscription.

Chief added that Washington county has 30 seconds from dispatch center had to pagers fired for 911 call. We are averaging between 2-4 minutes, sometimes as long as 7-8 minutes and this is with no information from dispatch as to what call we're responding to. They transfer to medics and that's the end of the call for us. We've asked for an IGA but have gotten nothing. Gardner indicated he could talk with the Seaside City Manager. Cerelli asked who we pay, and Chief explained we pay the City of Cannon Beach who pays Seaside for dispatch service. The City of Cannon Beach does not have contract. Chief indicated he will bring it up with City Manager who he meets with every Tuesday.

- ***Prepared Food Tax.*** Recount took place on 12/8 resulting in tax favor with an additional 2 votes at 380 "yes" and 374 "no". They have until Dec 18 to file a petition of problem with State Elections Division. There's an issue being raised about the ballot boxes. Chief indicated he expects that this issue will be raised, but not go anywhere other than a fine to the City.
- ***Rescue.*** For the Rescue, we are number 18 on wait list for dodge chassis. Can't switch to Ford Chassis because they are not taking any new orders until 2024. Engine expected in September instead of March now because they can't get hydraulic parts. They've shut their plant down to 3 days a week because they can't get parts to build engines.
- ***Hydrants.*** Finished maintenance. Started Testing.
- ***Building.*** Nothing new
- ***Apparatus.*** 3263 in Beaverton for canopy leak.
- ***Prevention.*** Time has not allowed.
- ***Meetings.*** County fire defense, city staff, city council, joining the county ambulance service area committee. Communication committee.
- ***Recruitment.*** New interest. Two new started academy, 1 new application, 1 new interest. We'll have 2 of the 3 positions filled. Starting on the right path.
- ***Student Program.*** Starting to get some interest. Hopefully next month we'll see more movement.
- ***Chief vacation.*** December 22-23.
- ***Upcoming events:*** Board meeting 1/10/22.



- **Training Chiefs Report.**

Read as presented by Division Chief, Jason Smith. Highlights include logged 121 hours of training in November. Being a short month, this was good. Shaunna attended week-long fire investigation class put on by State Fire Marshal. I know she has some aspirations to get on the county team. One drill was working with Lucas device I confined area. Another drill by Lt. Brian Smith put together 20 different addresses on fire to practice talking on radio, operating apparatus which was a benefit to everybody. People who don't normally sit in the right seat position, got a good feel for what it takes. The goal next year is to build confidence. Spent last month building training plan. Once a month, we're going to focus on officer related course with end game building up officer pool. We have two people starting the training program. This last month, finalized the self-paced 15-module recruit binder which was given to the two new recruits. While it would be ideal to train together, the flexibility of self-paced is an attraction to join with the ability to work training around individual schedules as well as an acceleration to get individuals going on calls sooner. This has worked really well for Ananda Osterhaus, new recruit, who is expected to start running calls as early as next week. The other person starting, Wes Zeller, is eager and will be working the same plan but also working on a shift at station so will be able to work the program even faster. Erik Ostrander has been doing really well. Program is geared to do the online training, and then hands on practice with Division Chief. It's expected Erik will be signed off to drive fire apparatus next month, same as Nathanael Wilkerson. We're prepping two others for their EMT and advanced EMT certification, which will increase our response pool. Silvia and DC were HAM radio certified with the ability to use the Emergency Management infrastructure in case ours ever goes down. Herman asked how many EMT's do we have? DC responded that the majority of our personnel are EMT's, with exception of four/five. We don't have any paramedics. Chief is certified in intermediate EMT and TJ White is certified in advanced EMT. Essentially when Firefighters finish this program, they will get their firefighter 1 designation. Then they will work for Firefighter 2 designation. With their online course, it covers both firefighter 1 and 2, minus skills training. Bare minimum requirement is Firefighter1 with Firefighter 2 being ideal. We don't have an engineer rank. Herman asked if there are any volunteers with an interest of being career Firefighters? DC responded there is a student going for his Paramedic who is interested. Matt Williams has expressed interest in becoming a full-time Firefighter. The majority of the others, it's a hobby for them, where the motivation is a little bit different.

#### **Board of Directors Reports:**

- **Cerelli.** When the electricity went out, Cerelli went to Arch Cape and the generator kicked had kicked on, meaning it's working. Cerelli verified he has action item to speak to Leann's Thompson regarding COWS. Chief indicated the thermostat failed in Arch Cape in conference room. When it failed, it went to open circuit, increasing the temperature of the conference room. We don't know how long it was on, but we may have an increased heating bill. Brian Smith replaced the relay.
- **Bell.** Nothing to report.
- **Gardner.** Nothing to report.
- **Herman.** Nothing to report
- **Public.** Nothing.

Good of the Order/Public Comment:

None

Adjourn:

- **Herman** motioned to adjourn which was seconded by **Greg**. Adjourned 19:52 hours (7:52 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for January 10, 2022.

  
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Greg Bell, Vice President CBRFPD

  
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Date: