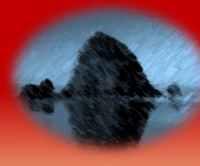




# Cannon Beach

## Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110  
(503) 436-2949 · EMERGENCY: 9-1-1 · [WWW.CBFIRE.COM](http://WWW.CBFIRE.COM) · [INFO@CBFIRE.COM](mailto:INFO@CBFIRE.COM)



### Cannon Beach Rural Fire Protection District

#### Board of Directors

#### Regular Meeting November 10, 2025, at 6:00pm

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

#### AGENDA

*(posted November 3, 2025)*

- Call to Order
- Approve Agenda
- Public Comments and Correspondence
- Approve October 13<sup>th</sup> board meeting minutes
- Status Reports
  - Finance
    - Long range forecast
    - Contingencies/reserves
    - Review of Annual Financial Audit
  - Call Response
  - Projects
  - Civil Service
  - Apparatus/Facilities
- Business Items
  - Discussion of Finance transition
  - Discussion of Arch Cape Fire Engine replacement
  - Arch Cape Fire Station update
  - Employee Handbook Review
  - Chief Review planning
- Future meeting agenda Items
  - October 28<sup>th</sup> work session
- 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**  
**Board of Directors**  
**Regular Meeting – Oct 13<sup>th</sup>, 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 26<sup>th</sup> work session minutes

|                                 |                            |                      |
|---------------------------------|----------------------------|----------------------|
| • <b>Motion:</b> Approve Agenda |                            |                      |
| <b>Moved:</b> Dave Pietka       | <b>Second:</b> Dave Herman | <b>Approved:</b> 4-0 |

- Approve September 8<sup>th</sup> board meeting minutes

|                                 |                            |                      |
|---------------------------------|----------------------------|----------------------|
| • <b>Motion:</b> Approve Agenda |                            |                      |
| <b>Moved:</b> Dave Pietka       | <b>Second:</b> Dave Herman | <b>Approved:</b> 4-0 |

- Approve September 23<sup>rd</sup> special board meeting

|                                 |                            |                      |
|---------------------------------|----------------------------|----------------------|
| • <b>Motion:</b> Approve Agenda |                            |                      |
| <b>Moved:</b> Dave Pietka       | <b>Second:</b> Dave Herman | <b>Approved:</b> 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.

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

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

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X

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Bob Heymann  
Board President

**DATE:** November 1, 2025

**TO:** Board of Directors  
Marc Reckmann, Fire Chief

**FROM:** Greg Munn

**SUBJECT:** Financial System Transition Project Status Update for October 2025

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## Summary

Most of the work in October focused on completing the data migration from Quickbooks to Springbrook, and the reconciliation of the data to the bank, for the fiscal year through October 31, 2025. This first step has been completed and all CBFR bank accounts have been reconciled in the system for the first three months of the fiscal year. This is a critical first step that confirms the system data matches the bank data. This work involved Marc, Karen, and myself and, in addition to data reconciliation, is the beginning of hands-on learning that will eventually provide for the transition of day to day accounting operation duties to district staff.

As I work through the project I am drafting procedures to serve as guidance for district staff. The first two procedures were drafted in October - *bank reconciliations* and *internal cash transfers*. These will be collected and eventually summarized in a procedures manual or “playbook” that can be used as reference material for staff.

We also began the transition to ACH. ACH is short for Automated Clearing House and is an electronic network that allows for the transfer of funds between bank accounts. Common uses of ACH include direct deposits for paychecks and bills. The district currently uses Bill Pay through the bank to pay bills. This is not ACH but rather a portal on the bank website that bills can be entered electronically with the bank then producing and sending paper checks to vendors. Transitioning to ACH through Springbrook will mean that invoices will be entered once into the software, approved in the software, and paid through the software. This will significantly improve controls and efficiency over the current method by reducing the risk of fraud, data entry errors, and lost checks. Fully transitioning to ACH will take time as each vendor is required to give the district approval to change the payment method to ACH.

