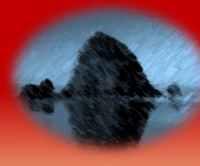




Cannon Beach

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



Cannon Beach Rural Fire Protection District

Board of Directors

Regular Meeting March 9, 2026, at 6:00pm

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

AGENDA

(posted March 4, 2025)

- Call to Order
- Approve Agenda
- Public Comments and Correspondence
- Approve February 9th board meeting minutes
- Approve February 26th Special meeting minutes
- Status Reports
 - Finance
 - Transition update
 - Call Response
 - Projects
 - Civil Service
 - Training Report
- Business Items
 - Resolution 26-02, transferring funds to Capital reserve
- Future meeting agenda Items
- 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.



Arch Cape Domestic Water Supply District



Arch Cape Sanitary District

February 19, 2026

To: Chief Mac Reckman
Cannon Beach Fire Board of Directors

On behalf of the Arch Cape Domestic Water Supply District and Arch Cape Sanitary District Boards, we would like to express our sincere appreciation for the continued cooperation and support provided by Cannon Beach Fire & Rescue.

Over the past several years, the Arch Cape districts have relied on a single operator to manage both the water and wastewater systems. During that time, there have been multiple occasions where required maintenance and inspection activities could not be completed safely without outside assistance. These have included confined space entry, system capacity testing, and inspections of elevated infrastructure (water tank).

In each of these situations, Deputy Chief Jason Smith and his teams have responded promptly and professionally, providing the personnel and technical support necessary to ensure this work could be done safely. Their assistance has been essential in allowing the districts to meet operational and safety requirements and to maintain reliable service for the community.

We want to specifically recognize Deputy Chief Jason Smith and his teams for their willingness to assist and for the strong working relationship that has developed between our organizations. That cooperation has been greatly appreciated by both the Boards and staff.

Thank you again for your continued support and partnership.

Respectfully,

Handwritten signature of Casey Short in blue ink.

Casey Short, Vice President
Arch Cape Sanitary District

Handwritten signature of Owen Dufka in blue ink.

Owen Dufka, President
Arch Cape Domestic Water Supply District

Handwritten signature of Matthew Gardner in blue ink.

Matthew Gardner, District Manager
Arch Cape Water and Sanitary Districts

**Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting –February 9, 2026, at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES**

- **Call to Order**

- **Presiding:** Robert Heymann – Call to order 6:00pm
- **Recording Secretary:** Marc Reckmann
- **Directors Present:** Heidi Dethloff, Jenee Pearce-Mushen, Robert Heymann, Dave Pietka, Dave Herman
- **Staff Present:** Marc Reckmann, Jason Smith, John Jerome

- **Approve Agenda –**

• Motion: Approve Agenda		
Moved: Dave Pietka	Second: Heidi Dethloff	Approved 5-0

- **Public Comments and Correspondence –** None

- **Approve January 12, meeting minutes –.**

• Motion: Approve January 12 th meeting minutes		
Moved: Dave Pietka	Second: Dave Herman	Approved: 5-0

- **Approve January 19th Special meeting minutes –.**

• Motion: Approve January 19 th special meeting minutes		
Moved: Dave Pietka	Second: Heidi Dethloff	Approved: 5-0

- **Status Reports**

- **Finance –** Attachment A (Jenee arrived)
 - Financial transition
 - Report reviewed.
 - Board asked for more information on payables of what each invoice is.
 - Discussion of controls in finances. Explained that while staff is doing the transfers from LGPI. Previously there was no explanation of transfers. There is more control over spending. It takes 2 people two different actions to pay any bills.
- **Call Response –** Attachment B
- **Projects –** Chief provided updates:
- **Civil Service –** Nothing to report
- **Prevention report –** Division Chief John Jerome presented prevention report.

- **Business Items –**

- Policies and handbook
 - Discussion of policies. Board President Heymann provided a template for what he felt policies should look like. The template does not meet the requirements in ORS for policy content, chief with working with legal for more information.

- Approve Chief review

• Motion: Approve chief's performance evaluation		
Moved: Dave Pietka	Second: Dave Herman	Approved: 5-0

- Chief asked for next year to have more of a discussion next year. There was also discussion to make sure the review is based on chief performance not on district performance.
- Budget calendar
 - Chief provided budget calendar for FY26-27 budget year.

- **Approve FY26-27 salary scales –.**

• Motion: Approve FY26-27 salary scales		
Moved: Jenee Pearce-Mushen	Second: Heidi Dethloff	Approved: 5-0

- **Future meeting agenda items**

- **Director's Comments –**

- Bob Heymann -
- Heidi Dethloff –
- Jenee Pearce-Mushen
- Dave Herman – Asked for picture board created so board knows who we are talking about.
- Dave Pietka – Asked for update on lifeguard hiring. Informed that the hiring is open for Lead guard.

- **Meeting adjourned at – 7:39**

X

Bob Heymann
Board President

**Cannon Beach Rural Fire Protection District
Board of Directors
Special Meeting –February 26, 2026, at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES**

- **Call to Order**

- **Presiding:** Vice President Dave Herman – Call to order 6:00pm
- **Recording Secretary:** Marc Reckmann
- **Directors Present:** Heidi Dethloff (zoom), Jenee Pearce-Mushen, Robert Heymann (zoom), Dave Pietka (zoom), Dave Herman
- **Staff Present:** Marc Reckmann

- **Approve Agenda –**

• Motion: Approve Agenda		
Moved: Jenee Pearce-Mushen	Second: Bob Heymann	Approved 5-0

- **Public Comments and Correspondence –** None

- **Business Items –**

- **Approve to move forward with Business Oregon Loan application**
- Discussion regarding business Oregon Loan Application. Asking for board approval to move forward with application, sign and submit for the Arch Cape Fire Station expansion.

• Motion: Approve staff to move forward with Business Oregon Loan Application		
Moved: Bob Heymann	Second: Jenee Pearce-Mushen	Approved 5-0

- Policies and handbook – Presented plan of action for completing policies. Will be combing into one set of policies with and summary page.
- March PFT presentation to Council March 10th. Comment from board emailed.

- **Future meeting agenda items**

- **Director’s Comments –**
 - Bob Heymann -
 - Heidi Dethloff –
 - Jenee Pearce-Mushen
 - Dave Herman -
 - Dave Pietka -

- **Meeting adjourned at – 6:09**

X

Bob Heymann
Board President

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 18:22:11 Date: 03/04/2026

Page: 1

001 Months: 01 To: 08

	Amt Budgeted	Revenues	Remaining	
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310 Property & Excise Taxes

311 10 00 001 Current Property Taxes	2,573,323.00	2,459,665.88	113,657.12	95.6%
311 10 10 001 Prior Year Taxes	22,000.00	62,050.33	(40,050.33)	282.0%
316 22 00 000 Prepared Food Tax	908,593.00	826,848.07	81,744.93	91.0%
310 Property & Excise Taxes	3,503,916.00	3,348,564.28	155,351.72	95.6%

330 Grant Revenue

334 02 40 000 Assistance to Firefighters	0.00	0.00	0.00	0.0%
334 02 50 000 SAFER Grant	0.00	0.00	0.00	0.0%
334 02 60 000 SDAO Grant	0.00	0.00	0.00	0.0%
337 00 00 000 Other Grants	0.00	0.00	0.00	0.0%
330 Grant Revenue	0.00	0.00	0.00	0.0%

340 Service Revenues

342 10 00 000 Fire Protection Revenue	500.00	0.00	500.00	0.0%
342 15 10 000 Hamlet Staffing	35,000.00	0.00	35,000.00	0.0%
342 15 20 000 Hamlet Admin	0.00	0.00	0.00	0.0%
342 20 00 000 Hydrant Maintenance Contract	0.00	0.00	0.00	0.0%
342 30 00 000 Lifeguard Income	265,000.00	314,000.00	(49,000.00)	118.5%
342 40 00 000 Conflagration/Mobilization	141,000.00	246,818.20	(105,818.20)	175.0%
340 Service Revenues	441,500.00	560,818.20	(119,318.20)	127.0%

360 Other Revenues

361 11 00 001 Interest Income	5,000.00	56,106.43	(51,106.43)	1122.1%
367 00 00 000 Donations	0.00	3,894.84	(3,894.84)	0.0%
369 91 00 000 Miscellaneous	5,000.00	39,123.44	(34,123.44)	782.5%
369 91 00 010 Insurance payments	0.00	4,909.14	(4,909.14)	0.0%
360 Other Revenues	10,000.00	104,033.85	(94,033.85)	1040.3%

390 Non-Revenues

395 00 00 000 Sale of Fixed Assets	0.00	11,350.88	(11,350.88)	0.0%
390 Non-Revenues	0.00	11,350.88	(11,350.88)	0.0%

Fund Revenues:	3,955,416.00	4,024,767.21	(69,351.21)	101.8%
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	Amt Budgeted	Expenditures	Remaining	
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100 Personnel Services

521 Exempt Personnel

522 10 10 000 Exempt Salaries	485,500.00	327,520.74	157,979.26	67.5%
522 10 20 000 Exempt FICA/Med	37,200.00	28,815.64	8,384.36	77.5%
522 10 21 000 Exempt PERS	177,700.00	108,561.90	69,138.10	61.1%
522 10 22 000 Exempt Medical	103,000.00	64,020.72	38,979.28	62.2%
522 10 23 000 Exempt Worker's Comp	0.00	0.00	0.00	0.0%

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 18:22:11 Date: 03/04/2026

Page: 2

001 Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
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521 Exempt Personnel

521 Exempt Personnel	803,400.00	528,919.00	274,481.00	65.8%
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522 Non-Exempt

522 20 10 000 FT FF Wages	594,165.00	333,339.75	260,825.25	56.1%
522 20 20 000 FT FF FICA/Med	45,500.00	36,081.31	9,418.69	79.3%
522 20 21 000 FT FF PERS	213,500.00	129,153.04	84,346.96	60.5%
522 20 22 000 FT FF Medical	156,900.00	95,144.00	61,756.00	60.6%
522 20 23 000 FT FF Workers Comp	44,800.00	73,732.20	(28,932.20)	164.6%
522 20 24 000 FT FF Disability	6,500.00	2,578.00	3,922.00	39.7%

522 Non-Exempt	1,061,365.00	670,028.30	391,336.70	63.1%
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523 Lifeguards

522 31 10 000 Lifeguard Payroll	160,470.00	133,005.10	27,464.90	82.9%
522 31 20 000 Lifeguard FICA/MED	12,276.00	9,975.94	2,300.06	81.3%
522 31 21 000 Lifeguard PERS	52,843.00	14,940.81	37,902.19	28.3%

523 Lifeguards	225,589.00	157,921.85	67,667.15	70.0%
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524 Volunteers

522 23 10 000 Volunteer Payroll	48,000.00	31,550.23	16,449.77	65.7%
522 23 12 000 Length of Service Awards	11,200.00	0.00	11,200.00	0.0%
522 23 20 000 Volunteer FICA/Med	4,500.00	1,761.78	2,738.22	39.2%
522 23 21 000 Volunteer PERS	5,000.00	0.00	5,000.00	0.0%

524 Volunteers	68,700.00	33,312.01	35,387.99	48.5%
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525 Part time

522 21 23 000 PT Worker's Comp	0.00	0.00	0.00	0.0%
522 22 10 000 PT FF Payroll	227,720.00	167,261.53	60,458.47	73.5%
522 22 11 000 PT Accounting	43,000.00	0.00	43,000.00	0.0%
522 22 20 000 PT FICA/Med	17,421.00	15,392.15	2,028.85	88.4%
522 22 21 000 PT PERS	74,988.00	37,150.03	37,837.97	49.5%

525 Part time	363,129.00	219,803.71	143,325.29	60.5%
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526 Conflagration

522 21 10 000 Conflagration - Payroll	100,000.00	26,299.84	73,700.16	26.3%
522 21 20 000 Conflagration FICA/Med	8,000.00	112.63	7,887.37	1.4%
522 21 21 000 Conflagration PERS	33,000.00	0.00	33,000.00	0.0%

526 Conflagration	141,000.00	26,412.47	114,587.53	18.7%
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527 Stipends/overtime/buyout

522 20 11 000 Overtime	250,000.00	98,653.11	151,346.89	39.5%
522 20 12 000 Duty Officer Stipend	10,000.00	5,250.00	4,750.00	52.5%
522 20 13 000 Exempt Vacation Cashout	15,000.00	0.00	15,000.00	0.0%
522 23 11 000 Firefighter Stipends	25,000.00	5,915.26	19,084.74	23.7%

