



BOARD MEETING MINUTES – JULY 12, 2021

General:

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| Date: | July 14, 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: | 19:32 (7:32 pm) |

Attendees:

| | | |
|---|--|--|
| <input checked="" type="checkbox"/> Bob Cerelli (President) | <input checked="" type="checkbox"/> Greg Bell (Vice President) | <input checked="" type="checkbox"/> Rick (Treasurer) |
| <input checked="" type="checkbox"/> Rick Schafer (Member) | <input type="checkbox"/> Dave Herman (Member) | <input checked="" type="checkbox"/> Marc Reckmann (Fire Chief) |
| <input checked="" type="checkbox"/> Deb DiStasio (Minutes) | <input checked="" type="checkbox"/> Other (Les, Public) Zoom | <input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom |
| <input type="checkbox"/> Jason Smith (Div. Chief) | | |

Call to Order:

The Cannon Beach RFPD Board meeting for July 12, 2021 was called to order at 18:00 hours (6:00 pm) by Board President, **Bob Cerelli**.

Roll Call:

Board Members present were: Rick Schafer and Bob Cerelli. Newly elected 2021-July Board Members present include: Rick Gardner and Gregory Bell.

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

Greg Bell asked if there was a spokesperson from the Fire District for the media. Chief indicated he usually receives the calls from the media. It was explained by Chief and Cerelli that there was a media person assigned to us who used to attend, but she was promoted at the Astorian. Do not have a name of their replacement. Schafer added that the President represents the Board as final say.

Changes to Agenda:

No changes to Agenda.

Presentations:

None provided.

Public Comment:

None.

Swear in Board – Oath of Office

Rick Gardner and Greg Bell read the Oath of Office.

June 14, 2021 Budget Hearing Meeting Minutes Approval:

There were no changes to Budget Hearing Meeting Minutes. **Bell** motioned to approve as presented with no changes. **Schafer** seconded and all were in favor. None opposed.

June 12, 2021 Board Meeting Minutes Approval:

There were no changes to Board Meeting Minutes. **Schafer** motioned to approve as presented with no changes. **Gardner** seconded and all were in favor. None opposed.

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. Budget should be at 100% which represents a full year ending June 30. Only thing capitalized this year was a heart monitor. Bond liability paid off \$95K of principal last year. This will be paid off after 3 years.
- b. **General fund:** Read as written and presented. Short of budget by \$760K which is due to not receiving Grant money. The reason this is included in budget as to not have to create a supplemental budget. Bill read we were under legal budget by \$71K for Personal Services. Total Professional Services we were over budget \$3, but this is not a legal budget violation as line items can be over. The Total Expense line is what is considered "legal budget" based on resolution which was under by \$121K. Bill asked if there were any questions on the General Fund. Gardner asked if the city approves the food and beverage, when would that be effective? Chief responded July 1, 2022 is when it would take effect, and we would starting getting quarterly payments starting in October.
- c. **Fire Chief fund:** Read as written and presented. Consists solely of property tax revenue. Total Other Expenses is legal budget which is under by \$19K. Under budget.
- d. **Cash per Fund:** Read as written without questions. This represents all six of funds: General Fund, Fire Chief Fund (a special tax levy to pay for fire chief), Apparatus & Equipment Reserve Fund (set aside for equipment), Capital Project Fund (set aside for building maintenance and repairs), Community Warning System Fund, and Debt Services Fund (also collects property taxes for bond levy). Greg Bell asked why the Cows reserve fund was a separate fund. Chief explained it was created to put money in to replace towers, but it's been the last fund to receive money. The COWS system is still an active system, but antiquated. Difficult to impossible to get parts for low tech system. Technology is from the late 1990s. Cerelli added we've lost some of the main drives.
- e. **Property Tax Revenue.** Read as written without questions.

Cerelli asked if there were any questions. None presented. Cerelli commented that since Bill's has become the CPA, the information as presented is very easy to follow and that it

was greatly appreciated. The Board Members agreed with that and thanked Bill. **Gardner** motioned to approve financial reports. It was seconded by **Schafer**. All were in favor, none opposed. Motion carried.

Bills:

The bills register was reviewed. Cerelli verified with chief the bills do not need to be approved to pay. Chief agreed they do not need to be approved as they are already paid. Only review. Cerelli asked if there were any questions on the Bills. Bell asked what we do with the [Clatsop Community] College. Chief explained it was part of the SAFER grant for EMT Training. Bell asked what the Division of Child support was for. Chief explained volunteer payment requirement.

Correspondence:

None.

Monthly review of board policies:

Policy 4.0, consolidating 4.1-4.8. Chief explained that Deb consolidated 4.1-4.8 into one policy. Changes are in highlights. Chief provided some history of the policies to the new members. In 2004 the board developed policies. This last year, we've been taking these policies and slowly updating. Deb indicated the minimum changes are highlighted to make review easier. Chief indicated that going forward, we will have the SOPs signed to follow best Documentation and Audit Practices. Bell asked about not reading some of the information if it was posted. Chief indicated that the information is posted on the website, Facebook, and at each of the Post Offices (Cannon Beach & Arch Cape) and Fire Stations before meetings. The minutes, agenda also are uploaded after meeting to website for publication.

Old Business:

- **None.**

New Business:

- **Election of Board Positions.**
 - **President:** It was motion by Gardner to elect Bob **Cerelli** as President and seconded by **Schafer**. All were in favor, none opposed. Motion carried. Schafer recommended new President spend time to groom others to take on President role in following years. Discussion concluded agreement.
 - **Vice President.** Cerelli indicated that while thinking of Dave Herman as Vice President, with his schedule and potential to be absent, believed he would not be a good candidate for Vice President. **Schafer** nominated Greg Bell for vice president, which was seconded by **Gardner**. None opposed. All in favor. Motion passed.
 - **Treasurer/Secretary.** Greg **Bell** nominated Rick Gardner for new Treasurer/Secretary. **Schafer** seconded motion. None opposed. Motion carried.
- **Decision of Signers.** Chief explained that we have to ensure it's recorded in the meeting to remove previous Signatories (Mark Mekenas and Garry Smith) who no longer serve on the board and approve replacement signatories (Rick Gardner and Greg Bell). **Schafer**, motioned to remove signatories and **Bell** seconded the motion. None opposed. All in favor. Another motion to add new signatories by **Schafer** and

seconded by Cerelli. None opposed. All in favor. Motions carried. Bell clarified that the checks need two signatures of the four Board Members approved to sign. Chief verified this was true. Chief explained that tomorrow he is meeting with Columbia Bank in Seaside tomorrow and will be bringing the paperwork such as signature cards.

- **Strategic Plan Update.** Chief provided history that when the first strategic plan was commissioned in 2003, there were findings and recommendations for the Fire District. Other strategic plans followed with similar/same findings and recommended remediations. As new Chief, it was decided to formalize these strategic findings to ensure completion. The strategic plans cost approximately \$10K each. In calling the same vendor, Chief indicated the same strategic plan would cost \$35K plus. Ultimately it was decided in previous year there were enough findings that had not been completed to compile a current Strategic Plan. Chief reviewed the strategic plan as written with the following highlights:

- **On hold items:** Items 44 and 45 were placed in the "On hold" category. Item 45 (accreditation IFSAC) we most likely will never do as it is cost prohibitive. Item 44 (affordable housing) we want to do it but it's a matter of funding. This is to put a house in Arch Cape to house volunteers.
- **Completed:** On the Strategic Plan, Chief pointed to Items 12-43 as completed indicating that Matt Benedict, previous Chief, and Reckmann had been working through a number of these items and a significant number are completed over past few years.
- **Cancelled.** Item 12 (Community Advisory Committee implementation) was cancelled. Chief indicated previous experience showed there was no benefit to doing this. A lot of city departments will do this, such as a parks committee. But as a District isn't as relevant.
- **Open.** Now we're in top 11. Chief explained some of the open items are dependent on the Food & Beverage Tax as well as getting a Fire Marshal. Many of these open items can be completed within the next 2-3 years. At that point may want another strategic plan funded if relevant.
- **Discussion.** Rick indicated the strategic plan is not what he's used to seeing as a strategic plan and whether there weren't more to include. We talked about volunteers being an issue. Chief explained that is where things like the SAFER grant come in to play, hiring a recruitment and retention coordinator. This person does more than recruitment and retention and Chief wants to get away from referring to it as the R&R role only. We're changing how we recruit volunteers. Looking at ways to expand recruiting volunteers. One of the things we spoke about in Officers meeting is how the emphasis has been on training for firefighting, but 85% of calls are EMS and Rescue related. Gardner expressed he's looking more along the lines strategically of where we're going with limited resources. Chief indicated on the flip side is we're a fire district, so need to always have that capability. Chief further explained that some are scared off by the overwhelming amount of training requirements to be a volunteer firefighter, which is why we are focusing on getting individuals interested with EMS and Rescue training first and transition them into firefighting. We're struggling with firefighters participating in EMS/Rescue. We can fill two engines for a fire, but we're struggling to have enough respondents for EMS calls. Rick Schafer added where are the resources coming from and where does Paramedics fit in this equation? Schafer continued the reason I'm asking this is I've done a little research outside is that the paramedic their qualifications automatically

put the department in a position to bill the insurance company. Is this correct? Chief responded, not totally. We can only bill as a paramedic if we're transporting. There is no desire to have CB serve as a transport as it costs money without netting a lot. However, with that being said, one of Chief's immediate goals is to use the Food and Beverage Tax to have Medix ambulance sitting here instead of us waiting 45 minutes away. Chief continued he'd met with the Medix Manager, who is on board with this. He further pointed out that there were some plans he looked into such as Vernonia and Hoodland. In Vernonia, Metrowest provides ambulance and paramedic services and Vernonia fire provides the EMT. Chief asked the volunteers if they thought we could staff with an EMT, and the answer was no. The Chief thought that what Hoodland Fire is doing may provide better solution for Cannon Beach. In their model, the AMR ambulance is staffing station with AMR Paramedic and basic EMT, but it is a Hoodland Fire ambulance designed for their needs. Those paramedics train with Hoodland Fire. There may be a lot to be learned there, and that we could have that here. Schafer asked if we should hire a paramedic or share. Chief responded sharing would be less cost. A lower cost of sharing the paramedics. Medix will bill. The state has been clear with reimbursement and billing, we can't. Schafer, so that is something you are trying to do but not reflecting in Strategic Plan. Gardner added that it seems that Chief has a Strategic Vision on how we service the community better and it would be helpful to get it on paper. Chief agreed. Schafer commented that he is going into 3rd year, and Marc has done a great job in two specific areas: a) strategic vision of what services are required out of this location and what the demand is for services; and b) done a great job of repairing and building cooperative relations with folks at city of cannon beach. Cerelli agreed. The city is acknowledging that they need to be cooperative. Schafer continued that he is a strategy guy and agrees with Bell that he has a vision of strategy and we can help flush out and execute, it would be great. Chief indicated he would be very open to a working meeting brainstorming and flushing out strategic direction. Chief continued that we started doing goals setting for 2021 goals every year. Gardner concurred with Schafer, get everybody aligned on the direction we're going and help to get there. Schafer indicated he's met with Todd Davidson reaching out to him to see if there is any kind of money available to help build surf rescue and other programs. He is looking at a not the day-to-day operation, but long-term higher arching view of strategic thinking. Chief, in getting back to the Strategic Plan, mentioned a couple of things we'll accomplish fairly quickly is 4 & 5. This goes back to Policies that can be developed fairly shortly. There is no delegation of authority. There's no written purchasing limits. Informally, we use is \$5k. Greg asked regarding delegation of authority whether the chief could commit \$110,000 to a contractor for building upgrades. Chief responded, that is what needs to be decided. Currently, signing IGAs contracts, delegation of authority. Chief asked if there were any other questions. Cerelli recommended taking the strategic plan home, reading through it, and see if there's anything you want to add. Chief indicated if the board wants to have a separate working session, he would be ok with that.

On an unrelated question, Bell questioned what the line item meant for Fire Marshal Training Officer. Chief said that was Jason. Bell continued wanting to understand why the title was Fire Marshal when we don't have a Fire Marshal. Chief explained it needs to be corrected in next year's budget. It was a previous Fire Marshal. We have a backlog of inspections. But outside of Jason's purview and not enough time for Chief to complete. Bell asked whether insurance companies are wanting this information, and chief responded yes, that's where we are now.

Reports:

- **Chief's Report:**

- **Calls.** Call volume continues to climb. We had 52 calls in June 2021, average for June 20-17-2020 is 38. July, average is 38, we've ran 35 this month. Not even the middle of the month. The significant calls: lost hikers, multiple MVAs, water rescue, multiple simultaneous calls. Bell asked how far South we go. Chief responded all the way to milepost 38 but depends. Gardner ask chief if we keep track of how many volunteers respond to what, the times. Chief responded yes. The number of volunteers depends on the time of day (most people have full time jobs). Medicals we'll get 1 or 2. MVA's we'll get 4. Water rescue 4-5. Lost hikers, we may only get 2 because they can take longer. Last one on Saddle Mtn two people went for 6 hours. It's a big-time commitment. Same two guys did it back-to-back. Chief added that we are starting to get more simultaneous calls. We have a good mutual aid system. Where we have issues in the last month is on technical rescues. Cerelli indicated the main thing is we have it worked out amongst agencies. Chief commented all agencies are short of people.
- **Conflagration.** Presentation "State of Oregon Conflagration" as presented by Chief. Highlights include: Gardner asked what the risk is our County for fires. Chief indicated the risk is low in our county when you look at overall State. We're the only county that did not have conflagration last year. We're in the bootleg fire right now. We won't send anyone to California until after October as it left us too short. We're a Clatsop County Team but we include Nehalem since Tillamook doesn't participate. Joey is Fire Defense Chief and we turn things into him. The only thing we'll send is our brush rig 3277. The state will typically request Type I, II and IV. Our Type I's will not be sent because of their age and lack of air conditioning. Our Type III does not meet current state requirements of 4-wheel drive and hold 3 people, so we won't send this. Only thing we can send is our brush rig (3277). From a personnel perspective, Chief is the only Task Force Leader from here on rotation. I'll be up in middle July. Six people signed up to participate in conflags: 3 paid 3 volunteers. We only send 1 paid staff at a time.
Current Participation. Task force 4. Sent 3277 with Shaunna and Seaside supplied engine boss. Task force 18 deployed to Bootleg fire, Jason Smith is Engine Boss.
In return, we get compensated for people and apparatus. We also can get paid for backfilling the station when conflag firefighters are participating. State picks up housing (hotels). Bootleg fire, they're camping. This year Jason and I made kits. We have to sustain ourselves for 72 hours.
The State will not pay for fuel going down or coming home. Cerelli pointed out the main thing in participating in California is we have to finance until we

are reimburse. California has taken up to a year to reimburse. Oregon is supposed to pay sooner. We have to have enough money to float the conflag until reimbursed.

- **Grants.** Not a whole lot. We're still waiting. The Clark Foundation meeting with us on 15th to discuss funding a UTV. This has been a huge priority for a while. We sent a letter to Mike Clark 6 months ago. Done through association. This will be essential.
- **Annexation.** Turned in, Clatsop County done. Tillamook County still dragging. Turned into their board of commissioners.
- **Radio System.** We had a major failure of radio system again. The day we had the scheduled power outage, there is zero communication. Power went down at midnight and we did not know what that did to us until 8 am next morning. Even when power came on, radios power did not. We learned how to turn the radios back on. A generator is up there now and we're working with SBA towers to allow generator up there. We'll end up paying 1/3 of cost between us, County and CB Police Department is up there. I expect we'll spend about \$6K.
- **Prepared Food Tax.** Everybody knows we've been working on this for over 2 years. The estimated \$43M was expected in generated food and beverage according to the consultant company. City is not doing beverage, and should reduce it to \$36M. With splitting 5%, we'll generate about \$800K for the fire district. This will be a mutual agreement with City. They're currently going over Ordinance with their attorneys. There is not a sunset on it at this time. Depends how they do the ordinance. The council on 6th voted to implement the tax July 1, 2022. Now they have to come out with Ordinance of what that would look like, July 14th. If it passes unanimously, it's done. If it doesn't they'll have a second vote and need quorum and then it will pass. They have to do a second recount if it's not unanimous. There were roughly 20 people there that night. Bob Cerelli spoke. Chief believes it went well.
- **Services Survey.** Believe this is still a good thing to do. We'll work on in future.
- **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.
- **Hydrants.** Completed hydrant project last month. Now we're starting on next budget year doing it. Luke worked on it, but he's in Klamath Falls right now. Chief met with Falcon Cove and we'll going to work with their units. Have 13 hydrants, but they need maintained badly.
- **Building.** Had failure of elevator inspection needs things corrected. Cerelli indicated he could provide a guy's name.
- **Apparatus.** We have Knappa brush truck here, it's gone on three calls. Only one person hasn't been able to drive manual transmission. We're looking at purchasing it for \$5K. The reason this is important is conflagration. Back in 2018, it was hard for board to accept that we weren't sending our brush rig out because we can make money on it. But at that time, ours was the only brush rig available as Knappa's was too far to retrieve for local calls. We were looking for another brush rig and were interested in one in Portland that fell through. Asked Knapp if we could borrow theirs for a while. It is a 1993, Knappa were open to selling it. It will have a solid return on investment. Chief wanted to understand if there was any opposition to him buying it. There was money in the reserve for it. It needs a shock. Will be parked in Arch Cape. No objections were made.

- **Chief vacation.** If everything goes as planned, I will move at the end of August. Put offer on house in Seaside contingent on selling Forest Grove home. If everything goes through, Chief and his family will move in September to Seaside full time. With the shortage of rentals for the firefighter volunteers, this opens up the possibility of a house opening up for rent and therefore keeping volunteers locally. Chief's intention is to keep it through first of October. Chief commented the owner was a great landlord and thinks he could convince him to rent to District. Bell asked how many people it would hold. Chief indicated it was 4 bedroom and \$1700/ month. He continued that it doesn't have to be answered today. Just thinking strategically. One volunteer who has asked to park his RV at Arch cape. Chief indicated he's trying to be creative with housing shortage for volunteers. Gardner asked about using the empty bunk beds. Chief responded that with the student program, they will be up there. They won't all be full, but we will have some there. We have two volunteers and their wives getting ready to lose their houses. Volunteers are looking to rent in seaside or Gearhart, which means we will lose volunteers. Schafer indicated that it plays into the response, even if they live outside the district and we think they will work here, it will be difficult to respond. Pelicans Brewery and Coaster has purchased places for their workers to live. Chief continued to explain his plan is about 6 years here. He wants Board to look at housing should be consideration in attracting next Administrator.

- **Training Chiefs Report.**

Jason is out. Will continue once he gets back from Conflagration.

Board of Directors Reports:

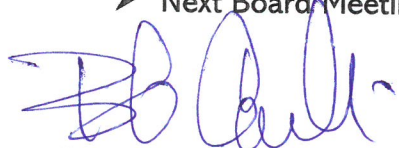
- **Cerelli.** Nothing to report
- **Bell.** Nothing to report
- **Gardner.** Nothing to report
- **Herman.** Not Present
- **Schafer.** Nothing to report
- **Public.** Nothing.

Good of the Order/Public Comment:

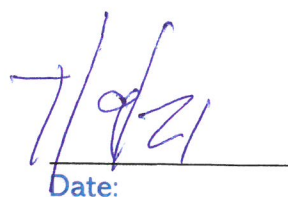
None

Adjourn:

- **Schafer** motioned to adjourn which was seconded by **Bell**. Adjourned 19:32 hours (7:32 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for August 9, 2021.



Bob Cerelli, President CBRFPD



Date: