



Cannon Beach Rural Fire Protection District

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BOARD MEETING MINUTES – JUNE 14, 2021

General:

Date:	June 14, 2021
Time:	18:05 hours (6:05 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:05 (6:05 pm)
Adjourned Time:	19:17 (7:18 pm)

Attendees:

<input checked="" type="checkbox"/> Garry Smith (President)	<input checked="" type="checkbox"/> Bob Cerelli (Vice President)	<input checked="" type="checkbox"/> Mark Mekenas (Treasurer)
<input type="checkbox"/> Rick Schafer (Member)	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input type="checkbox"/> Nicole Bales (Astorian)	<input type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Jason Smith (Div. Chief)	<input checked="" type="checkbox"/> Gregory Bell	<input checked="" type="checkbox"/> Rick Gardner
<input checked="" type="checkbox"/> Jan Siebert Ormond (Public)	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Call to Order:

The Cannon Beach RFPD Board meeting for June 14, 2021 was called to order at 18:05 hours (6:05 pm) by Board President, **Garry Smith**.

Roll Call:

Board Members present were: Garry Smith, Rick Schafer, Mark Mekenas, and Bob Cerelli. Newly elected 2021-July Board Members present include: Rick Gardner and Gregory Bell.

Other attendees were: Marc Reckmann (Fire Chief, CBF), Jason Smith (Division Chief, CBF), and Deb DiStasio (Admin Assistant, CBF). On Zoom was Garry Smith (President).

Changes to Agenda:

None.

Presentations:

None provided.

Public Comment:

Jan Sierbert-Wahrmund, a longtime resident, had a question about the topic of annexation of two properties in Cannon Beach which came up at the meeting of Clatsop County Commissioners in May. She indicated there was a public hearing on it at the time which she didn't know about and wondered what it was about and what happened.

Chief responded by stating there three properties referring to may be one on Clatsop Lane, where it was noticed they are not in the Cannon Beach Fire District. There were two properties on the north entrance of cannon beach that were originally timberland property purchased by a private person, and they petitioned to annex into the district.

Ms. Sierbert-Wahrmund asked if there is a plan with that person to have a development there. Chief responded he had no idea. She asked what does it means when a property is outside of the fire district and then inside a fire district, property changes? Chief explained on undeveloped property it doesn't mean a lot of change in taxes. If they go to develop the land, Clatsop County won't provide permits without being covered under a fire district. If they have a fire and it's not covered under the district and we respond, it means we can go because we have a mutual aid contract with the forestry and we can also bill them for our services. Outside of the District, they would fall under the Oregon Department of Forestry. The annexation was voted in by the Board of Directors.

Presentation

It was with gratitude the Chief presented a parting thank you placard to thank Garry Smith and Mark Mekenas for serving on Board. Mark has served from 2015-2021. Garry has served from 2013-2021. Garry and Mark indicated it has been a pleasure to serve.

May 10, 2021 Board Meeting Minutes Approval:

There were no changes to Board Meeting Minutes. **Cerelli** motioned to approve as presented with no changes. **Herman** seconded and all were in favor. None opposed.

May 13, 2021 Budget Meeting Minutes Approval:

Mekenas motioned to approve with no changes. **Herman** seconded and all were in favor. None opposed.

Treasurer's Report:

The Treasurer's Report was presented by Chief Reckmann as submitted by Bill Cote who is unable to attend. Highlights are summarized below.

- a. **Statement of Net Position (Balance Sheet).** Chief Reckmann, read on behalf of Bill who could not attend the financials as presented on Statement of Net Position. No discussion presented.
- b. **General fund:** We should be about 85% through 2020-2021 Budget. We're well under that. Chief Reckmann pointed out the we will meet 100% of our Revenue for the next statement in all of our funds. We're going to have approximately \$24K of SAFER grant coming in. The professional services up due to needed legal services for annexation and food and beverage tax.
- c. **Chief fund:** We're way under material services. Rick Gardner asked if we are usually under budget every year. Chief responded, that is the plan. Chief went on to explain that a transaction recorded in legal notices was charged to the wrong category and that he thinks it should have been charged to a grant category, and that he will be going back to check on that with Bill Cody. Rick Gardner asked if there was someone, he could sit down with to understand the budget. Chief responded, Yes and referred him to Bill Cody, our CPA.
- d. **Cash per Fund:** Read as written without questions.
- e. **Property Tax Revenue.** Read as written without questions.

No further questions presented on financials. The budget register was reviewed. Cerelli motioned to approve financial report with the addition of the one change discussed by Chief above. It was seconded by Mekenas. All in favor, none opposed. Motion carried.

Bills:

The bills register was reviewed. Cerelli motioned to approve bill register as delivered, motion seconded by Mekenas. All in favor, none opposed. Motion carried.

Correspondence:

None.

Monthly review of board policies:

Policy 6.6. Billing for Services Policy was reviewed. Chief indicated it has been completely re-wrote based on ordinance. The billing is only for the highways at this point. Nehalem and Banks bills as well. We're using their system. It's not a big recovery but it will help offset costs. The ordinance was approved. This is the corresponding Policy. Cerelli made a motion to approve. Herman seconded the motion. All in favor, none opposed. Motion carried to approve Policy 6-6.

Old Business:

- None.

New Business:

- **Adopt Budget – Resolution 21-04.** Don't have to read resolution if it's posted. Mekenas made a motion to approve 21-04. Herman seconded motion. All voted in favor. Resolution passed.
- **Resolution 21-05.** Adopt Natural Hazard Mitigation Plan. Chief explained this is a county plan, County approved, now we need to adopt. This is a big thing because if we have a hazard, we can apply for federal assistance. Prior to this, we couldn't. Cerelli motioned to approve 21-05 and seconded by Mekenas to accept 21-05. All were in favor, none opposed, resolution approved.

Reports:

- **Chief's Report:**
 - **Calls.** Calls continue to increase 39%, up from previous month. Calls included: Lost hikers, Multiple MVA's, Water Rescue, Multiple simultaneous calls. The last hug point call, we had 3 simultaneous calls. Fortunately, we still had a couple of people in town and they ran those as well as Seaside responded. Rick Gardner asked if we get assist calls and track. Chief responded Yes. Any fire, rope or water call is automatic aid with Seaside and Nehalem. We go their direction for same thing.
 - **Strategic Plan.** Chief indicated this will be discussed in detail next month. Rick asked for a copy of the strategic plan. Chief to provide.
 - **Grants.** We weren't successful with the Type III grant. Radio grant submitted for entire county.

Greg asked if we'd receive responses yet from legislatures. Chief indicated we wrote letters to legislators and governor supporting SDAO in getting more COVID funds. No responses yet from legislators or governor. We've submitted three times now.

- **Annexation.** Clatsop County is done and approved by state. Tillamook has all the paperwork, but it hasn't gone through the commissioners yet in Tillamook.
- **Radio System.** Nothing to report. Did changed over some equipment, took system down, pagers did not work. Tolovana is getting a generator for the repeater.
- **Prepared Food Tax.** A lot of emphasis has been placed this last. Still moving forward. We had first public meeting last week. It will then go back to council. It is anticipated to be highly debated, but we're doing the right thing. Rick Gardner asked what happens if nothing is decided. Chief responded, Nothing. We stay the way we are. Nothing we can do legally as the District does not have authority.
- **Rescue.** Ordered and expected ETA between July to October 2021.
- **Hydrants.** Only 1 left to paint, then we start again in July.
- **Building.** Nothing to report. Generator is in. The Arch Cape wireless network will be the next thing.
- **Apparatus.** Working on electrical issues with staff rigs. Got this resolved this last week. Found out one electrical short was in the batteries (2 months old). Faulty batteries.
- **Prevention.** Nothing to report.
- **Meetings.** County Fire Defense, City Staff and City Council.
- **Recruitment.** We're moving forward with recruitment for fall academy. Hosted CERT group which got potential for 3 more new firefighters. Flyers went out. We have some interest. We have potential for this fall for 2 new firefighters, and the spring two more new firefighters. Rick asked if we were netting or losing. Chief responded so far, we're netting. Chief indicated we started the Student program in July. This will guarantee us having at least one person so we can have coverage 24x7. Rick asked if they were living at the fire station during this 24-hour period. Chief responded since they live only 5 minutes away, they can stay at their place. As long as they don't miss calls, they won't have to live at station.
- **Chief vacation.** Chief indicated he was supposed to be gone from July 2-6. He will no longer be gone. He indicated even if he were gone, Jason would be duty officer and highly capable of covering. Cerelli asked how the duty officer program is going. Chief indicated it was highly successful, and 100% confident. Jason added his satisfaction with the duty officer program indicating it gave some assurance of coverage and not having one individual getting inundated or burnt out. One of the reason in hiring second officer. Rick indicated he likes the fact the chief is here this weekend. Cerelli added since it lands on a Friday, Saturday, Sunday (weekend), there may be more activity. Chief reviewed the rest of his vacation. Chief added since the discussion was on the 4th of July, he asked the board if they thought last year was worse than it's been. Cerelli indicated he thought the worse thing was it was high tide. Chief indicated the worse thing that happened last year was there were people standing on the side of a mountain shooting mortars off the side of the hill. This year we had a talk to try and get someone down there.

