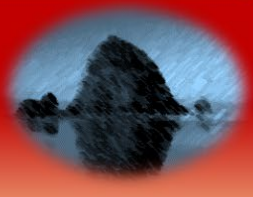




# Cannon Beach

## Rural Fire Protection District

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(503) 436-2949 · EMERGENCY: 9-1-1 · [WWW.CBFIRE.COM](http://WWW.CBFIRE.COM) · [INFO@CBFIRE.COM](mailto:INFO@CBFIRE.COM)



### MEETING AGENDA April 10, 2023

(2<sup>nd</sup> Monday of every month) 1800hrs (6pm)

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 March 13<sup>th</sup> Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Call response
- Civil Service Commission
- Old Business
  - Strategic Plan
    - Standard of Cover
    - Staffing
    - Equipment replacement
  - Fire Chief contract
- New Business
  -
- 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, May 8, 2023

### Zoom information

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

**Meeting ID:** 969 0973 0187

+1 253 215 8782 US (Tacoma)

POSTED: 4 / 3 / 2 0 2 3



# Cannon Beach

## Rural Fire Protection District

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## BOARD MEETING MINUTES – MARCH 13, 2023

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

### General:

Date:	March 13, 2023
Time:	18:00 hours (6:00 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:00 (6:00 pm)
Adjourned Time:	19:46 (7:46 pm)

### Attendees:

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

### Call to Order:

The Cannon Beach RFPD Board meeting for March 13<sup>th</sup>, 2023, was called to order at 1800 hours (6:00 pm) by Bob Cerelli

### Roll Call:

Board Members present were Bob Cerelli, Bob Heymann, Greg Bell

### Changes to Agenda:

Possible Change to Board meeting dates to Thursday.

Acceptance of the bid of surplus 3227.

### Public Comment:

None

#### February 13th, 2023, Board Meeting Minutes Approval:

February 13, 2023, Minutes: **Bob H** moved to approve the minutes. It was seconded by **Greg B** All were in favor, none opposed, and the motion carried.

February 2nd, 2023, Work Session Meeting Minutes Approval: February 2, 2023, Minutes: **Bob H** moved to approve the minutes. It was seconded by **Greg B** All were in favor, none opposed, and the motion carried.

February 23rd, 2023, Work Session Meeting Minutes Approval: February 23, 2023, Minutes: **Bob H** moved to approve the minutes. It was seconded by **Greg B** All were in favor, none opposed, and the motion carried.

**Treasurer's Report** -The treasure's report was read and written by Bill Cote. Highlights are summarized in Bill's report, no questions asked.

**Bills** – No questions asked.

**Correspondence** – None

#### Monthly review of board policies:

##### Policy 1

- Updated organizational chart.
- Removed resources.

##### Policy 5

- Updated Vacation & Sick leave to comply with state law.
- Added donation for extended leave to comply with state law. (Page 5)
- Added vacation buyout back into policy with parameters. (**Bob H** did ask what first-come, first serve means, Chief went over how that works and that there is a cap)

Call response – \* see graph in agenda.

Of the 30 calls, counted 23 others were duty officers only or canceled.

\*Jan was our lowest calls in the last 3 years.

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

## Old Business:

### Strategic Plan –

See attached letter to discuss. Chief would like to know where we on the strategic plan are, Chief has met with everyone multiple times at this point and would like to move things along and which way we would like to go. Bob H is still not ok with the standard of coverage. Chief went over the diff types of standards between the stations. Bob H went over the service level and costs between both stations. Bob C went over the food tax and how it is used district-wide. The Chief thinks the city will not be happy with both stations using the money from food tax because it is for the city of Cannon Beach. Greg asked if we had full staff would it look diff for Arch Cape and Falcon cove? Chief stated it would not work only with being fully staffed at Cannon Beach. If we had a full staff at each location, then we would be ok. Bob H went over service goals at each location. Bob C stated it really depends on the type of staffing we have at each location. Bob H and Greg went over what it looks like and the message we want to get out. Bob C wants to know where that money would come from. Bob C talked about one time when it seemed like there were 2 separate fire depts, the response time was quicker because there were more people to pull from in Arch Cape. Chief is still unclear about what Bob H is wanting. Bob H is stating we need to have the same standard of coverage at both places. Jason stated unfortunately based on staffing at Arch Cape we will just not get that same service level because it takes us longer to get there. Jason stated maybe we just change the time we get there and make an adjustment on our average (the mark we make 90% of the time.) Chief went over how Oregon does sectional districts and possibly doing a levy. Chief is going to go back and look at the average and change our response time. Bob H wants to know where we are going to focus on, here in CB or in Arch Cape. Chief stated he did apply for a grant but that could be up to 2 years before we get that. Bob C stated we need the time frame to come out of CB for response time for now. Jason did say we are making more of a presence in Arch Cape by doing more training down there and being seen more in Arch Cape and Falcon Cove.

Vehicle and building, Chief agrees with getting rid of all the reserve funds and just combining them into one fund. Greg asked if the roof problem still exists and Chief stated yes and no, the roof was replaced in 2018, but there is still some ceiling leak damage not repaired, it will be repaired with the seismic grant. Bob H. asked about carry over and what needs to be the beginning fund balance, Chief stated we get through 1/3 of your year before you actually get any money in. Most of your money comes in Nov month 5. Bob H that the fund should never drop below 500k correct and Chief stated Yes absolutely. Bob H stated what would be helpful for him would be that on the starting balance here is the allocation for the year and then here are the plan equipment expenses and here is your ending balance. Bob H would like it on one sheet only to read it better. Bob H would like to know what the starting balance should be for this budget year, what is the starting balance? Chief stated 1 million. Bob H asked if these are real numbers and where can he find that. Chief stated yes on page 8 of the report 2022/2023. The chief will go back and double-check that report. Chief would like to know where we go from here and is the direction for us. Chief would like to start to talk to the public. Bob H thinks that we should make the

message about the replacement cycle and what the equipment looks like, and the maintenance required. Chief asked are we going to increase staffing for next year? Bob H feels like there is still a lot of movement here for where we are at now. He would like to use what we already have and there are a lot of options that we already have. Chief feels like we need 2 people per shift, and we are in danger when we do not have 2 people per shift. Greg went over the trend is your friend, Greg hears that everyone is positive with the fire dept now is the time to move forward with that message. Chief stated that equipment does not need to be part of the message. Bob H feels like we need to do it all. Bob H is still not comfortable with it. He would like the spreadsheet. Greg is a fan of the staffing plan; he would like to have 2 people per shift and Bob C agrees with what Greg is saying as well. Jason went over how it looks like just one person is here, for example, the rockslide that just happened .... putting just one person in the engine ...it is just not good. It puts us in a bad position. Jason and Chief talked about putting a reserve engine (mini pumper) down at Arch Cape. It will be safer. Chief will go over finances a little more with Bob H. Bob H wants to know what a good target for cash on hand and chief wants at least 1/3 (roughly 4 months) of the reserve. Bob H wants to know on any given day how much do we need on hand, how much is in each fund? Chief wants in the general fund we need 4 months of money there is the equipment reserve fund which will go up and down, it just depends on what is needed but it will go off the 20-year plan that Chief is wanting. Bob H is stating the numbers don't match, Chief will go back and put it in one form to make it easier and will go back and see why what Bill C did doesn't match what was given to chief. Bob H stated at some point we will need to lock into a number and Chief stated yes.

**\*Fire Chief contract -**

Motion to approve the contract. – This will be brought back next month.  
Chief did not put it in the packet for everyone to read over.

**New Business –**

Change to Board meeting dates to Thursday. This was denied and left as is (2<sup>nd</sup> Monday of every month) for now.

Acceptance of the bid of surplus 3227. **Greg B** made a motion to approve the bid for 3227 seconded by **Bob H**, all were in favor, none opposed, and the motion was carried.

