Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting – September 8th , at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**
  - **Presiding:** Dave Herman – Call to order 6:02 pm
  - **Recording Secretary:** Marc Reckmann
  - **Directors Present:** Heidi Dethloff, Jenee Pearce-Mushen, Dave Herman, Dave Pietka
  - **Staff Present:** Marc Reckmann, Jason Smith, John Jerome

- **Approve Agenda –**

• **Motion**: Approve Agenda		
Moved: Dave Pietka	**Second: Jenee**	**Approved: 4-0**

- **Public Comments and Correspondence** – None

- **Approve July 14th, 2025, meeting minutes –**.

• **Motion:** Approve July 14, 2025 meeting minutes		
Moved: Dave Pietka	**Second**: Jenee	**Approved: 4-0**

- **Approve August 11, 2025, meeting minutes –**.

• **Motion:** Approve August 11, 2025 meeting minutes		
Moved: Dave Pietka	**Second**: Jenee	**Approved: 4-0**

- **Approve August 26, 2025 work session minutes –**.
  - Tabled to next meeting, did not get attached to packet.

- **Status Reports**
  - **Finance** – Attachment A
    - Received first food tax payment for the year, up about $40,000 from this quarter last year.
    - Received 2 payments from Conflagrations, third should be received soon. Dave Herman asked about California deployment pay, still waiting, no timeline, could be 24 months.
    - Heidi asked about Lifeguard payment, have invoiced City.
  - **Call Response** – Attachment B
    - Busy month
    - Several overlapping calls, but nothing that caused delays.
  - **Projects** –. Reviewed ongoing projects

- **Civil Service** – nothing to report

- **Business Items –**
  - **Discussion of Finance transition-**
    - Discussion of contracting with Glen Munn to assist with financial system transition and continuation of financial oversight. Well received by board, all felt was a good move. Dave Pietka did not feel like should approve the work plan without Glenn's input, others felt it was an outline. Chief stated it already been shared with Glenn and we have added more details. Board agreed to continue with process. Dave Pietka again stated he wanted to make sure we took the time to do it right not rush. Dave Herman stated he felt like it was in the right direction, but also wants to be sure if it is not working right that we find another solution.
    -
  - Discussion of Arch Cape Engine Replacement
    - The Arch Cape Fire engine is scheduled for replacement in the FY26-27 budget year. Currently is out of service and listed for sale. Looking for a decent used engine to replace it with instead of a brand new. Located a possible engine in Las Vegas and would like to send 2 people to look. Board agreed with concept and staff will move forward with investigating.

- **Future meeting agenda items –** September 23, 2025. Special meeting and work session

- **Director's Comments –**

- **Meeting adjourned at – 7:09**

X

Bob Heymann
Board President

Cannon Beach Rural Fire Protection District
Board of Directors
Work Session Meeting – Sept.23rd, at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**
  - **Presiding:** Bob Heymann - Zoom
  - **Recording Secretary:** Karen Apple
  - **Directors Present:** Heidi Dethloff, Bob Heymann - Zoom, Jenee Pearce-Mushen, Dave Herman, Dave Pietka – Absent, Greg Munn
  - **Staff Present:** Marc Reckmann, Karen Apple

- **Approve Agenda –**

• **Motion**: Approve Agenda		
Moved: Detloff	**Second: Pearce-Mushen**	**Approved: 5-0**

- **Public Comments and Correspondence** – None

- **Business Items –**

  - **Public Hearing for Finding of Fact for use of alternate construction methods (CM/GC) – Reckmann explained, fact finding. It was posted for 7 days.**

• **Motion**: Approve Fact Finding and use of CM/GC		
Moved: Pearce-Mushen	**Second: Detloff**	**Approved: 5-0**

  - **Financial System Transition** – Greg Munn introduced himself and explained what his role will be. Greg will be our oversite on the Financial System; he will be helping get us up to speed and oversee it all. Heyman asked 2 ques. About workflows and the transition with the new system. Heymann is asking for 1. project plan for the board to see as we move forward. 2. Documenting it all and 3. Migrating the data. Pietka commented he is only interested in the transition. He doesn't want surprises and would like to take TIME with this. Detloff is concerned about workflow and project plan. Detloff would like Munn to help us with those topics. Strategic planning is important to Detloff. Herman's concern is during the transition with the financing that we are making sure we are adjusting and making sure the district is doing things the right way. Changing things If need be. Moving forward in a good direction and doing it correctly. GFOA, Munn mentioned having the board look that up and educating themselves. The contract is in place and signed and moving forward and Reckmann will send out the contract to the Board. Then board did commented that If Munn needs more than one day a week the board needs to know and review that extra time.