- **Training Chiefs Report.** Overview of report provided by Jason. Jason indicated they are prepping for wildland season. Making sure personnel are ready to go. They're training and applying deployment methods when the time is needed. We went over 3277 brush rig operations and location of equipment. This coming Wednesday we'll go to Louis and Clark and go through hands on operations of drafting out of Ecola Creek and progressive hose lay which is something we need to be proficient. Next Wednesday we'll be in Lewis and Clark going over a shelter deployment and be able to cut lines and defensively limit spread of fire. In surf rescue, Shaunna and Jason went through USLA certified lifeguard class where we essentially able to pass this lifeguards class. Last weekend we were in Rescue Water Craft (RWC) class which is getting used to our jet skis. We were supposed to go out on Sunday but it was cancelled due to weather. This class will be done on June 24. We did lake training, then we went out into the Columbia river to learn how to navigate in close quarters, and will eventually go out in the ocean and ride waves and not roll over.

Rick asked if CB is first responders here. Jason explained the lifeguard class he and Shaunna finished will enable them to assist the lifeguards with making entry. We could initiate rescue, and they back us up and visa versa. Our lifeguards do not have jet skis. We'll need to rely on Seaside and Nehalem to launch jet ski's for rescue. This will allow us to make entry and start rescue. Today we had a call at Indian beach for two missing surfers. Had Shaunna and I been there, we could have made entry. It allows us more flexibility to respond.

Herman asked about response in Arch Cape. Jason explained there has to be a minimum of two on the beach at all times, with one in the water and so they will be able to give aid to Lifeguards and it includes Arch Cape. A jet ski team would be two people. We need to get a third and fourth person to make us response capable. Cerelli asked if we have the same jet skis. Jason indicated we've been using them in the class. We were going to buy Nehalem's, but ours turned out to be in much better shape. Shaunna is doing some major updates to them. Nehalem's went to Gearhart.

Jason continued to explain the other part of training report is helping with CERT program. We run into some of these members on call. We work with a lot of people because we have an expanded area to support. Training Schedule starts in July, August, September. We're transitioning back to firefighter type trainer. We'll get some vehicles to cut up and practice extrication. Greg Bell asked if we ever partner with Banks? Jason indicated we work with the local tow companies to get vehicles to use for extrication drills. Chief indicated last year we did a South County exercise with a lot of various vehicles in training exercise.

Garry Smith asked for any questions. No questions remained for Jason.

Board of Directors Reports:

- **Smith.** Garry recusing himself from CB Electric bill. Wanted to say thank you to Rick Gardner and Greg Bell stepping up to the positions. Don't forget July 1, need to elect a new set of officers.
- **Cerelli.** Bob introduced Rick and Greg. Bob continued asking to see that the generator is on a monthly routine of testing for usability. Chief indicated it already was.

- **Mekenas.** On leaving the board, Mekenas indicated it's been a colorful trip. Up and down, sideways. Quite the experience to be involved in the fire department. Something I won't forget. If I were to leave with one word for the new board members, it would be volunteers, volunteers, volunteers. Without volunteers this is one building. Keep in back of mind, of how it will affect the troops. He added with a smile that he'll look forward to teaching someone about the reserve transfers.
- **Herman.** Dave wanted to thank Mark and Garry for putting in all the time. District's lucky to have you guys to put in all that time and effort. Glad we got some new people now who stepped up and want to do it. Appreciate you guys stepping in and we'll miss you Mark and Garry.
- **Schafer.** Absent.
- **Public.** None.

Chief concluded that on that note, July 12, 2021 we'll need to vote-in officers.

Good of the Order/Public Comment:

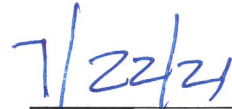
No other comments.

Adjourn:

- **Mekenas** motioned to adjourn which was seconded by **Cerelli**. Adjourned 18:55 hours (6:55 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for July 12, 2021.



Bob Cerelli, President CBRFPD



Date: