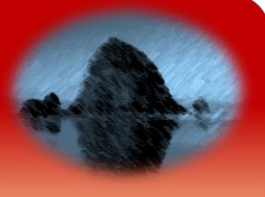




Cannon Beach

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



MEETING AGENDA September 13, 2021

(2nd Monday of every month)

1800hrs (6pm)

Due to COVID, public will only be allowed Via 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 August 9, 2021, Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Old Business
 - Volunteer housing
- New Business
 - Change banks
 - Accountant contract
 - Vaccine Mandate
 - Financial stability - planning
- Reports
 - Chief's Report
 - Training Chief report
 - Board of Directors
 - Cerelli
 - Herman
 - Schafer
 - Gardner
 - Bell
- Good of the Order/Public Comment
- Adjourn---
- Next Board Meeting, October 11, 2021

Zoom information

- <https://zoom.us/j/96909730187>
 - **Meeting ID:** 969 0973 0187
 - +1 253 215 8782 US (Tacoma)



BOARD MEETING MINUTES – AUGUST 9, 2021

General:

Date:	August 9, 2021
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:	18:55 (6:55 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 (Div. Chief)		

Call to Order:

The Cannon Beach RFPD Board meeting for August 9, 2021 was called to order at 18:00 hours (6:00 pm) by Board President, **Bob Cerelli**.

Roll Call:

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

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:

No changes to Agenda. Dave **Hermann** motioned to accept Agenda, seconded by Greg **Bell**. All in favor, none opposed, motion carried.

Presentations:

None provided.

Public Comment:

None.

July 12, 2021 Board Meeting Minutes Approval:

There were no changes to Board Meeting Minutes. **Herman** motioned to approve as presented with no changes. **Bell** 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 as written and presented. Current Currency up \$447 from year ago. Total Assets of \$385,965.00
- b. **General fund:** Read as written and presented. One month into fiscal year. We should be at 8.3% of Budget. Greg Bell wondered under income what was miscellaneous \$17K. Bill replied \$15K from CB Fire Association. Expended half of our conflagration budget already. Bill reminded everybody we can overspend on any line item, but overall budget cannot be over. Greg Bell asked whether COWS maintenance line is the same every year. Chief responded yes. Bill continued that we're slightly over in Total Expenses, due to conflag. We're at 11.2% of budget. Should be 8.3%. Bill asked if there were any questions. None provided.
- c. **Fire Chief fund:** Read as written and presented. Will start collecting taxes in October and November when it starts.
- d. **Cash per Fund:** Read as written without questions. Any questions. None.

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

Bills:

The bills register was reviewed. Greg asked about the IRS checks and should he assume that they are payroll taxes. Reckmann responded, yes they are Payroll withholdings.

Correspondence:

None.

Monthly review of board policies:

Policy 1.3 and 6.1. Changes were presented. **Herman** motioned to approve the changes in Policy 1.3 and 6.1. Seconded by Greg **Bell**. None opposed. All were in favor.

Old Business:

- **None.**

New Business:

- **Volunteer Housing.** Reckmann indicated it has become a real issue on the volunteers. Chief is vacating his rented house and buying in Seaside. Not an option to re-rent to volunteer firefighters as owner is selling it. Chief believes we should start pursuing the housing in Arch Cape through the County and requested agreement to move forward. Chief spoke to Julia Decker with the County who indicated it is an approved use through the County and she sees no issue. We will still need to go through the planning process. Greg Bell asked to be caught up with the topic. Chief clarified that putting a manufactured home on the property was a consideration based on previous discussions. Having affordable housing for volunteers was a touched as early on as 2003 strategic plan.

Bob Cerelli would like to see some written documents coming out of Clatsop County approving our placing a manufactured home on property and believes that is the next step in the process. Based on formal permission, we could move forward with researching details to include building home. Dave Herman asked how this would be funded. Chief responded that this would need to be part of the discussion in the future. Bob indicated a landowner, Butch, goal is to ultimately have that piece of property by the sewage plant, that will be housing cooks and wait staffs. Recommended chief talk to him about his interest in letting fire district rent. Butch just bought a structure. Bob will talk to Butch and see if he's interested in leasing his property. Chief continued how difficult it is to get volunteers with the housing situation. Bob Cerelli added that it wasn't just volunteer firefighters, but restaurants and businesses. Greg Bell asked if rural fire protection districts are always volunteer? Reckmann indicated no, but we are. Greg asked if we were a fully staffed fire station, how many firefighters would we need as a minimum working. Reckmann indicated it would vary on type of response. If we're wanting to staff an engine, it would be 12 because of different shifts. Bob Cerelli added that even the chief used to be volunteer, and firefighters used to show up in their own cars and not necessarily dressed in appropriate gear. He further added that we've come a long way since then mostly due to needing to meet safety regulations. Reckmann indicated call volume also plays a factor. Bob Cerelli concluded by recommending that Chief pursue with Clatsop County and gather information from there.

- Bell asked if we paid for the brush rig. Chief responded not yet, but we will.

Reports:

- **Chief's Report:**
 - **Calls.** Average calls for July 43, we had 67, so we're up calls for this time of year. Two calls were for Driftwood fires in vegetation in Arch Cape. One got cited by ODF for refusing to put out fire.
 - **Conflagration.** Sent pre-position in Klamath Falls. We are in process of submitting for reimbursement. Bootleg fire, everyone is home, waiting on paperwork to submit claim. Packet from preposition will be about \$11,000. Jason was there for roughly 10 days.
 - **Strategic Plan.** Moving forward with finishing recommendations. Nothing to report.
 - **Grants.** Radio grant submitted for entire county, was awarded to Warrenton, Seaside, Gearhart and Cannon Beach in part. Instead of awarding a radio for every seated position, they awarded only for all "active" firefighters. For our department, this means we are short approximately 15 radios that we'll make it up over time. Clark foundation has tentatively approved funding with the volunteer association to purchase a UTV for fire and rescue on the beach and trails. Right now, not worried about getting it on a trailer, but we can access it if we need to. It will be really beneficial on beach fires.
 - **Annexation.** All documents completed by Clatsop and Tillamook County and returned documentation. We will submit Tillamook to state for final approval.
 - **Radio System.** Working on getting permanent solution of backup power at Tolovana. Currently have a portable generator up there. When power goes out, there is NO communication. We finally had a conversation with the S&B towers to allow us to do something for back up communication.

- **Prepared Food Tax.** On 3rd of August, council did vote to put it on the November ballot. The interesting takeaways: The IGA is showing us receiving 50% of the revenue. This is not what we started with. The city knows, in order for that to pass, the fire district has to receive 50% of revenue. The number one interest heard over and over in meetings was getting an ambulance in town. We're still working with Medix and will continue to work with Medix. Chief stated he was in favor because it will reduce our time on scene and the volunteer commitment. Greg Bell asked will it be parked at the station. Chief responded that is the idea. Cerelli asked if headcount will be from Medix. Chief responded yes and that they'll be on 24-hour shifts. It will cover our district and then 2nd calls into Seaside. Dave Herman asked about the costs. Chief responded he hasn't been provided with this yet and agreed with Herman that there will have to be some benefit to Medix. Chief further indicated Medix is having difficulty meeting their response time for this area. They're trying to figure out what the benefit is to them. Chief concluded that there is a large Cannon Beach public is behind the ambulance initiative.
- **Rescue.** Rescue should be here as early as Aug 23 is earliest. May be October. This will be incredible to have a place to put all the rescue gear. They're currently waiting for chassis from Dodge to build rescue. Greg asked if there is money involved in outfitting. Chief responded not really. It is pretty much coming off the other rescue. Radio may be a cost. But that will be taken care of through grant. The current rescue will be in Arch Cape as a backup.
- **Hydrants.** Luke Williams is working on the hydrants. He'll be in Arch Cape and Falcon Cove.
- **Building.** We're currently working through repairs of the elevator. We found out the previous elevator repair vendor tried to solder circuit boards. New boards were ordered.
- **Apparatus.** We had the new brush rig looked at Seaside Muffler, and it's good to go. It's been out on a few calls. We'll put a little money in it for lights, but it will be a good little rig. I was appointed to the County Ambulance Service (ASA) committee as the representative for fire county defense position, which will only help to work through Ambulance Service in Cannon Beach.
- **Chief Vacation.** Chief indicated he was gone for a week. The week of 23rd he'll be in and out, due to moving from Forest Grove to Seaside. We'll be completely moving out of our house 26th of August. Greg Bell asked when owner was going to place the house for sale. Chief responded October.
- **Training Chiefs Report.**
Training report covers June and July as Division Chief (DC) was on Conflagration. In June, DC indicated training hours were over 200 which is significantly more than minimum expectation, with the majority being conflag and wildlife training. DC indicated he and Shaunna are working on task books for rescue watercraft (RWC) jet ski with logging hours left. DC indicated we need to get more people trained in how to launch so we can get the hours needed. Greg asked if they would be launched in the surf. DC indicated 3 launch areas have been selected: Tolovana, Gower, and Leach Lane. DC continued that at least 4 people are needed to get skis in the water. DC continued that the two days of open water training helped gain confidence. Cerelli indicated when DC is feeling more confident about it, he knows a couple of big toe surf guys that would love to take DC out for more training.