**Chief's Report:**

Applied for the safer grant, Radios are almost finished. Bob H asked how we budget for grants. The Chief went over how he goes about applying for the grants. Bob H asked if there was a way to budget for grants beforehand. The Chief stated it is already budgeted out for the year. Bob H asked if that why we have an underage for the year it seems like there could be a better way to do that. Chief stated the way he is doing the budget is normal. Everyone agreed that grants are better than levies.

The fill station the chief is working on it. Seismic is moving forward next meeting is in April. Greg asked if there is a FEMA grant coming up and the chief stated yes.

Rescue is still coming, and we are receiving pictures of the new engine. We should have it by the end of our budget year.

Updated project list, chief won't go through it all unless someone has a question.

COWS, the chief asked if everyone heard it. Chief and Rick H are working on COWS, the positive of this is with the controller Chief can cancel it. They are finding out that there are a lot of issues with this radio, and they will continue to work on fixing it.

The new outdoor lighting is completed.

### Division Chief's Report

Jason went over all the training over 400+ hours have been done. His goes is to have 2 hours of training every day. One per day, training with Jason or Shaunna every day. From 8-5 it is a business they are in their uniform and working. They each have monthly training that needs to be accomplished. A lot of good lessons are being learned. Bob H how many volunteers do we have training now, Jason stated we get at least 3 to 6 every Wed night and, on the weekends, we get Andrew out training. They went over to Arch Cape training (cutting car) Andrew has completed FF two. Jason needs to get him on a live fire to get his FF one completed.

Jason is going to pacific county Fri, Sat, and Sun along with Kevin. Jason has taken 3 diff classes on the Jet ski.

The Chief went over how the call last week went with the water rescue and coast guard. He was happy with how it went. But the Chief went over why it is critical for Chief staff to live here in CB. It is very important for that to happen. Greg asked what flash over means and Jason went over that. Chief stated YouTube has some great videos of that.

### Board of Directors Reports-

- *Cerelli – The beach access is doable right now in Arch Cape.*
- *Gardner.*
- *Herman.*
- *Bell.*
- *Heymann*

### Good of the Order/Public Comment:

#### Adjourn:

- **Greg B** motioned to adjourn which was seconded by **Bob H**. Adjourned **19:46** hours (**7:47**pm).
- Next Board meeting, April 10, 2023
- Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD

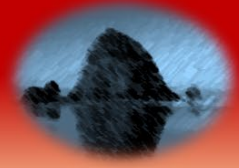
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Date:



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## Agenda Action Report Board Meeting April 10, 2023

### Correspondence

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 None

### Review of board policies

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 None

### Call Response

Of the 45 calls, counted 42, others were duty officer only or cancelled

Phase 1 (response within 7 minutes)			Phase 2 (Arrive within 7 minutes)		
Type	Number	% Met	Type	Number	% Met
Engine	8	88%	Engine	8	50%
EMS	27	78%	EMS	27	74%
Rope/trail Rescue			Rope/Trail Rescue	0	0%
Surf Rescue	2	50%	Surf Rescue	2	0%
Mutual Aid	50	100%	Mutual Aid	NA	NA



### Civil Service Commission

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- Will be taking Division Chief/Fire Marshal to Civil Service Commission on April 17th

### Old Business

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-  Strategic Planning
  - Draft plan to discuss
  - Letter to discuss sending to public
-  Chief Contract
  - Motion to approve contract
  -

### New Business

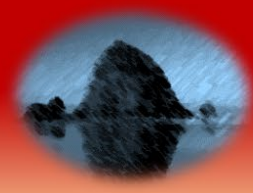
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# Cannon Beach

## Rural Fire Protection District

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March 30, 2022

Dear residents and business owners of Cannon Beach Rural Fire Protection District,

I would like to take a moment to express the support everyone has shown the Fire District, staff, volunteers, and volunteer association over the years. I would also like to take the opportunity to make everyone aware of the challenge the Cannon Beach Fire District, as well as many other fire agencies are facing. You may have seen an article in the Daily Astorian recently highlighting the staffing shortage in fire agencies of Clatsop County. Cannon Beach is on the extreme end of this.

