



# Cannon Beach

## Rural Fire Protection District

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## BOARD MEETING MINUTES – SEPTEMBER 13, 2021

### General:

Date:	September 13, 2021
Time:	18:00 hours (6:03 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:03 (6:03 pm)
Adjourned Time:	19:42 (7:42 pm)

### Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP)	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<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"/> Other (Les, Public) Zoom	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom
<input checked="" type="checkbox"/> Jason Smith (DC) Zoom		

### Call to Order:

The Cannon Beach RFPD Board meeting for September 13, 2021 was called to order at 18:03 hours (6:03 pm) by Board President, **Bob Cerelli**.

### Roll Call:

Board Members present were: Dave Herman, Bob Cerelli, and Rick Gardner

Other attendees were: Marc Reckmann (Fire Chief, CBFD), Deb DiStasio (Admin Assistant, CBFD), Jason Smith (Division Chief, CBFD) and Bill Cote (CPA – on Zoom).

### Changes to Agenda:

Reckmann indicated only change in agenda is sequence of agenda items, move bank change to first topic. Otherwise, no changes to Agenda.

### Presentations:

None provided.

### Public Comment:

None.

### August 8, 2021 Board Meeting Minutes Approval:

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

### Treasurer's Report:

The Treasurer's Report was read as written by Bill Cote. Highlights are summarized below.

- a. **Statement of Net Position (Balance Sheet).** Read by Bill Cote as written and presented.
- b. **General fund:** Read as written and presented. Should be at 17% in expenses. We have a budgeted transfer we can make of \$60K before June 30 for the apparatus reserve fund.
- c. **Fire Chief fund:** Read as written and presented. Gardner asked about the District Housing. Chief responded we should have no more charges against this.
- d. **Cash per Fund:** Read as written and presented. Cote and Cerelli asked if there were any questions? Reckmann pointed out that personal services expenses up front because we are funding conflag payroll during summer, but will see that replaced as conflag monies come in.

**Gardner** motioned to approve financial reports. It was seconded by **Herman**. All were in favor, none opposed. Motion carried.

### Bills:

The bills register was reviewed. Bob Cerelli asked if Elevator was working. Bob Cerelli asked about Greensmith landscaping. Chief indicated they are our new landscaping company and are appearing to do a good job. Gardner asked what QuickBooks payroll services line item was. Chief responded it is our payroll ... volunteer and paid. It comes out as one lump sum now that we're direct deposit.

### Correspondence:

None.

### Monthly review of board policies:

Policy 5.1-5.10 replaced with 5.00. Deb placed a coversheet on the policies indicating all changes, additions and consolidations made. Changes were reviewed by board. Rick Gardner asked who was exempt. Chief indicated he, Jason and now Deb are exempt. The number one reason for moving Deb into exempt was a requirement to have the board minutes taken by exempt. Shaunna is only non-exempt. Chief reiterated that the exempt overtime was approved due to extenuating circumstances where they have to take on other's responsibilities due to other's conflag participation. Chief indicated Greg Bell will be here at 5 pm per a text message he received. Rick Gardner asked if there is a schedule for appraisals. Chief indicated it should be around February time-frame due to his hiring date. Rick Gardner asked if there was a schedule of events such as budgeting committees, etc. **Herman** motioned to approve Policy 5.00. Seconded by **Gardner**. None opposed. All were in favor.

### Old Business:

- **Volunteer Housing.** Chief doesn't have a lot to report on housing. Chief had a lot of conversation with Julie Decker with the county. There are some interesting



zoning things that she is working through with County. Gardner asked if we own the land around Arch Cape Fire Station. Chief responded yes. Chief reached out to home manufacturer and went through to make sure the state would allow it. They do. The cost was \$170K to \$180K to put the manufacturing home on property. That does not include our preparations of running utilities to it. Chief indicated he is also working on some grants to help fund it. One came back indicating our community was too wealthy to fund. Gardner asked if we could apply for that grant if it were limited to Arch Cape residents. Chief indicated, no, that they look at District zip codes, so can't treat arch cape separately. Gardner asked how many volunteers. Chief indicated 16. Herman asked of those 16 how many are active? Chief indicated 8 were really active. There are 3 or 4 that are really active which comes down to availability. Gardner wondered if a volunteer force of this area is sustainable, long term? Chief indicated it goes into financials. Chief indicated he doesn't think an all-funded workforce is realistic, but rather a balance between volunteer and paid. Gardner indicated we should spend a bit of time working through some of these issues so that we have a vision of where we are going long term, and under that vision does putting a manufactured home fit with that. Would like a plan to work on to deem what are the strategic issues and a path to work towards them. Bob Cerelli agreed and isn't sure the all-volunteer staff is sustainable.

Chief responded to Gardner by indicated he thinks he is right. We are facing a lot of social economic challenges. There was a study that just came out on the population of Cannon Beach from 1700 to 1468, but calls are going up. The workforce is driving a lot of this too. Everybody's talking about shortages of workers which effects availability here. He's working with a few other districts of similar demographics to see how they are working through these issues.

Cerelli indicated Dale Mosby is happy to rent to firefighters. Chief indicated he told Keaton about it and he is very interested.

#### New Business:

- **Change Banks.** Chief indicated we've continued to do a lot of research and would like to switch over to TLC. We ran into some more disappointments with Columbia including not providing us with the correct account designation, impacting individual's personal credit standing. They were running us as a business instead a government account. Chief continued that there wouldn't be any effect other than to Gardner who transfers the money being authorized. We'll have to run both accounts until we align with bill paying. Gardner asked if we'd looked at Lewis and Clark Bank. Chief indicated the reason they did not appeal to us is they do not have a branch in Seaside we were told. Rick indicated that there is a branch in Seaside. TLC's fees were favorable as they're relatively few. They have a branch in Seaside. We'll have to gradually switch over. Board indicated they were not opposed to switching.
- **Accountant Contract.** Required by state to have contract with CPA. Bill has not No increased in his costs, but we need to approve new contract. **Herman** motioned to renew bill's contract, seconded by **Gardner**. All in favor, none opposed. Motion carried.
- **Vaccine Mandate.** Chief indicated he wanted to provide an update as there has been a lot of discussion. Some fire department are saying they're not going to

enforce it the vaccine mandate. OSHA requires all first responders to be vaccinated by October 18. Period. All but one (includes Volunteers) in CBFire are vaccinated. The one that isn't is going to before the October 18. It's a very steep penalty, and it would be unwise for District to ignore this. Met with volunteer to let him understand, and it will be done by October 18. We keep proof of vaccinations in personnel files. OSHA is not going to come around and say let me see it, it's only when people log a complaint. The penalty is steep at \$500 per instance, including drills, training, and calls. Penalties would go against people ethically, bringing into question certifications. Cerelli asked if it pertained to board members. Chief indicated it would not because you are not employees of the District. As of right now masks are required. It was noted all Board of Director's are vaccinated.

➤ **Financial Stability Planning Presentation.** Read as presented. Highlights are as follows.

- **Shortfalls Slide.** Volunteers are less available. Cerelli wanted to emphasize that Medical calls are not necessarily a requirement. Board members emphasized that it was an expectation by the community. Bell indicated if we can't perform services, services would need to be cut. Gardner indicated there was a call years ago to his home and 15 volunteers showed up in their own vehicles. Cerelli reminded that this has changed, and they're no longer able to use their own vehicles for responses. Chief continued we need to look for reliable staffing. The general medical calls are what's burning volunteers out. This should be helped with the Student scholarship program and Medix being located here. It would go towards stabilizing the calls, but still include volunteer's participation. Gardner asked about the Student Program training paramedic responders. Chief responded, possibly. We have one person in that program. He continued, we looked at student program in Clatsop County but they only have EMS, not paramedic degree. In our student program, which is unique, we don't care if someone is getting a master's in business administration as long as they meet the job requirements and can perform firefighting duties. We're capturing those who may not want a career but want to be a part of CB Fire.

We still don't have fire marshal. Gardner asked who is handling this. Chief indicated he is but has only Chief Inspector II designation. Chief indicated he is not an expert in plan-review and goes to Alton in CB City frequently to better understand. Bell asked if we train one of ours to be a Fire Marshal or do we hire. Chief indicated we hire a Fire Marshal. They cover fire prevention, public education, CERT program, and also a duty officer.

Gardner requested further clarification of student scholarship program. Chief explained, we talked about a student program for two years. We didn't receive a grant for it, so it was part of the grant we budgeted. We will pay up to \$1500/term, and we'll pay the school directly. We have agreement with school, that they will bill us directly. In return, they're working 48, 96-hour shifts. They're here for 2 days and off for 4. Once we get all shifts filled, there is someone here 24 hours a day living upstairs. However, we've allowed two currently to go home outside of their shift as they live very close by to the station. IF there is a call, they'll be here. The hope is we can keep them for 2-3 years before personnel turnover. Chief believes Student Program is underutilized program.

