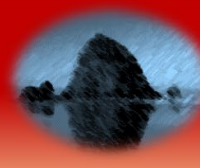




Cannon Beach

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



Cannon Beach Rural Fire Protection District

Board of Directors

Special Meeting February 26, 2026, at 6:00pm

Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR

AGENDA

(posted February 20, 2026)

- Call to Order
- Approve Agenda
- Public Comments and Correspondence
- Business Items
 - Business Oregon Loan Application
 - Employee Handbook Review/Policies
 - March PFT presentation to City Council
- Future meeting agenda Items
- Directors Comments
- Adjourn

Public is welcome to join in person or by Zoom.

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

Meeting ID: 969 0973 0187

+1 253 215 8782 US (Tacoma)

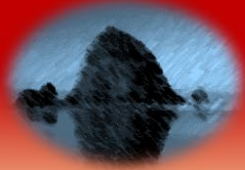
Public comment will be taken at the beginning of the meeting and is limited to three minutes per person.



Cannon Beach

Rural Fire Protection District

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



STAFF REPORT

Arch Cape Station Expansion Loan

Agenda Date: February 26, 2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

We have started the expansion project for the Arch Cape Fire station. I am working on a low interest loan/grant through Business Oregon. This process requires board approval in the minutes.

Strategies:

Secure a loan for up to 1.5M to construct an addition of living quarters to the Arch Cape Fire Station and erect a storage building on the NW corner of the property. The loan will include all costs include architect and design. The final amount will be determined based on a not to exceed cost from the contractor and loan terms and will have final board approval before securing loan.

Recommendation:

Allow staff to continue with loan application.



General Application

775 Summer St NE, Suite 200
Salem, OR 97301-1280

Applicant

Cannon Beach Rural Fire Protection District
Name 93-0849774
Federal Tax ID Number

188 Sunset Blvd
Street Address PO Box 24
Mailing Address

Organization Type:

City County Special District under ORS 478 Port District under ORS _____ Tribe

Marc Reckmann
Contact Name Fire Chief
(Person we should contact with project questions) Title

503-436-2949 503-436-9639 mreckmann@cbfire.com
Phone Number Fax Number Email Address

Representation (Information may be found at www.leg.state.or.us/findlegsltr)

16
Senate District Number Suzanne Weber
Senator's Name

32
House District Number Cyrus Javadi
Representative's Name

Project Information

Arch Cape Fire Station expansion
Project Name: (e.g., Stayton Water System Improvements)

Opportunity/Problem

Briefly describe the opportunity or problem facing the applicant:

Add ~2400 square feet of living quarter to the south side of the fire station to be able to house student, resident volunteers, and other staff. Ad a 30'X50' pole barn to the northwest corner of the property for equipment storage.

Response to Opportunity/Problem

Briefly describe the major alternatives considered to address this opportunity or problem:
The Arch Cape area has grown the past few years and has turned more to a vacation destination. There are more calls for services and there are currently no volunteers in that area. This will give the district opportunity to staff that fire station. The pole barn will primarily be used to store lifeguard equipment off season.

Detailed Project Description

Clearly describe the proposed project work to be accomplished:
This project will add dorms, kitchen, and living area to the south side of the fire station. We will build a 30'x50' pole barn to store equipment to keep out of weather.

Project Work Plan

List project activity milestones with estimated start and completion dates. Identify estimated date of first cash draw:

Activity	Estimated Date	
	Start	Completion
Planning	Nov 1, 2025	Mar 1, 2026
Design	Mar 1, 2026	Jul 1, 2026
Permitting	Jul 1, 2026	Aug 15, 2026
Construction	Aug 15, 2026	Feb 1, 2027

Estimated First Draw Date: 3/31/2026

Project Budget

List individual project budget line items with requested budgeted amounts by IFA and non-IFA funding sources. Change budget column labels to identify the specific requested IFA funding sources. Non-IFA sources are those funds other than those requested from IFA.

Please be aware that the award loan amount will be subject to a less than 1% issuance fee if the loan is included in the Oregon Bond Bank. Please contact Business Oregon for additional information.

Budget Line Item (Adjust budget items to suit the project) <i>Below are general items most used</i>	IFA Funding		Non-IFA	Total
	Source 1	Source 2	Funds	
Engineering/Architecture	\$250,000	\$0	\$0	\$250,000
Construction	1,080,000			1,080,000
Construction Contingency	150,000			150,000
Land Acquisition				0
Legal				0
Construction Management				0
Other Permits	20,000			20,000
Other (Specify)				0
Other (Specify)				0
Other (Specify)				0
Totals	1,500,000	0	0	1,500,000

Details of Non-IFA Funds

Source of Non-IFA Funds	Amount	Status: C-Committed, A-Application S-Submitted, AI-Application Invited, PS-Potential Source	Dates Required Funds will be Committed and Available
	\$0		
Totals	0		

If "Non-IFA funds" include USDA Rural Development funding that will require interim financing, please indicate the source of the interim financing.

General Certification

I certify to the best of my knowledge all information, contained in this document and any attached supplements, is valid and accurate. I further certify that, to the best of my knowledge:

1. The application has been approved by the governing body or is otherwise being submitted using the governing body's lawful process, and
2. Signature authority is verified.

Check one:

- Yes, I am the highest elected official. (e.g., Mayor, Chair or President)
- No, I am not the highest elected official so I have attached documentation that verifies my authority to sign on behalf of the applicant. (Document such as charter, resolution, ordinance or governing body meeting minutes must be attached.)

The department will only accept applications with proper signature authority documentation.

Signature

Date

Printed Name

Printed Title

FOR BUSINESS OREGON USE ONLY

Concept Number

Intake Approval Date

Project Type:

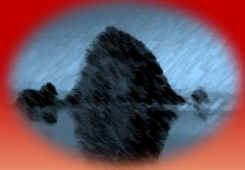
- Planning Construction Other:
- Design Design & Construction



Cannon Beach

Rural Fire Protection District

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



STAFF REPORT

Policies

Agenda Date: February 26, 2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

With the completion of the Employee handbook, there needs to be update of policies to remove items that are not within the employee handbook. Board President Heymann suggested an outline format for policies. Our legal council advised us that this does not meet the statutory requirement of policies, what is presented is more in the form of a table of contents.

Strategies:

Use the outline presented as a table of contents and as pointing reference. Update policies into one document that is reduced making it easy to follow and update.

Recommendation:

Cannon Beach Rural Fire Protection District – Board Policies

Revision History

1/xx/2026	<ul style="list-style-type: none"> • Reorganized existing Board policies into tabular format. • Removed operating procedures, processes, guidelines, standards, codes, charts and data that are created by District staff and maintained in various other documents, handbooks and files. • Structured each policy as text to follow the phrase “It shall be the policy of the Board of Directors of Cannon Beach Rural Fire Protection District (CBRFPD) ...” • Renumbered policies for consistency. • Added a cross-reference for operating documents.

Number	Policy	Operating Documents
1.0	Policy Management	
1.1	To define Board policies in the following areas that provide direction for administration of the District in compliance with ORS 478 (Rural Fire Protection Districts) and ORS 198 (Special Districts Generally). <ul style="list-style-type: none"> • District Formation • Board of Directors • Finance • Personnel • Operations and Management 	
1.2	To modify or remove existing Board policies and add new Board policies by a majority vote of the Board at regularly scheduled meetings.	
1.3	To authorize the Chief to interpret and apply Board policies within their written and stated intent, and to seek clarification of any policy issues directly with the Board.	
2.0	District Formation	Administrative Documents
2.1	To maintain an ongoing process of strategy and goal development to establish documented operating objectives and priorities for emergency call response and prevention.	<i>CBRFPD Strategic Plan</i>
2.2	To maintain a consistent CBRFPD History statement for use in public documents and communication.	<i>Fire District History</i>
2.3	To maintain a consistent CBRFPD Mission /Vision / Values statement for use in public documents and communication.	<i>Mission /Vision / Values</i>

Cannon Beach Rural Fire Protection District – Board Policies

2.4	To maintain an updated CBRFPD Organization Chart and Apparatus List for use in public documents and communication.	<i>Organization Chart Apparatus List</i>
Proposed	To maintain an updated CBRFPD website and social media presence for realtime communication with District residents and stakeholders.	<i>CBRFPD Website</i>
Proposed	To publish an annual CBRFPD Annual Report to communicate the status of operations to District residents and stakeholders.	<i>CBRFPD Annual Report</i>
3.0	Board of Director Policies	<i>Board Handbook</i>
3.1	To establish a Board of Directors with five members, each serving a four-year term (ORS 478.210). Board members are elected to a specific position number (ORS 478.215) and must meet the requirements of ORS 478.050 for the duration of their terms.	<i>Board Structure</i>
3.2	To form a functional Board through appropriate orientation and training of members to meet the responsibilities of governing CBRFPD (ORS 478.210).	<i>Board Responsibilities</i>
3.3	To elect Board officers at the beginning of each fiscal year (ORS 478.250), with prescribed duties for each officer.	<i>Board Officer Duties</i>
3.4	To hold at least one regular meeting per month (ORS 478.250), to conduct all Board meetings in compliance with Oregon Public Meetings Law (ORS 192.610-705), and to ensure public notice, access, and special accommodations are provided.	<i>Board Public Meetings</i>
3.5	To correctly apply motions, resolutions and ordinances (ORS 198.510-600) with their intended purpose and to ensure they are properly adopted.	<i>Board Decisions</i>
3.6	To appoint various Board committees and commissions to: <ul style="list-style-type: none"> • Meet statutory requirements, e.g. Budget Committee (ORS 294.414), • Study specific issues, e.g. salary and benefits, or • Represent CBRFPD in associations or interagency activities. 	<i>Board Committees</i>
3.7	To establish and follow a Code of Ethics to be followed by each Board member and the Board collectively.	<i>Board Ethics</i>
3.8	To establish conflict of interest guidelines for Board members (ORS 255) and related Oregon Administrative Rules.	<i>Board Conflict of Interest</i>
3.9	To evaluate and plan for the budget and filings for CBRFPD elections consistent with the continued operation of the District and to certify election abstracts in a timely manner.	
3.10	To promptly fill Board vacancies per (ORS 198.320).	

Cannon Beach Rural Fire Protection District – Board Policies

3.11	To pay or reimburse Directors' authorized expenses (ORS 198.190). Otherwise, general services as an elected Board member will be performed without compensation.	
4.0	Financial Policies	<i>Finance and Accounting Handbook</i>
4.1	To prepare, adopt and administer an annual budget per Oregon Local Budget Law (ORS 294.305-565).	
4.2	To perform an annual audit per Oregon Municipal Audit Law (ORS 297.405-555).	
4.3	To maintain an accounting system using modified cash basis - a compliant special purpose method (OAR 162-010-0010) - supporting the following funds: <ul style="list-style-type: none"> • General Fund • Capital Fund • Debt Service fund (if necessary) 	
4.4	To invest all cash that is not needed for immediate use in the Oregon Local Government Investment Pool. (ORS 295)	
Proposed	To establish a system of financial processes that includes: <ul style="list-style-type: none"> • Documented permission and secured access to all banking and accounting systems; • Documented procedures and responsibilities for all financial transactions; • Documented spending limits for all personnel. 	
Proposed	To review financial performance monthly, including: <ul style="list-style-type: none"> • Statement of net position; • Statement of operating activities; • YTD actual-to-budget income and expenses; • Summary of monthly transactions. 	
5.0	Personnel Policies	<i>Employee/Volunteer Handbooks</i>
5.1	To maintain documented job descriptions, including title, category (classification (exempt/non-exempt), responsibilities, qualifications and salary scale for each position. This document should be formally reviewed every three years.	
5.2	To recruit and select the most qualified applicants in compliance with Federal and State laws, using a process approved by an appointed Civil Service Commission.	
5.3	To provide documented annual reviews for all paid employees coinciding with their hire or contract date. Review of the Chief will be done by the Board and may be conducted in executive session at the request of the Chief.	

Cannon Beach Rural Fire Protection District – Board Policies

5.4	To identify and mitigate employment issues through effective performance management, and consult with an SDAO lawyer prior to terminating an employee.	
5.5	To pay employees in compliance with Oregon wage and hour laws and the overtime provisions of FLSA (29 CFR Part 5410). Exempt employees may be paid overtime in extenuating situations required to maintain required staffing for the standard-of-cover.	
5.6	To ensure equal opportunity for qualified persons with disabilities in all employment related activities, in conformance with the Americans Disabilities Act of 1990 (ADA).	
5.7	To provide employees and applicants equal opportunity without regard to race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, or any other status protected under Federal and statelaw as outlined in Equal Employment Opportunity Commission (EEOC) regulations.	
5.8	To publish an annual Holiday schedule and maintain a documented process for compensating employees who work on scheduled holidays.	
5.9	To offer paid vacation and sick time to all employees and maintain a documented process for scheduled accumulation, accrual, use and payout of vacation and sick time.	
5.10	To accommodate all paid staff who are called to serve on jury duty.	
5.11	To provide health insurance – including medical, prescription, dental, vision coverage – to all full-time permanent employees, and to pay 100% of the premium for employee and family.	
5.12	To offer bereavement leave to all permanent full-time employees to take care of personal affairs associated with the death of an immediate family member.	
5.13	To ensure a safe workplace in accordance with the Occupational Safety and Health Administration (OSHA) and other applicable Federal and State laws.	
5.14	To discipline an employee or volunteer who commits or threatens any form of workplace violence on District premises or while serving in a District capacity.	
5.15	To prohibit the unlawful manufacture, distribution, dispensing, possession, use, and being under the influence of a controlled substance on CBRFPD premises or while serving in a CBRFPD capacity.	

Cannon Beach Rural Fire Protection District – Board Policies

5.16	To promote a tobacco-free environment on CBRFPD premises and in CBRFPD vehicles.	
5.17	To ensure that CBRFPD staff do not use their authority, influence, or funds to influence the result of elections or political matters.	
5.18	To provide a documented process for all CBRFPD employees and volunteers to bring problems and complaints concerning their association with CBRFPD to District management.	
5.19	To ensure that all private Protected Health Information (PHI) is handled and secured in compliance with the Health Insurance Portability and Accountability Act (HIPAA).	
5.20	To prohibit and remedy workplace harassment, as defined by Equal Employment Opportunity Commission (EEOC).	
5.21	To require officers and firefighters to reside within a defined geographic area proximal to the Cannon Beach fire station. The geographic area should be established by the Chief to support the standard-of-cover.	
5.22	To provide incentive compensation to employees with skills and certifications that are critical to CBRFPD’s mission. A list of incentive compensation differentials should be reviewed annually.	
5.23	To provide appropriate housing stipends for chief officers that are defined within their employment agreements.	
5.24	To provide all employees with uniforms that readily identify and associate each employee with CBRFPD.	
6.0	Operations and Management	
6.1	To adopt a fire district management structure that will maintain unity of command under both normal and unexpected circumstances.	
6.2	To actively build and manage a hybrid paid/volunteer firefighter staffing model and support the continued operation of an active volunteer firefighter program.	
6.3	To require that all paid and volunteer personnel participate in ongoing comprehensive training programs designed to comply with recognized training standards and to enhance individual and unit competency.	
6.4	To maintain designated legal counsel and utilize such services to ensure proper review and oversight of legal documents, commitments, contracts, and processes.	

Cannon Beach Rural Fire Protection District – Board Policies

6.5	To serve as the public contract review authority for CBRFPD and to adopt the public contracting rules that comply with state law.	
6.6	To comply with Oregon Public Records Law (ORS 192.410-505) and establish a fee schedule to recover the cost of responding to public record requests.	
6.7	To recover some costs associated with emergency response services to non-District residents by charging for those services per CBRFPD Ordinance No 21-01 (ORS 478.310).	
6.8	To establish and fund cost-effective preventative maintenance, repair and replacement programs for all CBRFPD assets.	
6.9	To establish procedures for all assets that are no longer needed to be declared surplus and disposed in a manner that meets all laws and is in the best interest of CBRFPD.	
6.10	To establish and maintain effective fire prevention programs in the areas of fire investigation, public education, community development, and code enforcement.	
6.11	To adopt, maintain, update and enforce a fire safety code as necessary to maintain compliance with state law and public fire safety.	
6.12	To authorize the Chief (or designee) the discretion to send CBRFPD resources into unprotected areas for the purpose of protecting life and property as long as protection capability within the District is not unreasonably reduced. To bill for such services when appropriate and in accordance with adopted CBRFPD standards and state Standardized Cost schedules.	
6.13	To participate in the coordination of resources and response under the Oregon State Fire Service Mobilization Plan.	
6.14	To endorse and participate in the Clatsop County Mutual Aid Agreement.	
6.15	To maintain written Hazardous Material Response and Control and Site Safety plans, to provide training at the awareness/operational certification levels, and to provide equipment and operate in accordance with these levels.	
6.16	To maintain apparatus, equipment and staffing necessary to provide Basic Life Support first response medical services.	
Proposed	To establish a Standard-of-Cover for all major response types that provides the foundation for staffing and operating decisions. Review call response metrics and service level monthly with the Board.	