At the time of writing this letter, Cannon Beach Fire District has 4 fully active responding volunteers that live in the fire district. 2 others that are in training, but not yet able to respond to emergencies, and there is one more that is on leave due to work circumstances that have taken her away from Cannon Beach. There are a total of 13 volunteers, but we are seeing them continuously move out of the district, they all still work in the district. There are currently no volunteers responding out of the Arch Cape Fire station.

Cannon Beach Fire relies heavily on volunteers. The prepared food tax provided revenue to hire 3 firefighters so that there is 1 on per day to augment the volunteer response, but with the reduction in volunteer availability, that 1 person many times is responding by themselves. This is an unsafe practice. Emergency services are unsustainable with the current paid staff and volunteers. I am writing this letter for two reasons; first to ask you as a citizen to consider being a volunteer, or you as a business owner to encourage and support your staff to become a volunteer. There is a large time commitment to being a volunteer; fire academy, EMS training, and then specialized training such as surf and high-angle rescue. Ongoing training is every Wednesday night from 7 to 9, as well as some occasional Saturdays. Last year the district responded to 634 calls for service, which is a 16% increase over the previous year.

The second reason for this letter is to let you know that it is likely that there will be an increased levy placed on the November ballot to increase staffing. Cannon Beach Fire District has two levies currently, one expires next year. The current plan is to combine these two levies into one, with an increase. I cannot tell you the increase that will be proposed at this time, but in order to maintain services, the fire district must increase staff. You can find more information on our website at [www.cbfire.com](http://www.cbfire.com). The Cannon Beach Fire District board of directors meets on the 2<sup>nd</sup> Monday at 6 pm at the Cannon Beach Fire Station, you can also join on zoom at <https://zoom.us/j/96909730187>. The public is always welcome to come by the fire station and talk to me or the staff about the district.

Sincerely,

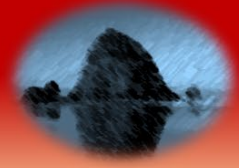
Marc Reckmann, Fire Chief

Phone (503)436-2949 – Fax (503)436-9639 - [www.cbfire.com](http://www.cbfire.com) -   @CannonBeachFire



# Cannon Beach Fire & Rescue

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## Fire Chief Report

### Reporting Period: April 1 to April 30, 2023

#### RESPONSE DATA

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✓ See attached sheet

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#### Projects and Administration

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Significant calls or projects.

- See attached project list



Strategic Plan:

- Draft attached



Staffing

- Waiting on OSFM grant
- Applied for SAFER Grant
- Talk about part-time



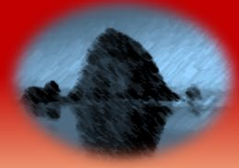
Grants

- Radios:
  - Waiting on 2 mobile radios
- AFG Grant Applications for:
  - Fill station and fit tester (awarded)
  - Hamlet turnouts and air compressor (awarded)
  - Engine for Elsie (engine awarded)
  - Not applied for any this year
- Seismic Grant: 1.9M awarded for station.
  - Approve of architect
  - Approval of contract to begin scope of work
- Applied for regional marking position (Gearhart, Hamlet, Cannon Beach); Gearhart hosted
- Station improvement and building grant coming soon from FEMA
  - Will be working with our architect to get a budget to expand the station for offices and sleeping quarters.
- Congressional spending grant
  - Applied for money for addition to Arch Cape and Cannon Beach Stations. Total 1.5M. Will not guarantee to know award until September 2024, but could be sooner.



# Cannon Beach Fire & Rescue

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## Radio system:

- Working on county radio study, meeting April 13<sup>th</sup> to discuss findings.
- Have asked numerous times for IGA for dispatching, so is the City of Cannon Beach.



## Rescue: Ordered through Cascade Fire.

- Delivery July?



## Engine

- Getting updates from factory, target completion April 2023



## Brush

- In service



## Building:

- Bay heaters are failing. Looking into replacements.



## Apparatus

- Nothing new



## Meetings

- County Fire Defense
- City Staff
- City Council
- County Ambulance Service Area Committee
- Communication committee



## Recruitment:



## Chief vacation:

- Chief conference April 25-27



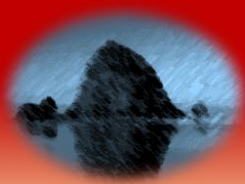
## Upcoming Events:



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## Rural Fire Protection District

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## Project update 4/6/2023

### Project:

Cannon Beach Fire Station Seismic Rehabilitation Grant

### Description:

In September of 2022 Cannon Beach Fire District was awarded a \$1,926,881 grant to complete Seismic upgrades to the station.

### Status:

Have contract with WRK engineers and CB Construction for the project. Project must be completed by September 30, 2024. Met on March 2, 2023 to begin the design. Anticipate beginning construction September 2023. Some of the improvements we will see are bay doors, siding, fixing bay floor, and lighting. Investigation meeting March 30<sup>th</sup> to look at structure components, hole opened in walls to investigate.

### Project:

New Engine

### Description:

In May of 2021 a purchase agreement was signed with HME for the purchase of a new engine for \$552,158. A loan was acquired for \$300,000 of that for 5 years with an annual payment of \$65,000 beginning June of 2022. The Engine was originally to be delivered March of 2022.

### Status:

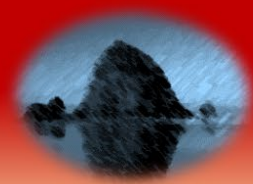
The engine is in production, due to multiple delays, the current projected delivery is April 2023. Jason and Brian Smith will be going to factory on April 18<sup>th</sup> for final inspection, delivery following week.



# Cannon Beach

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### **Project:**

New Rescue

### **Description:**

In May of 2020 a purchase agreement was signed with Skeeter for a new rescue for the purchase of a new engine for \$250,000. The money has been budgeted every year in the apparatus reserve. In September of 2022, Skeeter informed the District that they were unable to fill the contract on a Dodge Chassis and wanted us to switch to Ford, due to the multiple problems that the District has had with the current Fords, the committee was unwilling to change Chassis. The contract with Skeeter was terminated, and the order was placed with Cascade Fire Equipment.

### **Status:**

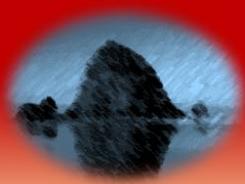
Safety recall on chassis, now looking at July for devlivery.



# Cannon Beach

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### **Project:**

COWS

### **Description:**

The Community Warning System (COWS) was put into place in 1995. There have been few upgrades done to it over the years, but the funding has not been there to do the maintenance that it needs. In 2022 an agreement was reached with the City of Cannon Beach to begin turning the overall operations of the program as well as the maintenance and upgrades of the towers inside the City of Cannon Beach over to Cannon Beach Emergency Management. Cannon Beach Fire District will be responsible for the maintenance of the towers located in Arch Cape.

### **Status:**

One of the main upgrades that needed to be completed with the controller at the station was outdated. Due to a water leak in August, that controller was ruined and was able to be replaced by insurance. Test was done last week of the new controller. It has been discovered that many of the radio receivers in towers are not responding. New receivers are ordered, will be installed in the coming weeks.

### **Project:**

New Radios

### **Description:**

In February of 2021 a regional grant was submitted to FEMA for replacement of mobile and portable radios for south county (Cannon Beach, Seaside, Gearhart, and Warrenton), Cannon Beach hosted this grant. In August of 2021 we were awarded \$574,571 for this project.

### **Status:**

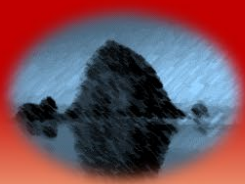
All portable radios have been replaced and most mobiles and station radios are replaced. Waiting on 2 more radios and the project will be complete.



# Cannon Beach

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### **Project:**

Outdoor lighting

### **Description:**

In April of 2022 we were awarded \$20,000 to upgrade the outdoor lighting for security.

### **Status:**

All lighting has recently arrived. Will be installed 3/8/23. Project complete

### **Project:**

New Brush

### **Description:**

In 2018 we were awarded a High Axle Rescue vehicle grant. This grant gave us a vehicle for our use however we want to use it, as long as when needed for rescuing people from local flood waters, it is available. We put a 300 gallon tank and pump on the truck and replaced the 1993 brush with it in Arch Cape.

### **Status:**

The vehicle was delivered in spring of 2022. I secured a \$10,000 grant from Oregon Department of Forestry and have been verbally told that I will be getting money from Lewis & Clark timber and from North Coast Land Conservancy. The truck is in service in Arch Cape, total cost was \$50,000.

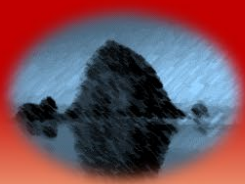
Waiting on striping to be complete.



# Cannon Beach

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### **Project:**

Lifeguards

### **Description:**

The City of Cannon Beach employs lifeguards during the summer. Historically they have been on the beach Memorial Day to Labor Day. Over the past few years the availability of city lifeguards has diminished, last year Cannon Beach Fire District through an Intergovernmental Agreement, had volunteers work a city lifeguards to help with staffing.

### **Status:**

IGA is signed, working on hiring of lifeguards.

### **Project:**

Arch Cape housing

### **Description:**

There has been long discussion of housing for volunteers and for staffing at Arch Cape. The original thought was to put a manufactured house at the Arch Cape Station. That has been not well received by the community. The recent thought was to add on to the south side of the station.

### **Status:**

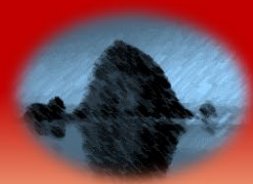
I have submitted for a grant for the addition to the station.



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### **Project:**

Hiring Division Chief of Fire & Life Safety (Fire Marshal)

### **Description:**

There has been no formal fire prevention program in Cannon Beach since 2004. This has been a long time noted problem. Part of the prepared food tax plan was to hire a fire marshal.

### **Status:**

Working on final details to take to Civil Service Commission. Waiting on word from OSFM if they are going to award us grant for position, will know in April. Will advertise nationally for 60 days, plan to have position on September.

### **Project:**

2021 Assistance to Firefighters Grant

### **Description:**

Applied for a grant in January of 2022 to replace the SCBA bottle fill station, purchase an SCBA fit tester, and install vehicle exhaust removal system in both stations. In December of 2022 was awarded \$151,428 for these projects.

### **Status:**

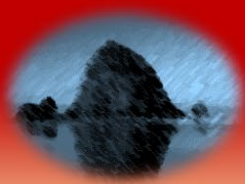
Fit tester has been received. Fill station ordered. The Exhaust removal system will be put with the seismic grant to save cost.



# Cannon Beach

## Rural Fire Protection District

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## March 2023 Call Statistics

Calls for service by year for March:

	2017	2018	2019	2020	2021	2022	2023
March	39	27	37	32	28	36	45

Tourism vs. resident calls:

	# INCIDENTS	% of Total
<b>District resident or property owner?</b>		
No	32	71%
Yes	13	29%

Types of calls:

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	6.67%
Rescue & Emergency Medical Service	27	60%
Hazardous Condition (No Fire)	2	4.44%
Service Call	3	6.67%
Good Intent Call	8	17.78%
Severe Weather & Natural Disaster	2	4.44%
<b>TOTAL</b>	<b>45</b>	<b>100%</b>

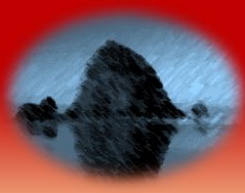
Arch Cape vs. Cannon Beach area	# INCIDENTS	% of Total
Arch Cape	7	16%
Cannon Beach	38	84%