## November Deliverables

We'll continue to work on establishing the ACH and accounts payable process and procedures through practice over the course of the month. Concurrently, we will need to begin planning for the transition of payroll from Quickbooks to Springbrook effective January 1, 2026.

## Accomplishments

The following transition activities have been completed:

- Mirrored financial data in Springbrook to Quickbooks
- Reconciled all district bank accounts to Springbrook for July, August, and September
- Drafted procedures for bank reconciliations and internal cash transfers.
- ACH capability set up with Springbrook, working with US Bank
- Developed district ACH approval form for vendors, began soliciting information with vendors.
- Began transitioning accounts payable to Springbrook from Quickbooks. District staff will process and record all AP activities in Springbrook moving forward. There will be a transition period moving vendors to ACH that will take time. District will continue to use the current billpay process during the transition and may continue using it in the future as a backup and secondary method for paying bills for those vendors that aren't on ACH.

## November Deliverables

- Run successful ACH payment process
- Develop procedures for accounts payable and ACH payments.
- Begin transition of ACH AP process to staff.
- Begin preparation of payroll transition to Springbrook for January payroll.

## Future Deliverables and Considerations

- Develop procedures for all fiscal activities
- Create accounting operations "playbook"
- Create recurring monthly financial Board report
- Enter historical data into Springbrook
- Review Board fiscal policies
- Review chart of accounts
- Review financial policies, forecasts, reserves

## Risks/Issues

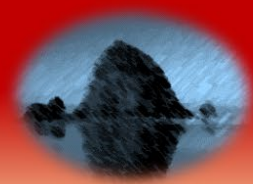
None at this time.



# Cannon Beach

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## October 2025 Call Statistics

Calls for service by month/year:

|                      | 2021       | 2022       | 2023       | 2024       | 2025       |
|----------------------|------------|------------|------------|------------|------------|
| January              | 47         | 41         | 29         | 56         | 52         |
| February             | 33         | 32         | 30         | 41         | 56         |
| March                | 28         | 36         | 45         | 49         | 54         |
| April                | 44         | 40         | 55         | 46         | 62         |
| May                  | 49         | 49         | 54         | 65         | 72         |
| June                 | 52         | 45         | 61         | 66         | 69         |
| July                 | 67         | 75         | 95         | 107        | 88         |
| August               | 60         | 82         | 74         | 89         | 105        |
| September            | 26         | 81         | 64         | 67         | 75         |
| October              | 58         | 47         | 49         | 41         | 50         |
| <b>TOTAL for TYD</b> | <b>464</b> | <b>528</b> | <b>556</b> | <b>627</b> | <b>683</b> |

| ANSWERS                         | # INCIDENTS | % of Total |
|---------------------------------|-------------|------------|
| <b>Is this tourism related?</b> |             |            |
| No                              | 29          | 58.00%     |
| Yes                             | 21          | 42.00%     |

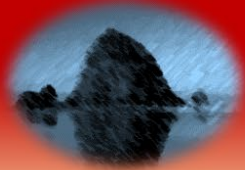
| MAJOR INCIDENT TYPE                                 | # INCIDENTS | % of TOTAL     |
|---|-------------|----------------|
| Fires   | 1           | 2.00%          |
| Overpressure rupture, explosion, overhear - no fire |             | 0.00%          |
| Rescue & Emergency Medical Service                  | 27          | 54.00%         |
| Hazardous Condition (No Fire)                       | 1           | 2.00%          |
| Service Call  | 10          | 20.00%         |
| Good Intent Call                                    | 8           | 16.00%         |
| False Alarm & False Call                            | 3           | 6.00%          |
| Severe Weather & Natural Disaster                   | 0           | 0.00%          |
| <b>TOTAL</b>  | <b>50</b>   | <b>100.00%</b> |



# Cannon Beach

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| Response area | # INCIDENTS | % of Total |
|---------------|-------------|------------|
| Arch Cape     | 6           | 12%        |
| Falcon Cove   | 1           | 2%         |
| Other         | 1           | 2%         |
| Cannon Beach  | 41          | 82%        |
| Hamlet        | 1           | 2%         |

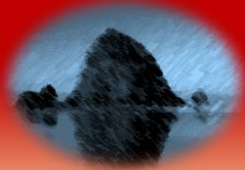
| PSAP Call Date/Time | Last Unit Cleared Date/Time | Incident Number | Actual Incident Type Found (NFIRS)                     |
|---------------------|-----------------------------|-----------------|--|
| 10/2/2025 20:42     | 10/2/2025 21:00             | CBFD2025-0634   | 631 - Authorized controlled burning                    |
| 10/3/2025 2:46      | 10/3/2025 3:36              | CBFD2025-0635   | 320 - Emergency medical service incident, other        |
| 10/3/2025 15:09     | 10/3/2025 16:16             | CBFD2025-0636   | 321 - EMS call, excluding vehicle accident with injury |
| 10/4/2025 10:31     | 10/4/2025 11:29             | CBFD2025-0637   | 321 - EMS call, excluding vehicle accident with injury |
| 10/5/2025 16:28     | 10/5/2025 17:23             | CBFD2025-0638   | 324 - Motor vehicle accident with no injuries.         |
| 10/6/2025 9:27      | 10/6/2025 9:37              | CBFD2025-0639   | 561 - Unauthorized burning                             |
| 10/7/2025 14:16     | 10/7/2025 14:26             | CBFD2025-0640   | 622 - No incident found on arrival at dispatch address |
| 10/8/2025 8:59      | 10/8/2025 9:27              | CBFD2025-0641   | 321 - EMS call, excluding vehicle accident with injury |
| 10/8/2025 15:39     | 10/8/2025 16:20             | CBFD2025-0642   | 744 - Detector activation, no fire - unintentional     |
| 10/11/2025 0:30     | 10/11/2025 1:04             | CBFD2025-0643   | 321 - EMS call, excluding vehicle accident with injury |
| 10/12/2025 1:19     | 10/12/2025 2:07             | CBFD2025-0644   | 321 - EMS call, excluding vehicle accident with injury |
| 10/12/2025 22:40    | 10/12/2025 23:36            | CBFD2025-0645   | 321 - EMS call, excluding vehicle accident with injury |
| 10/13/2025 9:46     | 10/13/2025 9:53             | CBFD2025-0646   | 600 - Good intent call, other                          |
| 10/13/2025 14:02    | 10/13/2025 14:25            | CBFD2025-0647   | 746 - Carbon monoxide detector activation, no CO       |
| 10/14/2025 12:09    | 10/14/2025 12:25            | CBFD2025-0648   | 321 - EMS call, excluding vehicle accident with injury |
| 10/14/2025 14:58    | 10/14/2025 15:37            | CBFD2025-0649   | 321 - EMS call, excluding vehicle accident with injury |
| 10/15/2025 15:23    | 10/15/2025 15:59            | CBFD2025-0650   | 321 - EMS call, excluding vehicle accident with injury |
| 10/15/2025 20:08    | 10/15/2025 20:54            | CBFD2025-0651   | 321 - EMS call, excluding vehicle accident with injury |
| 10/16/2025 6:49     | 10/16/2025 8:04             | CBFD2025-0652   | 162 - Outside equipment fire                           |
| 10/16/2025 15:47    | 10/16/2025 17:05            | CBFD2025-0653   | 322 - Motor vehicle accident with injuries             |
| 10/17/2025 11:14    | 10/17/2025 11:36            | CBFD2025-0654   | 321 - EMS call, excluding vehicle accident with injury |
| 10/17/2025 21:26    | 10/17/2025 21:49            | CBFD2025-0655   | 746 - Carbon monoxide detector activation, no CO       |
| 10/18/2025 9:19     | 10/18/2025 9:57             | CBFD2025-0656   | 321 - EMS call, excluding vehicle accident with injury |
| 10/18/2025 12:44    | 10/18/2025 13:19            | CBFD2025-0657   | 321 - EMS call, excluding vehicle accident with injury |
| 10/19/2025 0:19     | 10/19/2025 0:52             | CBFD2025-0658   | 522 - Water or steam leak                              |
| 10/19/2025 23:53    | 10/20/2025 0:47             | CBFD2025-0659   | 321 - EMS call, excluding vehicle accident with injury |
| 10/20/2025 20:05    | 10/20/2025 21:03            | CBFD2025-0660   | 321 - EMS call, excluding vehicle accident with injury |
| 10/21/2025 18:36    | 10/21/2025 18:49            | CBFD2025-0661   | 552 - Police matter                                    |
| 10/22/2025 10:35    | 10/22/2025 10:49            | CBFD2025-0662   | 554 - Assist invalid                                   |
| 10/23/2025 1:24     | 10/23/2025 1:28             | CBFD2025-0663   | 611 - Dispatched & canceled en route                   |
| 10/23/2025 9:06     | 10/23/2025 9:18             | CBFD2025-0664   | 622 - No incident found on arrival at dispatch address |
| 10/23/2025 22:45    | 10/23/2025 23:24            | CBFD2025-0665   | 622 - No incident found on arrival at dispatch address |
| 10/24/2025 8:06     | 10/24/2025 8:32             | CBFD2025-0666   | 321 - EMS call, excluding vehicle accident with injury |
| 10/24/2025 10:02    | 10/24/2025 10:37            | CBFD2025-0667   | 554 - Assist invalid                                   |
| 10/24/2025 19:35    | 10/24/2025 19:53            | CBFD2025-0668   | 554 - Assist invalid                                   |
| 10/25/2025 10:10    | 10/25/2025 10:46            | CBFD2025-0669   | 321 - EMS call, excluding vehicle accident with injury |
| 10/25/2025 16:51    | 10/25/2025 17:36            | CBFD2025-0670   | 321 - EMS call, excluding vehicle accident with injury |
| 10/26/2025 5:29     | 10/26/2025 6:04             | CBFD2025-0671   | 321 - EMS call, excluding vehicle accident with injury |
| 10/26/2025 19:06    | 10/26/2025 19:38            | CBFD2025-0672   | 554 - Assist invalid                                   |
| 10/26/2025 20:55    | 10/26/2025 22:35            | CBFD2025-0673   | 321 - EMS call, excluding vehicle accident with injury |
| 10/26/2025 23:41    | 10/27/2025 0:10             | CBFD2025-0674   | 321 - EMS call, excluding vehicle accident with injury |
| 10/27/2025 10:23    | 10/27/2025 10:48            | CBFD2025-0675   | 631 - Authorized controlled burning                    |
| 10/27/2025 10:33    | 10/27/2025 11:20            | CBFD2025-0676   | 412 - Gas leak (natural gas or LPG)                    |
| 10/27/2025 21:44    | 10/27/2025 21:59            | CBFD2025-0677   | 622 - No incident found on arrival at dispatch address |
| 10/28/2025 9:54     | 10/28/2025 10:28            | CBFD2025-0678   | 321 - EMS call, excluding vehicle accident with injury |
| 10/29/2025 8:14     | 10/29/2025 8:50             | CBFD2025-0679   | 554 - Assist invalid                                   |
| 10/29/2025 14:49    | 10/29/2025 14:55            | CBFD2025-0680   | 552 - Police matter                                    |
| 10/29/2025 21:53    | 10/29/2025 22:23            | CBFD2025-0681   | 321 - EMS call, excluding vehicle accident with injury |
| 10/31/2025 8:30     | 10/31/2025 8:55             | CBFD2025-0682   | 561 - Unauthorized burning                             |
| 10/31/2025 16:12    | 10/31/2025 16:39            | CBFD2025-0683   | 324 - Motor vehicle accident with no injuries.         |



