

**Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting – June 10th ,2024 at 6:06PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES**

- **Call to Order**
 - **Presiding:** Bob Heymann
 - **Recording Secretary:** Karen Apple
 - **Directors Present:** Jenee Pearce-Mushen, Dave Herman, Bob Heymann, Dave Pietka
 - **Staff Present:** Marc Reckmann, John Jerome
- **Approve Agenda – No changes**

- **Public Comments and Correspondence – None**

- **Approve the minutes from May 13th,2024.**

Motion: Approve minutes for May 13 th , 2024, as amended		
Moved: Pietka	Seconded: Pearce-Mushen	Approved 4-0

- **Status Reports**
- **Finance** - Reckmann (attachment A) We will be going annually to pay our rent on the small rental (on Elliot Way) via Reckmann. Heymann confirmed that Fibre VISA account had been closed.
- **Call Response** – Reckmann (attachment B)
- **Projects** - Reckmann (attachment C)
- **Civil Service** – Reckmann (No attachment) – no civil service meeting, nothing to discuss.
- **Staffing** – Reckmann (attachment D) Reckmann presented staffing plan for 2023-2025. Hired Lyu as Lifeguard Captain starting June 19th,2024. Reckmann would like to revise the Board calendar to cover STAFFING t every 6 months and APPARATUS every 6 months – Apple to publish revised calendar.
- **Business Items**

- **Budget FY24-225 Resolution 24-03 adopt budget— (Action)**

Motion: Adopt Budget FY24-225 Resolution 24-03 as presented		
Moved: Pietka	Seconded: Herman	Approved 4-0

○ **Approve policy 5 personnel with incentives -- (Action)**

• Motion: Add "Surf Rescue – 4% (applies to all classifications; must pass Lifeguard swim test to retain)" to list of incentives in Personnel Policy 5.0.		
Moved: Pietka	Seconded: Pearce - Mushen	Approved 4-0

Heymann requested clarification around the use of "classification" and "job description" in Policy 5. Reckmann informed us that some of the policies would be moved to a new Employee Handbook within the next few months. The board agreed to defer further revisions to the Handbook.

- **City-District presentation June 11** – (discussion) City Council tomorrow night to discuss the PFT.

- **Need for work session?** – Not for this month. Heymann would like to have a housing working session. Reckmann would like to push that out to Sept. due to time restraints. The Board agreed on a Sept. housing meeting.

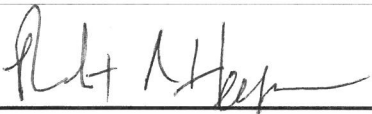
• **Directors Comments**

- Pearce-Mushen: talked about radio training classes. Also talked about having classes for CPR.

- Meeting Minutes Review

- Adjourn

- The meeting adjourned at 7:50pm.

X 

Robert Heymann
President

Cannon Beach Rural Fire Protection District
Board of Directors
Budget Hearing Agenda – June 10th ,2024 at 6:04PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**
 - **Presiding:** Bob Heymann
 - **Recording Secretary:** Karen Apple
 - **Directors Present:** Bob Heymann, Jenee Pearce-Mushen, Dave Pietka, Dave Herman
 - **Staff Present:** Marc Reckmann, John Jerome

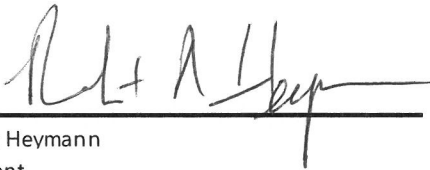
- **Changes to Agenda** – None

- **Public Comments** – None

- **Budget Committee Recommendations** – The Chief went over the recommendations, recommending the budget as presented.

- **Minor adjustments to budget** – All capital fund is missing an AFG grant, it is now added. \$25,000.00 for Radios, \$75,000.00 for Medical Equipment.