- **Future meeting agenda items – None**

- **Director's Comments – Detloff will be out in Oct, so she will miss the Ham Dinner and Oct Board Meeting.**

- **Meeting adjourned at – 7:06pm**

X

Dave Herman
Vice President

Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting – Oct 13t^{h}, at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**
  - **Presiding:** Bob Heyman – Call to order 6:00 pm
  - **Recording Secretary:** Karen Apple
  - **Directors Present:** Heidi Dethloff - Zoom, Jenee Pearce-Mushen, Dave Herman, Dave Pietka
  - **Staff Present:** Marc Reckmann, Jason Smith, John Jerome, Karen Apple

- Approve August 26th work session minutes

• **Motion**: Approve Agenda		
Moved: Dave Pietka	**Second: Dave Herman**	**Approved: 4-0**

- Approve September 8th board meeting minutes

• **Motion**: Approve Agenda		
Moved: Dave Pietka	**Second: Dave Herman**	**Approved: 4-0**

- Approve September 23rd special board meeting

• **Motion**: Approve Agenda		
Moved: Dave Pietka	**Second: Dave Herman**	**Approved: 4-0**

- **Public Comments and Correspondence** – None

- **Status Reports**
  - **Finance** – Attachment A
  - **Call Response** – Attachment B
  - **Projects** -Attachment C –
    - Discussion of pursuing a setback reduction, for the Arch Cape Fire addition. The board wanted to ensure we were doing everything we could get to the biggest footprint of the building for the future. Pietka suggested getting a land use attorney to work on the setback reduction if needed. Pietka stated he would give Chief those names for attorneys. Heymann wanted it to be noted that we would reach out to obtain a land attorney right away and maximize the setback and get as much land as possible and look into Alternative architectural plans.
  - **Civil Service** – None
  - **Lifeguard Report** – Attachment E – Koa went over his presentation for the city for the city council meeting. The board would like to push forward quickly getting the lifeguard towers ordered and in place on the beach.

- **Business Items –**

  - **Discussion of Finance transition** – Munn went over finance's moving forward.

Entering all deposits, payroll, and invoices into Springbrook to match QuickBooks. Glenn has reconciled July and August.

Will begin paying all bills and recording all deposits and transfers into Springbrook November 1, will stop sending invoices to Bill, will only use Bill for payroll. Financials for the December board meeting will be produced from Springbrook.
Will end payroll with Bill January 1.

• October 13 o Do not have audit results yet, waiting on auditor
Review Chart of accounts. Nothing really to change until next budget year but can begin planning for something that wants to see reported differently.

• October 28 o Workflows/Financial Controls ▯ Recommend beginning November 1 staff begins making the transfers. Karen will enter bills into AP, chief will review and approve, and then make needed transfer

- **Discussion of Arch Cape Fire Engine replacement** - In the FY26-27 budget plan there is money in capital to replace the Arch Cape fire Engine (3226). Earlier in the year the board authorized the surplus of the current engine, and it is currently listed for sale with a broker.

In the past we have looked at some used engines, but nothing has worked out. When we asked the board to surplus the current engine, we said that at the time there was no plan for a replacement engine until we purchased a new one unless something came along that fit the needs and made financial sense. The type of engine that we are looking to put in the Arch Cape Fire Station is difficult to find in the used market that is still in a functional condition.
A new engine is estimated at ~$630,000; compared to $525,000 when we built the plan. Timeline to build new can be up to 36 months. We have begun the process of investigating purchase of new and looking for designs. Also still looking for used.

Recommendation:
Allow staff to continue to pursue this engine and report back in October with a recommendation to continue with purchase or not.

• **Approval to close Fibre Federal account** -A year ago the district made the decision to transition away from Fibre Federal due to the challenges of management and the lack of insurance from fraud.

We have used US Bank for a year now and feel we have moved all tractions from Fibre to US Bank.
Recommendation:
Allow Board President Bob Heymann to close all Fibre Federal accounts (checking and savings) and move the money to US Bank.

Motion: Allow Board President Bob Heymann to close all Fibre Federal accounts (checking and savings) and move the money to US Bank. •		
Moved: Jenee Pearce-Mushen	**Second:** Dave Pietka	**Approved: 4-0**

- **Future meeting agenda items** – No extra meeting this month
- **Director's Comments** – none
- **Meeting adjourned at** – 8:25pm

X [signature]

Bob Heymann
Board President

Cannon Beach Rural Fire Protection District
Board of Directors
Work Session Meeting – Aug.26th, at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**
  - **Presiding:** Bob Heymann
  - **Recording Secretary:** Karen Apple
  - **Directors Present:** Heidi Dethloff, Bob Heymann, Jenee Pearce-Mushen, Dave Herman - Absent, Dave Pietka
  - **Staff Present:** Marc Reckmann, Jason Smith, Karen Apple

- **Approve Agenda –**

• **Motion**: Approve Agenda		
Moved: Pearce-Mushen	**Second: Dethloff**	**Approved: 4**-0

- **Public Comments and Correspondence** – None

- **Business Items –**

  - **Financial System Transition** – Reckmann introduced Chad from Springbrook. Chad went over how the software works, presented on screen for the board to see. Reckmann went over where we were at with moving forward. Reckmann likes where we are at and the progress we are making. Our goal should be that we go through January 1st with Cote and then we will take it over to Springbrook after that. Heymann would like to take the next 4 months having a system in place with roles and responsibilities. He would like to have a plan, and this can be done at the board meetings or work sessions to go over these things. Detloff would like to update the process plan. The board has requested from Chad the IT details behind Springbrook, Reckmann to pass those on to the board once that is answered.

    Reckmann did go over how the minutes will be taken moving forward. This was something the auditor talked to Reckmann about. The board would like to see it go to an AI program, verses Apple taking minutes.

- **Future meeting agenda items – The Project Plan**

- **Director's Comments – none**

- **Meeting adjourned at – 8:12pm**

X

Robert Heymann
President