- **Apparatus Replacement slide.** Chief indicated in the past we go to the voters to get money for apparatus and would like to get out of that. Think a better way is to set up a sustainable replacement cycle within the budget process. Would like to focus first on four large apparatus. These should be replaced every 5-7 years we replace a large apparatus. We started it in 2016 replacing Ladder Truck, and every 5-7 replacement of large apparatus. Age of apparatus dramatically effects our insurance rating for the larger apparatus. To do this, we need to put \$200K in reserve fund annually. Smaller apparatus can be replaced every 15-20 years. Chief strongly encourages board not to go to a bond to fund large apparatus because of the amount of interest rate. CBFire pays a lot more interest on a bond vs. a self-loan. Bonds are more for a large capital, e.g., fleet replacement. Money comes from Levy. If we are putting money in, we shouldn't have to do a loan.
- **Other challenges slide.** We have a deteriorating building. We have a water leak in ceiling, COWS deteriorating, Housing, and Increased calls. We had a COWs speaker fall down but don't have the money to invest in the system. Also, have a housing problem with chief officers. Affordability to live in this area is a problem.
- **What and How are we Funded slide:** The general fund is the levy and the permanent tax rate. Funds Ops, DC, and Admin Asst. Gardner asked if these figures were annual. Chief indicated he pulled them out of this year's budget.
- **Current Rates slide:** Total paid by taxpayers is \$.98/thousand.
- **Personnel Costs slide:** Two things want to point out: Insurance. We have 2 employees not having insurance paid by us which is a huge savings. They have insurance elsewhere. Point out that if we have a change in personnel, this can really affect our budget to replace.
- **Current Financials with safer grant slide:** Presented as written. Gardner asked whether a maximum amount of time for a Levy is 5 years and Bond 10? Chief indicated yes to Levy and Bond is 30 years.
- **Timeline slide.** Presented as written.
- **Beyond FY2-23 Financials (without safer grant):** If we don't get the SAFER grant renewal, plugged position into current funding. What does it do to us. It reduces our reserves by \$100K by funding position ourselves. Herman clarified that Chief wanted \$200K for funding apparatus replacement cycle. Chief confirmed yes.
- **Projected with Food Tax:** If passed, it will give us about \$800K of revenue a year, minus personal services, would leave \$275 for all reserves.
- **Comparison Current with Projected:** Presented as written.
- **Combine Levies with food tax:** Chief would strongly encourage when we redo the fire chief levy, we combine in order to simplify and not go back to voters to increase.
- **Levy Renewal slide:** Would also advocate if the bond is done at the same time, it would make our sustainability better. Leaves \$375K for reserves.
- **Food Tax Fails slide:** What would it take to come up with the same money. Compared the 1.52 vs. 1.60 per thousand.
- **Comparable Community Tax Rates slide:** Presented as written. The closest to us is Siuslaw Valley. Amount of area they cover is a lot bigger.



Remember that Gearhart fire is funded by a contract from the city of Gearhart. They do not own equipment or people.

- **Budget augment slide:** We will reapply for RR position for 4 years. Safer should open Dec-Jan. We are about \$30K for revenue approximately for Mobilizations. We're renegotiating contract with State Parks. Bell asked if we are billing for calls on state highway. Chief indicated yes.
  - **Apparatus replacement.** Presented as written. We are focusing on top four large apparatus listed. The area of Arch Cape is a concern. There's no where to build in Cannon Beach so a lot are going to Arch Cape which does not have a lot of building rules. Chief worries that Arch Cape is going to become a concern, and we need to be proactive about looking at that which is why I'm looking at a Type III apparatus to protect wildland area. The rest can be replaced as needed. Bell asked how many vehicles can be kept inside Arch Cape. Chief responded 3, which is what we have (Type III, Type IV, EMS reposonse.) We have a Jeep Cherokee now down there.
  - **Replacement Example slide.** Presented as written. Chief indicated this is showing what is sustainable. Bell asked if there was a market to buy the used apparatus. Chief they are not worth hardly anything due to their age and maintenance history.
  - **Questions:** Nice. Cerelli. Like all of us to take it home and ask any questions after looking at it.
- Bell asked if we paid for the brush rig. Chief responded not yet, but we will.