# Cannon Beach

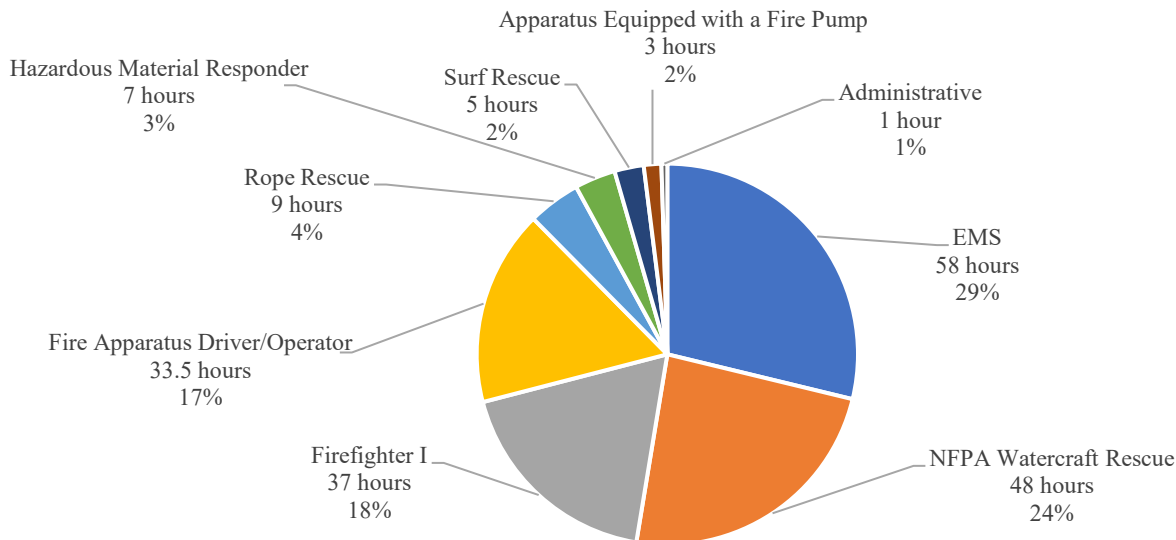
## Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110  
(503) 436-2949 · EMERGENCY DIAL 9-1-1



Hello,

The following is a brief training report for March 2023.



As to be expected, in March our training hours have gone back down to a more normal number of hours as our firefighter academy has rapped up. However, we were still able to log over 200 hours of training collectively as a group.

Looking at the graph, we had a large number of hours logged in EMS because many of our personnel's EMT certificates were coming up on their recertification deadline. In order to maintain a state EMT certificate, personnel are required to complete 24 hours of continual education training every two years. However, many of our personnel are NREMT or nationally recognized as EMTs. In order for our members to maintain their national certification, they must complete at least 40 hours of continuing education every two years.

Our next highest training section was NFPA Watercraft Rescue, or Jet Ski training. Two of our surf rescue members attended a three-day jet ski training class hosted by Pacific County Fire District #1 up in Washington. There, they learned how to safely operate our new jet skis in surf conditions.

Our next two biggest training sections were our firefighter training, as well as driver/operator training. Here we practiced how to effectively deploy hose, force entry into a simulated structure, and advance hose lines within the structure. This was a timed evolution and through multiple evolutions, we were able to shave several minutes off of our deployment times. This obviously will help ensure that when a fire does occur, we are not wasting valuable seconds – which could allow the fire to build, or the trapped victim to perish.

During an incident, the most critical times of the call where we are the most vulnerable to injury, as well as liability concerns is responding to, and returning from the call. Because of this constant threat, our personnel spent an entire drill night driving our apparatus through several challenging cone courses. This ensures that those behind the wheel know the capabilities and limitations of the apparatus when it comes to turn radius, and visibility.

For the next quarter worth of training, our personnel will begin focusing on preparing for wildland firefighting operations as we near the summer months.