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 18:22:11 Date: 03/04/2026

Page: 3

001 Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
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527 Stipends/overtime/buyout

527 Stipends/overtime/buyout	300,000.00	109,818.37	190,181.63	36.6%
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528 LG Captain

522 30 10 000 LG Captain Salary	93,000.00	52,160.21	40,839.79	56.1%
522 30 20 000 LGC FICA/Med	7,200.00	5,981.11	1,218.89	83.1%
522 30 21 000 LGC PERS	36,000.00	26,670.32	9,329.68	74.1%
522 30 22 000 LGC Medical	39,000.00	23,743.68	15,256.32	60.9%
522 30 23 000 LGC Workers Comp	0.00	24,024.18	(24,024.18)	0.0%
522 30 24 000 LGC Disability	0.00	0.00	0.00	0.0%

528 LG Captain	175,200.00	132,579.50	42,620.50	75.7%
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100 Personel Services	3,138,383.00	1,878,795.21	1,259,587.79	59.9%
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200 Material & Services

531 Operations

523 80 30 105 Comminucation Supplies	30,000.00	27,852.36	2,147.64	92.8%
523 80 30 115 Medical Supplies & Main	9,500.00	16,110.35	(6,610.35)	169.6%
523 80 30 125 Office Supplies & Main	15,000.00	11,724.09	3,275.91	78.2%
523 80 30 173 Disaster Preparedness	1,500.00	0.00	1,500.00	0.0%
523 80 42 165 Postage & Freight	2,500.00	40.82	2,459.18	1.6%
523 80 45 199 Housing	82,000.00	50,116.00	31,884.00	61.1%
523 80 47 130 Utilities - Garbage	5,200.00	3,743.59	1,456.41	72.0%
523 80 47 140 Utilities - Telephone	8,000.00	4,852.12	3,147.88	60.7%
523 80 47 150 Utilities - Electric	15,000.00	10,860.85	4,139.15	72.4%
523 80 47 160 Utilities - Nat. Gas / Propane	3,300.00	1,442.18	1,857.82	43.7%

531 Operations	172,000.00	126,742.36	45,257.64	73.7%
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532 Equipment & Apparatus

523 60 32 215 Tires	7,500.00	2,262.72	5,237.28	30.2%
523 60 32 225 Batteries	4,500.00	0.00	4,500.00	0.0%
523 60 32 235 Fuel	30,000.00	18,980.30	11,019.70	63.3%
523 60 35 205 Tools	7,500.00	3,179.94	4,320.06	42.4%
523 60 48 213 Repairs - Miscellaneous	10,000.00	8,185.08	1,814.92	81.9%
523 60 48 223 Vehicle Maint. Supplies	55,000.00	20,677.20	34,322.80	37.6%
523 60 48 233 Apparatus Repair	45,000.00	36,948.66	8,051.34	82.1%

532 Equipment & Apparatus	159,500.00	90,233.90	69,266.10	56.6%
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533 Building Maintenance

523 50 41 323 Janitorial Services & Supplies	3,500.00	1,977.95	1,522.05	56.5%
523 50 41 333 Landscape Maint. Service	13,000.00	6,655.00	6,345.00	51.2%
523 50 48 303 Building Maintenance	25,000.00	21,270.52	3,729.48	85.1%
523 50 48 313 COWS Maintenance	5,000.00	0.00	5,000.00	0.0%

533 Building Maintenance	46,500.00	29,903.47	16,596.53	64.3%
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2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 18:22:11 Date: 03/04/2026

Page: 4

001 Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
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534 Education and Training

523 45 35 405	Training Aids	5,000.00	2,600.94	2,399.06	52.0%
523 45 43 434	Board Mem Train & Travel	2,000.00	0.00	2,000.00	0.0%
523 45 44 404	Recruitment & Retention	20,000.00	4,113.55	15,886.45	20.6%
523 45 44 414	Firefighter & EMT Training	15,000.00	10,418.59	4,581.41	69.5%
523 45 44 495	Student Program	42,000.00	8,349.00	33,651.00	19.9%
523 45 44 496	Food/Water/Snacks	5,000.00	2,426.19	2,573.81	48.5%
523 45 44 497	Rope Rescue Training/Equipment	25,000.00	749.49	24,250.51	3.0%
523 45 49 424	Dues & Subscriptions	35,000.00	19,607.01	15,392.99	56.0%
534 Education and Training		149,000.00	48,264.77	100,735.23	32.4%

535 Professional Services

523 11 41 507	911 Dispatch Services	24,000.00	16,566.16	7,433.84	69.0%
523 11 41 527	Accounting Services	0.00	81,191.06	(81,191.06)	0.0%
523 11 41 557	Legal Services	10,000.00	7,959.00	2,041.00	79.6%
523 11 41 567	Audit Filing	9,500.00	8,500.00	1,000.00	89.5%
523 11 41 577	Legal Notices	1,000.00	990.89	9.11	99.1%
523 11 41 588	Network Administration	20,000.00	19,128.88	871.12	95.6%
523 11 41 596	Employee Assistance Program	500.00	0.00	500.00	0.0%
523 11 41 597	Medical Exams	10,000.00	3,070.00	6,930.00	30.7%
535 Professional Services		75,000.00	137,405.99	(62,405.99)	183.2%

536 Protective Equipment

523 24 35 604	Wildland PPE	10,000.00	0.00	10,000.00	0.0%
523 24 35 605	Misc Protective Equipment	7,500.00	7,560.44	(60.44)	100.8%
523 24 35 606	Grant Funded PPE	0.00	0.00	0.00	0.0%
523 24 35 615	Uniforms	25,000.00	11,411.11	13,588.89	45.6%
523 24 35 625	Turnouts	35,000.00	2,352.41	32,647.59	6.7%
536 Protective Equipment		77,500.00	21,323.96	56,176.04	27.5%

537 Advertising

523 13 42 708	Advertising	10,000.00	0.00	10,000.00	0.0%
537 Advertising		10,000.00	0.00	10,000.00	0.0%

538 Auto & Liability Insurance

523 12 47 801	Auto & General Liab Ins	63,000.00	59,140.00	3,860.00	93.9%
523 12 47 802	Pollution Liability	2,000.00	1,855.49	144.51	92.8%
538 Auto & Liability Insurance		65,000.00	60,995.49	4,004.51	93.8%

539 Lifeguard Operations

522 31 23 000	Lifeguard Worker's Comp	3,000.00	0.00	3,000.00	0.0%
523 55 31 550	LG Uniforms	4,000.00	1,775.88	2,224.12	44.4%
523 55 31 551	LG EMS Supplies	1,800.00	0.00	1,800.00	0.0%
523 55 31 552	LG Supplies	2,500.00	2,366.01	133.99	94.6%
523 55 32 560	LG Fuel	6,500.00	10,250.45	(3,750.45)	157.7%
523 55 41 570	LG Accounting	3,000.00	0.00	3,000.00	0.0%

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 18:22:11 Date: 03/04/2026

Page: 5

001 Months: 01 To: 08

Expenditures	Amt Budgeted	Expenditures	Remaining	
539 Lifeguard Operations				
523 55 42 575 LG Signage	5,000.00	708.00	4,292.00	14.2%
523 55 48 590 LG Vehicle Maintenance	15,000.00	4,078.46	10,921.54	27.2%
539 Lifeguard Operations	40,800.00	19,178.80	21,621.20	47.0%
<hr/>				
200 Material & Services	795,300.00	534,048.74	261,251.26	67.2%
<hr/>				
Fund Expenditures:	3,933,683.00	2,412,843.95	1,520,839.05	61.3%
<hr/>				
Fund Excess/(Deficit):	21,733.00	1,611,923.26		

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 18:22:11 Date: 03/04/2026

Page: 6

300 Months: 01 To: 08

Revenues	Amt Budgeted	Revenues	Remaining
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330 Grant Revenue

334 02 40 300 AFG Grant proceeds	482,600.00	0.00	482,600.00	0.0%
334 02 70 300 Seismic Grant	1,300,000.00	0.00	1,300,000.00	0.0%
330 Grant Revenue	1,782,600.00	0.00	1,782,600.00	0.0%

360 Other Revenues

361 11 00 300 Investment Interest	0.00	0.00	0.00	0.0%
360 Other Revenues	0.00	0.00	0.00	0.0%

Fund Revenues:	1,782,600.00	0.00	1,782,600.00	0.0%
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Fund Excess/(Deficit):	1,782,600.00	0.00		
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2026 BUDGET POSITION TOTALS

Cannon Beach Rural Fire Protection Distri Months: 01 To: 08 Time: 18:22:11 Date: 03/04/2026
 Page: 7

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001	3,955,416.00	4,024,767.21	101.8%	3,933,683.00	2,412,843.95	61%
300	1,782,600.00	0.00	0.0%	0.00	0.00	0%
	<u>5,738,016.00</u>	<u>4,024,767.21</u>	70.1%	<u>3,933,683.00</u>	<u>2,412,843.95</u>	61.3%

CHECK REGISTER

Cannon Beach Rural Fire Protection District

Time: 18:25:13 Date: 03/04/2026

02/01/2026 To: 02/28/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1055	02/02/2026	Claims	1	EFT	GREG MUNN	2,682.50	INV JANUARY 2026
1056	02/02/2026	Claims	1	EFT	OCD PERFORMANCE INC	6,165.00	INV ESTIMATE 1346
1057	02/02/2026	Claims	1	EFT	KEVIN SLATER	220.72	INV AMAZON 1-11-2026
1058	02/02/2026	Claims	1	EFT	STAPLES	184.49	INV 7008598274
1086	02/03/2026	Claims	1	EFT	LINE-X OF CLATSOP COUNTY	5,062.50	INV 2938; INV 3189
1096	02/05/2026	Claims	1	EFT	US BANK	13,690.94	January Credit Card
1097	02/10/2026	Claims	1	EFT	INTERMEDIA	360.96	Monthly phone bill
1099	02/12/2026	Claims	1	EFT	AIRGAS	205.24	Invoice 5522580508. Monthly Oxygen Tank Rental
1100	02/12/2026	Claims	1	EFT	HELENA'S DRUG SCREENING SERVICES,LLC	50.00	Invoice 18659
1101	02/12/2026	Claims	1	EFT	JACKSON & SON OIL,INC	988.42	Invoice 112321
1129	02/17/2026	Claims	1	EFT	VERIZON BUSINESS	972.12	Invoice 642463707-00001 December and January cell pone bills.
1130	02/13/2026	Claims	1	EFT	PACIFIC POWER	339.77	Arch Cape Fire Station
1131	02/13/2026	Claims	1	EFT	PACIFIC POWER	254.39	INV ELLIOT WAY DEC,
1132	02/13/2026	Claims	1	EFT	US BANK	85.37	Bank Fees
1133	02/12/2026	Claims	1	EFT	PACIFIC POWER	1,071.87	Account 11241861-002 1 January Sunset
1134	02/18/2026	Claims	1	EFT	Dept. Environmental Quali State of Oregon	338.00	INV LQUST2601448
1135	02/18/2026	Claims	1	EFT	SAIF	3,229.70	Invoice 1002175766 Workers comp insurance
1157	02/18/2026	Claims	1	EFT	SPECIAL DISTRICTS INS. SDIS	84,399.69	Annual Property and Auto insurance; March Medical Insurance
1164	02/24/2026	Claims	1	EFT	NW NATURAL	287.51	January monthly gas bill
1167	02/26/2026	Claims	1	0	GREENSMITH LANDSCAPES	1,255.00	INV 42134 AC LANDSCAPING FOR JAN; INV 42109 CB LANSCAPING FOR JAN
1168	02/26/2026	Claims	1	0	STEVE'S MAINTENANCE	70.00	INV 812995 monthly window cleaning outside windows only for CB station
1169	02/26/2026	Claims	1	EFT	DOC'S AUTO REPAIR,LLC	831.03	INV 8364 OIL CHANGE ON GMC YUKON 2007, PARTS,OIL AND LABOR
1098	02/12/2026	Claims	1	10048	CITY OF CANNON BEACH	16,566.16	Invoice 8246 Dispatch fees
1102	02/13/2026	Claims	1	10049	WILLIAM COTE	1,815.00	INV 4TH QTR AND TAX
1103	02/13/2026	Claims	1	10050	STEVE'S MAINTENANCE	330.00	INV DEC AND JANUARY (FULL INSIDE AND OUT)
1104	02/13/2026	Claims	1	10051	GEARGRID		Was paid via credit card
1105	02/13/2026	Claims	1	10052	LOCAL GOVERMENT LAW GROUP	1,560.00	Invoice 73561 Resolution for engine purchase and board policies
1106	02/13/2026	Claims	1	10053	OREGON FIRE DISTRICT DIRECTORS ASSOC	1,650.00	RENEWAL 26-2333 2026 MEMBERSHIP DUES
1170	02/26/2026	Claims	1	10056	CANNON BEACH DESIGN CO.	1,469.00	INV 1166 100 NAVY T-SHIRTS 20 NAVY HOODIE'S
1171	02/26/2026	Claims	1	10057	ECOLA SEAFOOD	379.56	INV 2064 28.45 LBS 15 CRAB AND SAUCE FOR FIRE AWARD NIGHT
1172	02/26/2026	Claims	1	10058	L CASSIE THOMPSON	20.00	INV 2/20/2026 NEW PATCHES X4
1163	02/02/2026	Claims	3	EFT	LGIP	0.10	LGIP Fees
						137,107.54	
						9,427.50	
						146,535.04	Claims:
						146,535.04	

CHECK REGISTER

Cannon Beach Rural Fire Protection District

Time: 18:25:13 Date: 03/04/2026

02/01/2026 To: 02/28/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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DATE: March 3, 2026

TO: CBFR Board of Directors
Marc Reckmann, Fire Chief

FROM: Greg Munn

SUBJECT: Financial System Transition Project Status Update for February 2026

Summary

The goal for February was to develop the process for uploading monthly PERS reports to the PERS website (versus entering the data manually one record at a time). Due to report formatting and data reporting discrepancies between the software and PERS this was not able to be completed as expected. We will continue to work on this and hope to have it working correctly in March.

I spent little time in February supporting the other daily financial activities of the district (payroll, tax payments, cash management, accounts payable) as district staff have been able to manage the work independently.

Accomplishments

The following transition activities have been completed:

- Provide ongoing operational support including bank reconciliations, financial reporting, AP ACH processing (prenotes and payments).
- Finalize PERS upload reporting process.

March Deliverables

- Finalize PERS upload reporting process.

Future Deliverables and Considerations

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

Risks/Issues

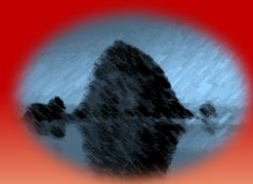
None at this time.



Cannon Beach

Rural Fire Protection District

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



Project update 3/4/2026

- Assistance to Firefighter Grant
 - Awarded regional grant to Cannon Beach, Hamlet, and Elsie
 - Cannon Beach portion is \$116,610, our share is \$5,553.86
 - Funds 14 sets of turnouts (coats, pants, boots, helmets, gloves), 14 sets of wildland gear (pants, shirts, helmets, shelters, and wildland packs), and 30 reflective vests
 - All turnouts are in and in service. Working on ordering wildland
- Arch Cape Station
 - Engineering is completed, will have complete drawings by Wednesday March 11th
 - Planning required community meetings for conditional use soon.
 - Completed Loan application and submitted
- Lifeguards
 - Lead guard assessment and interviews on 3/7
 - Will be advertising guard soon
 - Towers still on track for delivery May/June
- Arch Cape Engine
 - Engine delivered in February
 - Training and tool mounting has began
 - Will go to True North in Hillsboro repairs and radio installation week of March 9th
 - Goal to have in service June 1
- Dispatch consolidation
 - Conversation has started again with consolidating the two dispatch centers
 - Appointed by county fire chiefs to represent the chiefs with Chief Donaldson
 - Meeting Monday March 9th at City of Seaside and 5
 - Meeting Thursday March 12th at fairgrounds

Cannon Beach Rural Fire Protection District
Resolution Number 26-02

Resolution Authorizing the Transfer of Funds

Be It Resolved, that the Board of Directors of the Cannon Beach Rural Fire Protection District, in accordance with the fiscal year 2025-26 budget, hereby authorizes the following transfer of funds:

From the General Fund to the All-Capital Fund in the amount of \$290,000.

This resolution was adopted at a regular board meeting of the Cannon Beach Rural Fire Protection District on March 9, 2026.

Robert Heyman
Board President