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## Project update 11/6/2025

### Project:

Assistance to Firefighter Grant (AFG)

### Description:

Annual grant process. This is how we get a lot of our capital needs taken care of. This year I submitted 3 grants

- Turnouts for volunteers who do not have sets currently fitted to them.
  - Approved
  - Stated ordering
- Turnout washer and dryer approved for Hamlet
- Regional grant for thermal imaging cameras. This will be a grant for the entire county similar to when we did the radios.
- Hamlet engine (this is under Hamlet's account)

### Project:

Hiring process

### Description:

With Shaunna leaving and Levi stepping up, it created a firefighter vacancy. Nalu Isley has been working in that role as a temporary firefighter.

### Status:

Job opening is posted. DC Smith is working on creating the assessment center to be held in October. Plan to have position fill January 1. Have 5 applicants that will move onto assessment center.

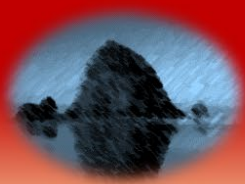
Position has been offered to Nalu Isely. He will begin January 1.



# Cannon Beach

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### STAFF REPORT

Engine replacement

**Agenda Date:** November 10, 2025

**Prepared by:** Marc Reckmann, Fire Chief

### BACKGROUND

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.

#### Strategies:

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 estimating at ~\$630,000; compared to \$525,000 when we built the plan. Timeline to build new can be up to 36 months. We have began the process of investigating purchase of new, and looking a designs. Also still looking for used. On November 4, 2025 Kevin Slater and Jason Smith flew to Texas and looked at a 2018 Freightliner engine. The engine meets the needs of what we are looking for. We have made a tentative deal with the broker to purchase the engine for \$300,000 and trade in the 2006 GMC engine. There is a problem with the 4wd low range on this engine. The agreement is contingent on board approval and the fixing of this mechanical issue.

#### Recommendation:

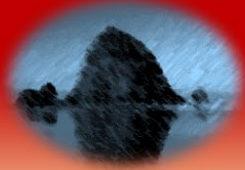
Motion to purchase the 2018 engine for \$300,000 and trade in the 2006 GMC engine contingent on the fixing of the 4 wheel drive.



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### STAFF REPORT

Arch Cape Station addition

**Agenda Date:** November 10, 2025

**Prepared by:** Marc Reckmann, Fire Chief

### STATUS

1.3 Million seismic grant secured

Hired WRK engineers as the architect/engineers

Had kickoff meeting with design team on October 14<sup>th</sup>

Issued RFQ for CM/GC on October 27<sup>th</sup>

Pre construction meeting November 5<sup>th</sup> 12 contractors attended

### Next steps:

RFQ proposals due November 20<sup>th</sup>

Evaluate proposals November 24<sup>th</sup>

Interviews December 3<sup>rd</sup>

Make selection at board meeting December 8<sup>th</sup>

### Discussions:

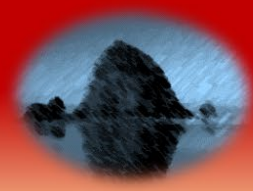
- Slope is cost prohibitive to expand more than 30 feet to south. No need for setback reduction
  - Considering 2 story addition
- Does any board member want to be part of the CM/GC selection? Last time Bob Cerelli was part of it, is not a requirement.



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### STAFF REPORT

Lifeguard towers

**Agenda Date:** November 10, 2025

**Prepared by:** Marc Reckmann, Fire Chief

### BACKGROUND

When the District took over the Lifeguard program it was well known that the tower was in bad condition. We have continued to repair the tower and keep it operational. Lt. Lyu has been researching tower replacement and the plan it to move to a 2 tower system.

### Strategies:

The price tag for the towers are ~\$164,000. Staff has worked on fundraising and how now raised over \$100,000 for this project leaving ~\$60,000 to be funded. I met with City Manager Bruce St.Dennis and he was not willing to commit the funds from the City. It is planned to attend the city counsel meeting in December to ask the Council to commit funds next year to this project. The lead time on these towers could be up to 1 year. Lt. Lyu attended the UCLA conference and found another manufacture that stated he is closer to 4 months for production.

### Recommendation:

Allow staff to continue bids and sign a purchase order for the towers the understanding that the cost to the District will not exceed \$60,000. Staff will continue to seek donations and grants to offset this cost.