DC indicated it's awesome to get out there, believes it's mostly about reading the waves and maneuvering around rocks and rough water. Dave Herman brought up You Tube save at Cape Kiwanda. Easy to get into trouble. Coast Guard had to rescue the firefighters. DC indicated he would take a look at it.

Training in July, we transitioned from wildland back to firefighter II, e.g. vehicle extrication and rope rescue. This coming Wednesday we'll do drafting operations to aid getting water out of creeks (rural settings) when we don't have hydrants available.

DC continued we're still spinning up our rope rescue operations. Had a good drill last week where we got repetition of sending people over and bringing them back. We'll build on that towards extrication.

We're going to continue to work on our technical rescue training and forcible entry training. We'll start working on Academy.

Greg Bell asked DC if he'd ever trained with the Banks people. DC indicated no.

Side note from Chief: He met with Clatsop County Public Works and addressed the Leach Lane access. They are going to tear it completely up, put down rock, and cold roll over it to try to fix that access. This last year with high tide, it got beat up. Right now, it's pretty miserable to launch jet skis on right now. McEwan Construction company came down to look at it and said it's going to take a lot to fix it. They would put it on their annual spring maintenance.

Also the accesses to Falcon Cove have been destroyed. The one off Clatsop Lane is pretty good. The one down on Tide Avenue is getting bad. Stairs are accessible but getting destroyed. County should start working with planner to rebuild those. The bridge in Arch Cape is coming out and they're going to replace with walking bridge. Chief indicated we just had an incident at Beach and Pacific where getting through was a problem. Owners put bushes and blocked access. We had a crew go down, and they couldn't get through. County is supposed to clear it out as this is a public road. County said they're going to open it up and meet with property owners.

Chief indicated he sent an email to google maps to try show that bridge isn't there anymore.

Chief indicated last thing he has was Board of Director's Training. Greg Bell signed up for it. It's August 31 in Astoria.

Board of Directors Reports:

- **Cerelli.** Nothing to report
- **Bell.** Do we do anything with Clatsop Community College? Chief indicated we do. Shaunna goes up and meets with them. They have a very basic firefighting class. They've been trying to get paramedic training up there for years.
- **Gardner.** Nothing to report

- **Herman.** I'm on board with housing and like to start to hearing ideas how it will be paid for and if there's any other options besides putting a manufacturing home in arch cape. What other ideas are there. I'm on board in theory with the getting some kind of housing for volunteers. See how we going to pay for it, different ways, other options, etc.
- **Schafer.** Not present
- **Public.** Nothing.

Good of the Order/Public Comment:

None

Adjourn:

- **Greg Bell** motioned to adjourn which was seconded by **Dave Herman**. Adjourned 18:55 hours (6:55 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for September 13, 2021.

Bob Cerelli, President CBRFPD

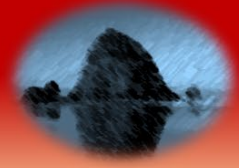
Date:

SOP REVIEW
Policy 5.00
Personnel Policies



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Agenda Action Report Board Meeting September 13, 2021

Correspondence

🔥 None

Review of board policies

🔥 Policy chapter 5 – Employees. Combined all into 1 policy

Old Business

- 🔥 Volunteer Housing
- Appears from county it is a conditional use
 - Would have to go through planning process
 - Quotes are \$170,000 to \$180,000 for manufacture, delivery, and setup. Does not include site preparation and utilities.
 - Will continue to investigate and work on grant opportunities. BLOCK grant turned us down because area is too wealthy.

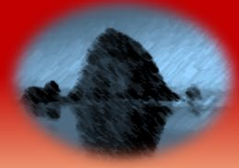
New Business

- 🔥 Change banks
- Discussed this a few months ago
 - Would like to move to TLC credit union
 - Have a dedicated government section
 - All local control
 - Currently our credit cards are being tied to individual credit score, impacted my credit score when changed managers.
- 🔥 Accountant contract
- Annual renewal of contract, no changes
- 🔥 Vaccine Mandate
- State of Oregon came out with vaccine mandate for health care providers



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- If a fire service has a OHA license, they are a health care provider
- By October 18, they must be vaccinated
- As far as know, we have 1 person this affects.
- Fines are steep to the district and the manager. It is not an option to ignore



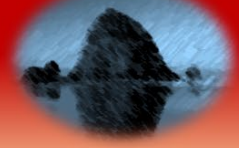
Financial Stability

- See presentation
- Intended to start discussion about the future of the district



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Fire Chief Report

Reporting Period: August 1, 2021 – August 31, 2021

RESPONSE DATA

August calls

Call Volume Observations

- ✓ 60 calls in August 2021
- ✓ Average for August 2017-2020 is 47

For reference:

August 31, 2020 responded to 250 incidents
August 31, 2021 responded to 380 incidents

Projects and Administration



Significant calls or projects

- Bon fires in vegetation



Conflagration

- All claims have been submitted

	Personnel	Coverage	Apparatus	Fuel & repairs	Total
K Falls	\$5,306.11	\$1,965.81	\$4,175.00	\$252.37	\$11,699.29
Bootleg	\$27,973.43	\$2,833.76	\$12,250.00		\$43,057.19
Patton Meadow	\$18,260.94	\$2,755.36	\$7,950.00	\$44.14	\$29,010.44
TOTAL	\$51,540.48	\$7,554.93	\$24,375.00	\$296.51	\$83,766.92

Billable regular hours

K Falls	\$378.59
Bootleg	\$4,781.87
Patton Meadows	\$2,907.38
Total	\$8,067.84

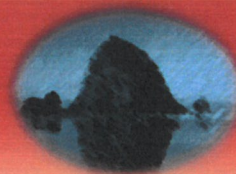
Profit **\$32,442.84**



Cannon Beach

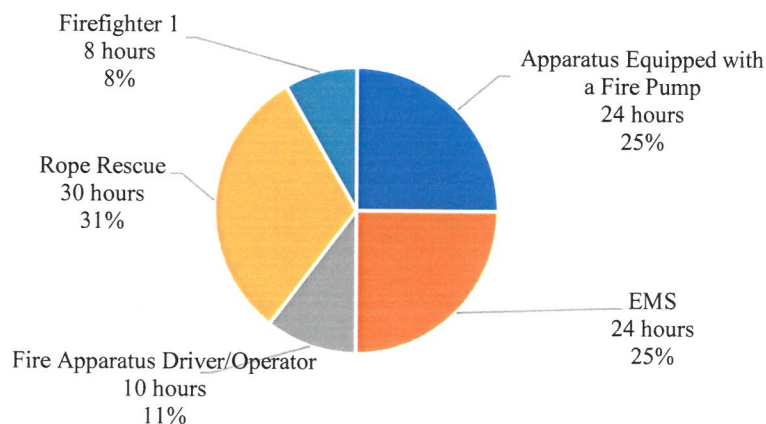
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Hello,

The following is a brief training report for the month of August.



With August being a short month, we were still able to accomplish quite a few training hours as a collective group. We started the month off with rope rescue training where we were able to set-up and operate a raising and lower system, as well as practice using our newly purchased Arizona Vortex system. Following that was water drafting operations, followed by EMS training. We then finished up the month by practicing our firefighter 1 skills by completing an air aware course.

Moving into September, we will be focusing on our annual physical ability test, as well as ventilation practices by utilizing the DPSST ventilation prop.

As for additional training plans, we have re-developed our new-recruit training plan and will be instituting it with our new members who are currently going through the hiring process. Lastly, we have re-worked our Pumper/Operator training course, as well as Aerial Operator training course. Both courses will help layout a path for our members to continue to progress their capabilities and allow us to build depth within the ranks.