- The meeting adjourned at 605pm

X 

Robert Heymann
President

**Cannon Beach Rural Fire Protection District
Resolution 24 - 03**

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Cannon Beach Rural Fire Protection District hereby adopts the budget for fiscal year 2024 - 2025 in the total of \$5,691,281 now on file at the Cannon Beach RFPD, 188 Sunset Blvd., Cannon Beach.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2024 for the following purposes:

General Fund

Organizational Unit or Program:

Fire & Emergency Services 3,446,357

Not Allocated to Organizational Unit or Program:

Transfers Out 290,000

Contingency 500,000

Total \$4,236,357

All Capital Fund

Organizational Unit or Program:

Fire & Emergency Services 610,000

Total \$610,000

Fire Chief Fund

Organizational Unit or Program:

Fire & Emergency Services 0

Not Allocated to Organizational Unit or Program:

Transfers Out 185,000

Total \$185,000

Total APPROPRIATIONS, All Funds \$5,031,357

**Total Unappropriated Ending Balance,
All Funds** \$659,924

TOTAL ADOPTED BUDGET \$5,691,281

RESOLUTION IMPOSING AND CATEGORIZING TAXES


BE IT RESOLVED that the Board of directors of the Cannon Beach Rural Fire Protection District hereby imposes the taxes provided for in the adopted budget at the rate of 0.3521 per \$1,000 of assessed value for permanent tax rate; and at the rate of \$1.50 per \$1,000 of assessed value for local option levies; and that these taxes are hereby imposed for the tax year 2024-25 upon the assessed value of all taxable properties within the District and categorized as follows:

General Government Limitation

Permanent tax rate \$0.3521/\$1,000

Local Option Tax Levies \$1.5000/\$1,000

The above resolution statements were approved and declared adopted on this 10th day of June, 2024.



Robert Heyman
Board President



Cannon Beach

Rural Fire Protection District

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

BUDGET MEETING MINUTES – MAY 14, 2024

Board may go into Executive Session per ORS 192.660 as needed

General:

Date:	May 14th, 2024
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:	19:00 (7:00 pm)

Attendees:

<input checked="" type="checkbox"/> Bob Heymann (President)	<input checked="" type="checkbox"/> Dave Herman (VP)	<input checked="" type="checkbox"/> Jenee Pearce -Mushen (treasurer)
<input checked="" type="checkbox"/> Dave Pietka (via zoom)	<input checked="" type="checkbox"/> Heidi Dethloff	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Harvey Claussen	<input checked="" type="checkbox"/> William Norton	<input checked="" type="checkbox"/> Tamara Stewart
<input checked="" type="checkbox"/> Kim Bosse	<input checked="" type="checkbox"/> Roy Morey	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Karen Apple (minutes)	<input type="checkbox"/> Jason Smith (DC)	<input type="checkbox"/> John Jerome (Fire Marshal)

Call to Order:

The Cannon Beach RFPD Budget meeting for May 14, 2024, was called to order at **1800** hours (**6:00 pm**) by **Bob Heymann**.

Roll Call:

Changes to Agenda:

None.

Public Comment:

None.

Election of the Budget Chair for 2024-2025 – William Norton has been elected.

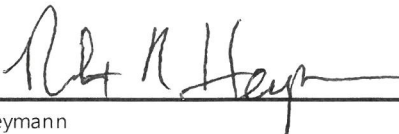
Budget Presentation- Chief read over the Budget. See attached packet. The board did ask how we are finding volunteers, Chief explained it is a lot of networking. “Word of mouth” Lifeguards have also helped. The dispatch system was discussed, and the Chief went over how and why it needs to be replaced, it will take 18 months to replace and go online. It will be huge for us. The COW system sirens were discussed and how it will be all up and going and the long term plan the new dispatch will be able to set that off in case of a major storm/tsunami etc.

Budget Recommendation – Recommendation from William Norton to move forward, Kim seconded. All agreed.

Good of the Order/Public Comment: NONE

Adjourn: Dave made a motion to and Jenee Seconded

- Adjourned at **1915** hours (**7:15** pm).
- Minutes submitted by Karen Apple

X 
Bob Heymann
President CBRFPD

- **Business Items**

- **IGA with Hamlet for Part-time staffing -- (Action)**

Motion: IGA with Hamlet for Part-time staffing -		
Moved: Dave Pietka	Seconded: Jenee Pearce-Mushen	Approved 4-0

- **IGA with Hamlet for Admin -- (Action)**

Motion: IGA with Hamlet for Admin		
Moved: Jenee Pearce-Mushen	Seconded: Heidi Dethloff	Approved 4-0

- **Board Motion to support HRFPD in Transition – (Action)**

The Board and Staff of CBRFPD aim to assist the Hamlet Rural Fire Protection District (HRFPD) in transitioning to a new leadership model after the retirement of its longtime volunteer fire chief. To achieve this goal, the CBRFPD Board has approved the CBRFPD Staff to mentor, assist, and collaborate with the HRFPD Board and its volunteer firefighters. This approval will be under the purview of the CBRFPD Chief's operational responsibilities and at his discretion. This approval is separate from any current IGAs between CBRFPD and HRFPD and may be revoked at any time by a majority vote of the CBRFPD Board for any reason. To include an interim report to be presented in the October meeting from both parties.

Motion: Motion to support HRFPD in Transition		
Moved: Dave Pietka	Seconded: Heidi Dethloff	Approved 3-1(Heymann voted No)

- **Approval of William Cote's new funding - (Action)** Chief went over that he met with Bill Cote, and it went well. The Chief went over when Bill started verses what we have now. We now have more people, and a bigger budget so prices would need to go up. \$3250.00 will be the monthly cost moving forward.

Motion: Approval to renew Accountant's contract with new rate		
Moved: Dave Pietka	Seconded: Jenee Pearce-Mushen	Approved 4-0

Approval of fund transfers – This is in our budget. We do this at the end of the year if we are short of funds.

Motion: Approval of fund transfers		
Moved: Dave Pietka	Seconded: Heidi Dethloff	Approved 4-0

- **Need for work session? –** The Chief asked if we needed to have a work session this month? The Chief will not be here in May so for this month we will not need one.

The Chief Talked about a check that we are paying back...Bill Cote caught this mistake made by Clatsop County and the easiest way to take care of this is to write a check back to Clatsop County. The check will be in the amount of \$55,400.00.

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Board of Directors
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MINUTES

- **Call to Order**

- **Presiding:** Bob Heymann
- **Recording Secretary:** Karen Apple
- **Directors Present:** Heidi Dethloff, Bob Heymann, Jenee Pearce-Mushen, Dave Pietka (Dave Herman - absent)
- **Staff Present:** Marc Reckmann, Jason Smith, John Jerome

- **Approve Agenda –**

Motion: Approve Agenda		
Moved: Jenee Pearce-Mushen	Seconded: Heidi Dethloff	Approved 4-0

- **Public Comments and Correspondence –** Shaunna from Hamlet spoke to how grateful she is for all the help they have received.

- **Introduction and pinning of new Firefighters and Fire Marshal**

- **Approve the minutes from March 11th,2024.**

Motion: approve min for March 11 th ,2024		
Moved: Dave Pietka	Seconded: Jenee Pearce-Mushen	Approved 4-0

- **Approve the minutes from April 8th,2024.**

Motion: approve min for April 8 th ,2024		
Moved: Dave Pietka	Seconded: Jenee Pearce-Mushen	Approved 4-0

- **Approve the minutes from April 23rd,2024.**

Motion: approve min for April 23rd,2024		
Moved: Dave Pietka	Seconded: Jenee Pearce-Mushen	Approved 4-0

- **Status Reports**

- **Finance** - Reckmann (attachment A)
- **Call Response** – Reckmann (attachment B) – the board would like to see a trend line for non-residents versus residents.
- **Projects** - Reckmann (attachment C)
- **Civil Service** – Reckmann (attachment D) met with civil service today, they approved the plan for hiring. Assessment center scheduled for Friday.

- **Directors Comments**

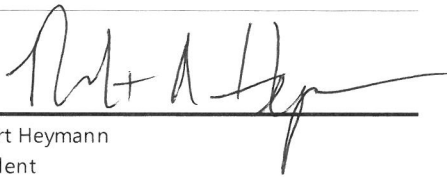
- Dethloff:
- Herman: Absent
- Heymann: Asked about Dave P email that is a scam.
- Pearce-Mushen: Radio training at the chamber this Thursday at 3:00pm
- Pietka:

- Meeting Minutes Review

- Adjourn

- Meeting minutes presented online by Apple and approved with minor changes.

- The meeting adjourned at 7:12pm

X 

Robert Heymann
President