#### Reports:

- **Chief's Report:**
  - **Calls.** 60 calls in August 2021. Average for August 2017-2020 is 47. We're pretty average as far as September. Did a lot of bon fires in August. Falcon Cove has become an increasing place to receive calls due to avoidance of Cannon Beach regulations. Gardner asked where our fire district ends. Chief explained we go all the way to short sands.
  - **Conflags.** Profits about \$32K.
  - **Strategic Plan:** Nothing to report.
  - **Grants:** Radio grant has been awarded. We're only waiting for Astoria. If it does, there will be a lot of work to do in coordination. Hose grant was awarded. The Association is getting \$30K for the UTV. We test drove a version and did really well. Herman asked what happened to using COVID money. Chief indicated fund ran out of money. Chief continued that we will have a nice rig to put out fires on beach. Submitted grant for EMS, approximately \$80K. It doesn't go through budget. We send invoices and they pay. Bell asked if this was replacing. Chief indicated yes. Lastly, working on a Safety and Security grant for exterior lighting through SDAO.
  - **Consolidated Dispatch:** The County Fire group wants this to be a permanent solution. Chief Reckmann is leading the South County in this project. We must succeed. Goal is October 1, we go live. It will make a huge change for the better. Bell asked if that combines Fire and police. Chief indicated Yes. It will create better communication with Medix. It will have 3 dispatchers on at a time, with hopefully a 4<sup>th</sup> added.
  - **Prepared Food tax.** Chief's been working with our legal, their legal, and City Manager to get IGA in place. The goal is next Thursday for us to finalize the

IGA. We will possibly look at doing a special meeting in October. City would like IGA in place before the ballot. It will be 50% right now. Issue being worked on is around city wanting to withhold money for admin fee and other things from our money only, not splitting. What happens if it doesn't? Large number of people going back to the district.

- **Building.** Elevator repaired. Water leak in shower we did not know about. Broke through, and now we have rot and mold in EMS room. The leak is fixed. Now working on rot and mold. John from coaster will be here on Thursday to give his thoughts in going through what would need to do from a mitigation perspective. The Orford COWS tower speakers rotted and fell off. We have some more speakers at Arch Cape, but we need to get them powder coated so they don't rot, and it will take a crane. Ladder truck is out of service, a major transmission leak. We're hoping it's under warranty.
- **Meetings.** A lot of meetings.
- **Ambulance.** Medix is willing to do it if we pay \$250-300K. What does that cost vs. us funding our people. Until contract is up, and I can show them their responsiveness is substandard, then we can negotiate contract. Medix has not met all the measurements in 3 years. Not up until 2025. Will force the issue then.
- **Questions:**
- **Training Chiefs Report.**

Read as presented. Breakdown of hours presented. The Association bought the Arizona Vortex. We're practicing with that. It will help increase capabilities with over the side rescue and to make sure we're self-sufficient. Right now, we rely on Nehalem or Seaside to provide. It's a matter of getting our members trained and comfortable with it. We went over some fire tack with drafting operations. We're going over rural water supply, making sure engineers are comfortable with that. State is bringing out their Mobile Ventilation prop and we'll be training on that to make people more comfortable. We'll be focusing on residential ventilation operations. We re-developed a new recruit training plan to build flexibility with different volunteers' availability and learning levels. Now they'll be able to do the orientation training and once they have EMS certification, they can start running calls as an observer and a helper immediately. This will be more conducive to volunteer's varying availability. FFI will be self-paced with reading/theory and practical. Once they complete all their modules, they'll get their firefighter I and can start running to all calls. We're trying to think outside the box to entice participation, interest, and train at a pace achievable for volunteer and their availability. We've re-developed pump operator and aerial course. We have a few people interested in continuing their training. Similarly, they'll read the books, complete quizzes, and execute practical. This puts the ownness on the person and allows them to have a flexible schedule.

Bell asked if we still do home burn exercises? Jason Smith responded that yes, when we get a donated house as long as they're not too close to other houses or structures. Bell indicated when he served in San Francisco coast guard where they used to partner with fire departments and asked if we do this. Chief responded indicating we haven't for years but yes, we do. Cerelli indicated that asbestos becomes an issue.

**Board of Directors Reports:**

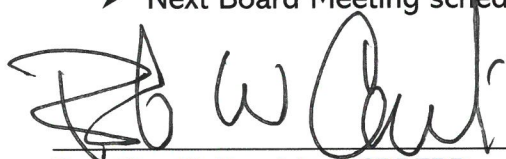
- **Cerelli.** Nothing to report
- **Bell.** Bell indicated he attended an SDAO class. Deb made it into a binder if anyone wants to borrow. Bell indicated it was a good use of 6-7 hours.
- **Gardner.** Nothing to report.
- **Herman.** Nothing to report.
- **Schafer.** Not present.
- **Public.** Nothing.

**Good of the Order/Public Comment:**

None

**Adjourn:**

- **Gardner** motioned to adjourn which was seconded by **Herman**. Adjourned 19:42 hours (7:42 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for November 8, 2021.



Bob Cerelli, President CBRFPD



Date: