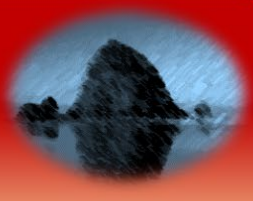




Cannon Beach

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 January 10, 2022

(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
 - Garry Smith regarding COWS
- Approval of December Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Old Business
 - Volunteer housing
 - Change Banks – update
 - Financial Planning – discussion
 - COWS
 - Budget Process review
 - Revision of Ordinance 21-1, billing for services
 - Dispatch Issues
- New Business
- Reports
 - Chief's Report
 - Division Chief report
 - Board of Directors
 - Cerelli
 - Herman
 - Gardner
 - Bell
 - Heymann
- Good of the Order/Public Comment
- Adjourn---
- Next Board Meeting, February 14, 2022

Zoom information

<https://zoom.us/j/96909730187>

Meeting ID: 969 0973 0187

+1 253 215 8782 US (Tacoma)

Agenda Action Report

Board Meeting January 10, 2022

Correspondence

 None


Review of board policies

 Consolidation underway. None at this time.


Old Business

 Volunteer Housing: Nothing new to report.

 Change banks: Minutes to be signed and sent to bank for credit cards.


 Financial Planning


- 5-year finance framework
- Look at Community based strategic plan after first of year (thoughts)
 - Board
 - Staff
 - Community members
 - City representative
 - Volunteer representative
 - Others

 COWS


- Waiting for engineer from Whelan to come meet and give explanation of system.
- Council Meeting on 1/11/22

 Budget Process: Committee vacancies advertised / Goals


 Ordinance 21-2, Billing for Services: Need motion

 On-going dispatch issues

New Business

 Chief's review (needs to be added to agenda)

- Need process, attached forms for consideration

 Surplus of 1995 fire engine (needs to be added to agenda)

- See attached staff report to consider surplus of engine.



BOARD MEETING MINUTES – DECEMBER 13, 2021

General:

Date:	December 13, 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:	19:52 (7:52 pm)

Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP) Zoom	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<input checked="" type="checkbox"/> Jason Smith (DC) Zoom	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input checked="" type="checkbox"/> Bob Heymann, Zoom	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom
		<input checked="" type="checkbox"/> Nicole Bales, Zoom

Call to Order:

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

Roll Call:

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

Other attendees were: Marc Reckmann (Fire Chief, CBFDD), Deb DiStasio (Admin Assistant, CBFDD), Jason Smith (Division Chief, CBFDD), Bob Heymann (Zoom), Nicole Bales (Zoom), and Bill Cote (CPA).

Changes to Agenda:

No changes were made to the Agenda.

Presentations:

None provided.

Public Comment:

None.

November 8, 2021 Board Meeting Minutes Approval:

Gardner moved to accept Board minutes from November 8, 2021. **Herman** seconded. All were in favor. None opposed. Motion carried.

November 18 Meeting approvals: No changes. **Bell** moved to accept Special Board minutes from November 18, 2021. **Herman** seconded.

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. Gardner asked what is the miscellaneous revenue? Cote indicated donations, ham dinner. Chief continued donations, ham dinner, small grants, and things we didn't anticipate. We're at 47% and should be at 42%. However, we should be fine once we receive the Conflag payments. Bell asked if COW maintenance has always been under Building maintenance. Chief responded yes. Cote indicated as soon as we are ready, he can write resolution to transfer funds from Apparatus & Equipment Reserve.
- c. **Fire Chief fund:** Read as written and presented. We've brought in 94% of tax revenue. In response to question from Gardner, Chief indicated that the Fire Chief Fund carries over from previous year(s) and can't be used for General Fund items. Bell asked under CBFR revenue, if the budget amount is our expected income. Chief and Cote confirmed yes, for tax revenue.
- d. **Cash per Fund:** Read as written and presented. Rick asked for clarification on Net Income. Gardner asked Cote if he had an estimate of what he needs to transfer from reserve fund. Cote indicated transfers occur a couple times a month at least. Gardner asked if there is a way to front-load, or be proactive. Cote indicated he would email some figures to get through to the next Board. Gardner asked if it could be part of the process, and they could do it the middle of every month. Cote confirmed this was fine.

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

Bills:

The bills register was reviewed. Bell asked about the \$50,000 in which Chief responded that was coming out of Columbia bank (existing bank) and being transferred over to TLC Fibre Federal (new bank).

Correspondence:

Nothing to present.

Monthly review of board policies:

2.4 District Management. Chief explained that continuity of services is a concern in regard to a risk having Rick Gardner as the only one thing that could do something with the bank. If anything happens, we're in a bad spot. Chief indicated he would like to have ability in Rick's absence, understanding that Board needs control. Gardner indicated he would like to take a closer look at this because the Bank indicated they want only one person in charge of the e-banking. Gardner further stated he's concerned about the Investment Pool account, in which Chief responded he does have access to this account if anything happens. Gardner continued that he thought Chief should be one of the signatures on the checks, so that we're not chasing down signatories.

Currently, Gardner is the only one who can move money electronically. Other board members, Chief, Cote, and DiStasio can view only. Gardner also suggested we benchmark with SDAO so that we're consistent and not re-creating the wheel. Gardner indicated setting conference call up.

Cerelli added he did not see it places anybody at jeopardy placing Marc as signatory on checks.

Gardner asked whether the spending limits outlined in the SOP are already in place. Chief indicated they'd been practiced but never been written down, further indicating these are in line with the standard.

Dave Herman motioned to approve Policy 2.4. **Greg Bell** seconded approving 2.4. All were in favor, none opposed. Motion carried.

Old Business:

- **Volunteer Housing.** Bob Cerelli indicated Butch is motivated to have one of *his* future employees living in his property. The other guy, Dale Mosby, is more than willing to have firefighters live in his property but is going slow on the renovations prior to renting. Chief indicated that in regard to Arch Cape housing, this is on hold while we work with the Arch Cape sanitation district to annex into the as a first step. Gardner would like us to look at volunteers and the broader issue of housing. He is concerned with the liability and administrative commitment with the District providing housing and it would be at the bottom of options for him. Herman expressed the same concern and thought that we'd need a lot of controls in place. Chief agreed and indicated that this is a common practice with other stations and that there would be policies in place. Herman stated this is a unique situation as there are literally nothing to rent here. Chief indicated it's a big attraction to get volunteers. Herman agreed it would be a huge benefit. Chief wants to leave it on agenda to show we're working on it and make progress.
- **Change Banks** – Chief indicated most everything is transferred but we need to show in minutes authorization elements for credit card. These elements include authorizing staff to receive credit cards as well as the limit amount. He further explained that the credit cards have a joint credit limit, not singular card limits as we have today. Gardner motioned that we approve issuing credit cards to the following staff: Marc Reckmann, Shaunna White, Jason Smith, and Deb DiStasio through TLC Fibre Federal Credit with a group limit of \$25,000. This was seconded by Bell. All in favor. None opposed. Motion carried.
- **Financial Planning – discussion.** Chief indicated he'd like to see a financial strategic plan updated after the first of the year to share with city partners. Gardner indicated he thought chief's done a really good job putting it together and that it would be helpful in discussions to condense and summarize. Gardner clarified he's found it useful is to get a grouping of layers so we see 5-10 years on one page and can really look at the options, e.g. where levies go away, food tax comes in, etc. He indicated he would be happy to sit down with chief to discuss further. Chief indicated along these lines that it would be an important communication tool to have a strategic plan to discuss with city partners. Previously, District has spent \$60K for this, but believe we have the means and intellect to do this internally.

Questions to answer are how do we invite community members to participate? How do we want to shape that input without getting too large to be ineffective.

Chief indicated he wasn't looking for a decision tonight but to think about it over the next couple of months.

- **Board Vacancy.** Gardner indicated he reviewed the video and found it very helpful. Gardner suggested taking turns summarizing their thoughts. Summary of thoughts included all candidates were good. Bob Heymann stood out with his strategic background and thought that would be particularly helpful to the District at this time. Bell moved to appoint Bob Heymann to complete position #2 term. Herman seconded the motion. All were in favor, none opposed, motion carried. It was decided DiStasio would send out an official announcement email to candidates. As Bob Heymann was on the zoom meeting, Board congratulated him and welcomed him. Heymann thanked the Board and indicated he was looking forward to it. Cerelli encouraged Heymann to feel free to come down and talk to staff. Cerelli reminded him that he can talk to Board individuals one at a time, but there cannot be three as it can represents a quorum. Chief to notify County of appointment.
- **COWS.** Chief pointed to the Board packet for an estimate from Crane company for removing the COWs system. They've done work for the City. Rick [Hudson], the City Emergency Manager, and city indicated they do not want to see the system go away. They've expressed some interest in taking system over. Whelan Engineering manufactured the towers. Chief spent time with them to understand what we currently have and what would be needed to upgrade. Whelan indicated what we have now is not upgradeable. Whelan sent out estimates of different options. One option is for two or three sirens: a) one down on First and Larch, b) one down at Arch Cape fire station, and c) one in Tolovana. Bell asked how many we currently have. Chief responded there are eight towers. Chief explained that there would be better coverage with the three new towers than the existing eight towers due to technology upgrades at approximately \$35,000 per tower, plus Software to run them. Seaside may have the same type of upgraded towers and software, and we may not have to buy software. Chief indicated that Rick reached out to the County to let them know we may have the same type of system throughout County. The County expressed more interest in involvement. Bell asked whether the City of Cannon Beach would be willing to be responsible for the ones outside of City Limits. Chief indicated that is a good question. If the County does not want to get involved in consolidating, and City of Cannon Beach would not be interested in maintaining those outside the city, then the District has a decision to make. Gardner asked who we are talking to on the County and wondered if we should be talking to a County Commissioner. Chief indicated Tiffany Brown is the County Emergency Manager.

Herman commented that it seems the Emergency Management teams in County would be the best owner/manager of the system. Chief indicated when he spoke to County, they were not interested. However, when Rick Hudson spoke to County, they became more interested seemingly based on the expansion and consolidation it would provide. Chief added that Warrenton has the same towers as CB Fire District, but they're not functioning. He further stated that Falcon Cove is one of the biggest concerns with not having any system coverage. It will take another tower in Falcon Cove. When speaking to the Insurance, their concern was lack of maintenance and liability if it came down on someone. Their other concern was around it being outside of the District scope. Chief believes the goal is to try and transfer that ownership, but even so, we may be obligated to take down the existing towers. Gardner asked whether the \$4,800 was the total cost. Chief indicated it's just the crane time.

Does not include electrician time (~\$5K) and disposal. Bell recapped, so about \$10K total? Chief indicated yes. Gardner asked what next steps were. Chief indicated to continue to work with city and county to figure out the direction. Cerelli indicated the County Commissioner is tied into the District's budget committee and is always looking for ways to help community. Bob to contact County Commissioner to discuss, along with including Reckmann. Chief wanted to ensure the direction that the Board wants to take is to continue to remove itself from ownership of COWs system. Board agreed. Herman wondered if state would pay. Chief indicated State quit paying for similar tsunami warning system since 2018. They feel that there's better technology than using sirens, such as texting. Issue with that is most visitors/tourists won't subscribe to the local phone subscription. Herman added he doesn't have cell service in his home location. He uses wi-fi, as does the Fire Station staff.

New Business:

- **Budget Process.** Chief put out the new budget calendar (attached to Board packet). He indicated he'd like to change the current expiration term date from June 30 to December 31. This will ensure complete budget committee coverage throughout the year and coincide with fiscal calendar making it easier to attract Board Members. Three positions are expiring: Marty Harris, Jim Kingwell, and Linda Sweeney. We will advertise for budget committee. Chief indicated he will send an email to expiring members asking them if they'd like to reapply. Herman motioned to move the term expiration date from June 30, to December 31. It was seconded by Bell. None opposed. All in favor. Motion carries.
- **Revision of Ordinance 21-01, billing for services for State Parks.** Chief explained we're needing to update the verbiage to cover billing State Parks in District. It would allow us to bill for vehicle, rope and surf rescue in State Parks as well as Administrative Fee. In section 3.3, it changes the \$15 for volunteer an hour to following the State Mobilization fee structure which can vary from year-to-year and save us from updating each change. The original ordinance covers highways. In response to question from Bell, Chief answered we currently get \$1,000 according to Intergovernmental Agreement. This agreement expires December 31, 2021. In meeting with the State Parks they originally expressed they are willing to increase amount in the contract, but has since rejected any increase. State Parks inside our fire district include: Hug Point and Arcadia. State Parks outside our fire district include: Oswald West, Indian, and Ecola. After consulting with attorney, the choices are, we could: a) respond, and bill State Parks for individual call, or b) not respond (reduce scope). There's no guarantee they will pay. Not responding would not be the first choice. Gardner asked what the Parks are saying. Chief indicated, the Park Manager, Justin Parker, has the authority. Gardner asked what happens if we don't have a contract, which Chief responded that's where the billing comes into play. Herman asked if anyone else bills state parks, which Chief responded Hamlet for Saddle Mountain. Bell asked if there was anyone else on the coast, and Chief responded based on research, none, and that most are inside fire districts. In the research, Chief found interestingly that Banks gets over \$20K to cover Stubs Stewart State Park to cover that park and have minimal calls. The other one is Silver Falls which is inside Drake's Crossing Fire District, but they only do medical and fire inside park for \$10K a year with minimal calls. We have 5 parks we cover, multiple calls for \$1K/year. Herman indicated that signing \$1,000 for all the calls isn't a good option, even if they don't pay us. Gardner asked what the lawyer says. Chief responded her advice is don't sign and bill them.

Gardner asked whether the County had a rescue team. Chief responded he's not seen them on a call, and the calls they've gone to have significant delays to assemble and get to the location. Ecola park is supposed to open in about two weeks but suspects the roads will fail again given a year, but perhaps come in through a different road. Herman asked what needs to be done with the Ordinance. Chief indicated review and if you have questions, let him know. If no changes, will post it for 30 days, voting on it next month. Herman asked if the Insurance companies are paying when billed for the road responses. Chief indicated yes. Bell asked if we are billing insurance or tourists for responses in State Parks. Chief responded, the State Parks will be billed. There is an ORS allowing to bill property owners outside the fire district.

- **Pay scale review.** Chief referred to attached slide. Chief reminded board that PayScale was created three years ago and wanted to revisit it to ensure alignment with similar Districts and standards. Summary highlights included that we are most similar to Depot Bay and North Lincoln. Our exempt Division Chief was comparable when considering overtime paid by other non-exempt departments. The Firefighters/ Lieutenant / Captain / Chief, we were higher but still in line and maybe even lower when we compare to overtime and the area cost of living. Keep in mind that we want to avoid turnover and keep people here because there is a cost to turnover. The one salary where we were pretty low is the Admin. This was lower than other Districts. Chief indicated when establishing PayScale's and increases, it was best and more accurate to base cost-of-living off of what is called CPIW (which can range 1%-3%) vs. a fixed 3%. Gardner asked if they were using step plans, which Chief responded yes. Some were using 3-5 steps, but most 5 step scales. Gardner asked if the bands (scales) were comparable, which chief responded yes. Chief added the typical and average step progression was 5% within 5 years. Herman asked if this scale is what we are using today. Chief indicated it generally is. Bell asked if we are comparable to Portland valley, in which Chief responded we are still way lower and probably always will be. We can't compete. Herman asked who has paid firefighters in Clatsop County. Chief indicated we've looked at Seaside, Nehalem and Astoria. Herman asked if we underpay firefighters, we might be in the situation of paying to train them and then they go to Seaside. Chief indicated Seaside's attraction is even beyond pay as it attracts a lot due to their private benefit package which is better than PERS.

Reports:

- **Chief's Report:**
 - **Calls.** We had a trauma at Arch Cape. November calls are fairly average. Up a little bit but not significant. Average is 27, we ran 32. Participated in a lot of events, including 3 with Santa Clause and Lamp Lighting. Gardner asked how the Arch Cape guy is doing, which Cerelli responded well.
 - **Conflagration.** One reimbursement received (\$11K). Notified of second one accepted and sent for payment of \$43K. Need signature from Board Chair to participate in Conflagrations next year. Need to have Cerelli sign, allows us to participate again in conflag.
 - **Billing for Services – State Parks.** Discussed earlier. Nothing to add.
 - **Strategic Plan.** Discussed earlier. Nothing to add.
 - **Grants:** Hoping to make the decision at the end of January regarding radios. Currently Motorola and Kenwood being evaluated. Hose grant awarded and expected to ship the 7th of January. We were awarded the \$10K grant for exterior lights which we will need to match.

Chief will work on RFP because it has to go out to bid to replace the two lights in parking lot, one rotted, couple failing. Applied for Assistance to Firefighter (AFG) grant. It's where we got the hoses and radios from. There's usually about \$310 million nation-wide available. This year there is \$419 million available. Chief's applying again for the Arch Cape engine. Will also apply for fill station (which has failed, parts are obsolete) and fit tester. Helping Hamlet apply for engine, turnouts and air compressor. Working on Seismic grant for station as extra money became available. We started working on this as a County project with others. Using same structural engineer to do the whole county. We don't have to pay structural engineer unless we get grant. Engineer is writing the whole grant and putting his fee into that. It has to be submitted by February for \$2.5 million dollars. Bell asked Cerelli about the building. Chief indicated it may mean we have to move out temporarily. Some of the upgrades would be to replace the lights to LED and replace windows to unbreakable. We need to ask ourselves what other things we need to do and whether it's a good time to do it during seismic upgrades.

- **Radio System:** Our radio system is 100% failing and worse than it was. Chief indicated he is working with the Sheriff Phillips to draft a letter to all the police and fire chiefs to sign and push for dispatch consolidation. Astoria shut down and moved everything to Seaside. Seaside cannot function with two dispatchers and two consoles. Gardner asked what the Board can do to help. Chief indicated to start pushing your elected, community members to go to the Seaside city council. Let all dispatching consolidate through Astoria. They can better support with 4-6 consoles. Gardner asked if anybody has this on City Council agenda and what Seaside Fire Chief thinks. Chief indicated he did not believe it's on any agenda and that Joey's hands are tied since he works for the city. Herman asked whether we could go through Tillamook dispatch. Chief responded we could but does not think their signal can reach us. Herman asked about the Neahkahnie tower, and Chief indicated it was in bad repair. Chief indicated as an example when power is lost, Tolovana's repeater is dead. Our fix was a generator; however, a duty officer has to race up there and put the generator back on-line when power goes down. For Humbug and Tolovana, Matt Verley built battery backups giving us at least 1.5 hours to get it back online. In investigating unreliable signal from Humbug tower, Verley found rats nest as reason for degradation and loss of radio signals. This points to a County-wide contract needed for maintenance with Day-Wireless to maintain all.

Chief indicated we're the only county in the region that doesn't have a consolidated dispatch. Gardner indicated when he was involved, City Managers used to have a monthly luncheon. Chief responded to Gardner question that our City Manager is aware of this. If they still have that luncheon, Gardner indicated it was the perfect forum. Herman thought Cannon Beach Police Chief (Schermerhorn), Division Chief (Jason) and Fire Chief (Reckmann) might have a greater impact to influence Joey and Ham. Chief Reckmann indicated that the Seaside City Manager and Hamm are the roadblocks to moving dispatch. Chief expressed concern on behalf of others that we're struggling right now in winter, the lowest time in calls of the year. What's going to happen in peak time? Chief indicated TJ was running a scene trying to get an update to dispatch of resources he needs, and Seaside was running over his track.

Bell asked if we had working radios would that solve the problem, which Chief indicated we would need the dispatch consoles. Gardner asked if we pay anybody for their service. Chief indicated we pay Seaside \$15K a year for dispatch services. Herman asked what happened to the letter we wrote. Chief indicated we tried to get a contract to ensure continuity of service, but they weren't interested in signing. Gardner asked if Astoria is feeling the same way. Chief indicated he's unsure about Astoria but County, Warrenton PD, Nappa and Elsie are having issues. Herman commented that it seems like Clatsop county has a radio issue that they need to solve. Chief agreed. Gardner thinks it's City Managers who need to resolve. Chief indicated he will talk to Bruce again. Herman mentioned it seems we're the only county who is not consolidated in their dispatch. Chief added that Columbia County, Lincoln County, Washington county are under a radio district. Some are taxing, some are not. Subscribers pay into it. Chief indicated Washington County passed a bond to re-do the entire system which is how 190 agreements work and believe it's what we should be doing, paying subscription.

Chief added that Washington county has 30 seconds from dispatch center had to pagers fired for 911 call. We are averaging between 2-4 minutes, sometimes as long as 7-8 minutes and this is with no information from dispatch as to what call we're responding to. They transfer to medics and that's the end of the call for us. We've asked for an IGA but have gotten nothing. Gardner indicated he could talk with the Seaside City Manager. Cerelli asked who we pay, and Chief explained we pay the City of Cannon Beach who pays Seaside for dispatch service. The City of Cannon Beach does not have contract. Chief indicated he will bring it up with City Manager who he meets with every Tuesday.

- **Prepared Food Tax.** Recount took place on 12/8 resulting in tax favor with an additional 2 votes at 380 "yes" and 374 "no". They have until Dec 18 to file a petition of problem with State Elections Division. There's an issue being raised about the ballot boxes. Chief indicated he expects that this issue will be raised, but not go anywhere other than a fine to the City.
- **Rescue.** For the Rescue, we are number 18 on wait list for dodge chassis. Can't switch to Ford Chassis because they are not taking any new orders until 2024. Engine expected in September instead of March now because they can't get hydraulic parts. They've shut their plant down to 3 days a week because they can't get parts to build engines.
- **Hydrants.** Finished maintenance. Started Testing.
- **Building.** Nothing new
- **Apparatus.** 3263 in Beaverton for canopy leak.
- **Prevention.** Time has not allowed.
- **Meetings.** County fire defense, city staff, city council, joining the county ambulance service area committee. Communication committee.
- **Recruitment.** New interest. Two new started academy, 1 new application, 1 new interest. We'll have 2 of the 3 positions filled. Starting on the right path.
- **Student Program.** Starting to get some interest. Hopefully next month we'll see more movement.
- **Chief vacation.** December 22-23.
- **Upcoming events:** Board meeting 1/10/22.

- **Training Chiefs Report.**

Read as presented by Division Chief, Jason Smith. Highlights include logged 121 hours of training in November. Being a short month, this was good. Shaunna attended week-long fire investigation class put on by State Fire Marshal. I know she has some aspirations to get on the county team. One drill was working with Lucas device I confined area. Another drill by Lt. Brian Smith put together 20 different addresses on fire to practice talking on radio, operating apparatus which was a benefit to everybody. People who don't normally sit in the right seat position, got a good feel for what it takes. The goal next year is to build confidence. Spent last month building training plan. Once a month, we're going to focus on officer related course with end game building up officer pool. We have two people starting the training program. This last month, finalized the self-paced 15-module recruit binder which was given to the two new recruits. While it would be ideal to train together, the flexibility of self-paced is an attraction to join with the ability to work training around individual schedules as well as an acceleration to get individuals going on calls sooner. This has worked really well for Ananda Osterhaus, new recruit, who is expected to start running calls as early as next week. The other person starting, Wes Zeller, is eager and will be working the same plan but also working on a shift at station so will be able to work the program even faster. Erik Ostrander has been doing really well. Program is geared to do the online training, and then hands on practice with Division Chief. It's expected Erik will be signed off to drive fire apparatus next month, same as Nathanael Wilkerson. We're prepping two others for their EMT and advanced EMT certification, which will increase our response pool. Silvia and DC were HAM radio certified with the ability to use the Emergency Management infrastructure in case ours ever goes down. Herman asked how many EMT's do we have? DC responded that the majority of our personnel are EMT's, with exception of four/five. We don't have any paramedics. Chief is certified in intermediate EMT and TJ White is certified in advanced EMT. Essentially when Firefighters finish this program, they will get their firefighter 1 designation. Then they will work for Firefighter 2 designation. With their online course, it covers both firefighter 1 and 2, minus skills training. Bare minimum requirement is Firefighter1 with Firefighter 2 being ideal. We don't have an engineer rank. Herman asked if there are any volunteers with an interest of being career Firefighters? DC responded there is a student going for his Paramedic who is interested. Matt Williams has expressed interest in becoming a full-time Firefighter. The majority of the others, it's a hobby for them, where the motivation is a little bit different.

Board of Directors Reports:

- **Cerelli.** When the electricity went out, Cerelli went to Arch Cape and the generator kicked had kicked on, meaning it's working. Cerelli verified he has action item to speak to Leann's Thompson regarding COWS. Chief indicated the thermostat failed in Arch Cape in conference room. When it failed, it went to open circuit, increasing the temperature of the conference room. We don't know how long it was on, but we may have an increased heating bill. Brian Smith replaced the relay.
- **Bell.** Nothing to report.
- **Gardner.** Nothing to report.
- **Herman.** Nothing to report
- **Public.** Nothing.

Good of the Order/Public Comment:

None

Adjourn:

- **Herman** motioned to adjourn which was seconded by **Greg**. Adjourned 19:52 hours (7:52 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for January 10, 2022.

Bob Cerelli, President CBRFPD

Date:

Cannon Beach Rural Fire Protection District

Statement of Net Position - Modified Cash Basis

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	December 31, 2021	December 31, 2020	Increase (Decrease)
ASSETS			
Current Assets			
Checking/Savings			
Local Govt Investment Pool	1,701,430.00	1,434,423.00	267,007.00
Petty Cash	300.00	0.00	300.00
US Bank - Money Market	300,006.00	0.00	300,006.00
Fibre Federal Credit Union	15,818.00	0.00	15,818.00
Checking Columbia State Bank	30,084.00	107,982.00	-77,898.00
Total Checking/Savings	<u>2,047,638.00</u>	<u>1,542,405.00</u>	<u>505,233.00</u>
Fixed Assets			
Land	368,540.00	368,540.00	0.00
Buildings	1,699,939.00	1,699,939.00	0.00
Vehicles	1,589,428.00	1,589,428.00	0.00
Equipment	268,946.00	242,477.00	26,469.00
Total Fixed Assets	<u>3,926,853.00</u>	<u>3,900,384.00</u>	<u>26,469.00</u>
Accumulated Depreciation			
Accumulated Depr - Buildings	-628,003.00	-600,733.00	-27,270.00
Accumulated Depr - Vehicles	-771,240.00	-721,226.00	-50,014.00
Accumulated Depr - Equipment	-172,203.00	-161,949.00	-10,254.00
Total Accumulated Depreciation	<u>-1,571,446.00</u>	<u>-1,483,908.00</u>	<u>-87,538.00</u>
Net Fixed Assets	<u>2,355,407.00</u>	<u>2,416,476.00</u>	<u>-61,069.00</u>
TOTAL ASSETS	<u><u>4,403,045.00</u></u>	<u><u>3,958,881.00</u></u>	<u><u>444,164.00</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Payroll Liabilities	-9,453.00	5.00	-9,458.00
Long Term Liabilities			
Loan Payable - US Bank	300,000.00	0.00	300,000.00
Bond Liability	210,000.00	310,000.00	-100,000.00
Total Liabilities	<u>500,547.00</u>	<u>310,005.00</u>	<u>190,542.00</u>
Net Position			
Net Investment - Capital Asset	2,145,407.00	2,106,476.00	38,931.00
Net Position - Other	1,757,091.00	1,542,400.00	214,691.00
Total Net Position	<u>3,902,498.00</u>	<u>3,648,876.00</u>	<u>253,622.00</u>
TOTAL LIABILITIES & NET POSITION	<u><u>4,403,045.00</u></u>	<u><u>3,958,881.00</u></u>	<u><u>444,164.00</u></u>

NO ASSURANCE IS PROVIDED ON THIS FINANCIAL STATEMENT, SUBSTANTIALLY ALL DISCLOSURES OMITTED

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Cash Basis

Cannon Beach Rural Fire Protection District

Statement of Receipts and Disbursements Budget vs. Actual

July through December 2021 *-GENERAL FUND*

TOTAL

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CBFR Revenue				
Current Taxes	796,616.58	845,880.00	-49,263.42	94.2%
Tillamook Co - C/Y Property Tax	11,102.21	0.00	11,102.21	100.0%
Previous Taxes	19,271.87	15,000.00	4,271.87	128.5%
Safer Grant	34,005.00	107,600.00	-73,595.00	31.6%
Interest Income	2,931.56	17,000.00	-14,068.44	17.2%
Fire Protection Revenue	0.00	1,500.00	-1,500.00	0.0%
Conflagration/Mobilization	11,699.29	65,000.00	-53,300.71	18.0%
City of Cannon Beach Contracts	6,000.00	9,000.00	-3,000.00	66.7%
Miscellaneous	26,404.88	5,000.00	21,404.88	528.1%
Total CBFR Revenue	908,031.39	1,065,980.00	-157,948.61	85.2%
Total Income	908,031.39	1,065,980.00	-157,948.61	85.2%
Gross Profit	908,031.39	1,065,980.00	-157,948.61	85.2%
Expense				
PERSONAL SERVICES				
Division Chief/Training Officer				
DCTO-Gross Payroll	47,144.75	93,000.00	-45,855.25	50.7%
DCTO-Retirement	10,876.06	29,800.00	-18,923.94	36.5%
DCTO-Disability Ins	336.72	0.00	336.72	100.0%
DCTO - FICA & Other P/R Tax	3,218.25	7,115.00	-3,896.75	45.2%
DCTO-Medical Insurance	14,911.62	31,000.00	-16,088.38	48.1%
Total Division Chief/Training Officer	76,487.40	160,915.00	-84,427.60	47.5%
Recruitment & Retention Coord				
R & R Coord - Gross Payroll	35,654.44	70,000.00	-34,345.56	50.9%
R & R Coordinator - Retirement	11,691.50	22,500.00	-10,808.50	52.0%
R & R Coordinator - Medical Ins	372.60	0.00	372.60	100.0%
R & R Coord - Payroll Tax Exp.	2,835.31	5,355.00	-2,519.69	52.9%
Total Recruitment & Retention Coord	50,553.85	97,855.00	-47,301.15	51.7%
Part-Time Admin Assistant				
Part-Time Admin Asst Pers	5,829.29	14,800.00	-8,970.71	39.4%
Part-Time Admin Assistant P/R	24,790.77	46,000.00	-21,209.23	53.9%
Part -Time Admin Assist - FICA	2,098.29	3,680.00	-1,581.71	57.0%
Total Part-Time Admin Assistant	32,718.35	64,480.00	-31,761.65	50.7%
Volunteer Payroll	24,000.00	48,000.00	-24,000.00	50.0%
Volunteer FICA & Other P/R Tax	2,821.10	4,500.00	-1,678.90	62.7%
Volunteer PERS	1,398.03	5,000.00	-3,601.97	28.0%
Length of Service Award	225.00	11,200.00	-10,975.00	2.0%
Worker's Comp Ins.	15,290.75	13,500.00	1,790.75	113.3%
Part-Time Firefighters				
Conflagration - Payroll	49,437.28	50,000.00	-562.72	98.9%
Conflagration - PERS	12,269.39	11,000.00	1,269.39	111.5%
Conflagration - FICA & Other	3,765.64	4,000.00	-234.36	94.1%
Part-time Firefighters- Payroll	3,330.08	28,500.00	-25,169.92	11.7%
Part-time Firefighters - ER Tax	0.00	2,280.00	-2,280.00	0.0%
Total Part-Time Firefighters	68,802.39	95,780.00	-26,977.61	71.8%
Life & disability insurance	217.44	6,500.00	-6,282.56	3.3%
Payroll - Firefighter stipend	356.00	10,000.00	-9,644.00	3.6%
Payroll - Duty officer stipend	2,010.00	10,000.00	-7,990.00	20.1%
Total PERSONAL SERVICES	274,880.31	527,730.00	-252,849.69	52.1%
MATERIALS & SERVICES				
01 OPERATIONAL				
01 173 Disaster Preparedness	34.19	1,500.00	-1,465.81	2.3%
01 105 Communication Supplies	6,693.34	7,500.00	-806.66	89.2%

NO ASSURANCE IS PROVIDED ON THIS FINANCIAL STATEMENT, SUBSTANTIALLY ALL DISCLOSURES OMITTED

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Cash Basis

Cannon Beach Rural Fire Protection District

Statement of Receipts and Disbursements Budget vs. Actual

July through December 2021 *GENERAL FUND*

	TOTAL			
	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
01 115 Medical Supplies & Main	5,074.42	5,000.00	74.42	101.5%
01 125 Office Supplies & Main	5,270.90	10,000.00	-4,729.10	52.7%
01 130 Utilities Garbage	1,963.87	2,000.00	-36.13	98.2%
01 140 Utilities Telephone	7,947.77	15,000.00	-7,052.23	53.0%
01 150 Utilities Electric	4,778.41	10,000.00	-5,221.59	47.8%
01 160 Utilities Nat. Gas/Propane	636.42	3,300.00	-2,663.58	19.3%
01 165 Postage & Freight	115.60	1,500.00	-1,384.40	7.7%
Total 01 OPERATIONAL	32,514.92	55,800.00	-23,285.08	58.3%
02 EQUIPMENT & APPARATUS MAINT.				
02 233 Apparatus Repair	10,599.44	15,000.00	-4,400.56	70.7%
02 205 Tools	-1,153.06	2,600.00	-3,753.06	-44.3%
02 215 Tires	75.00	3,000.00	-2,925.00	2.5%
02 225 Batteries	0.00	1,800.00	-1,800.00	0.0%
02 213 Repairs - Miscellaneous	4,380.17	10,000.00	-5,619.83	43.8%
02 223 Vehicle Maint. & Supplies	22,570.91	30,000.00	-7,429.09	75.2%
02 235 Fuel	7,958.47	10,500.00	-2,541.53	75.8%
Total 02 EQUIPMENT & APPARATUS MAINT.	44,430.93	72,900.00	-28,469.07	60.9%
03 BUILDING MAINTENANCE				
03 303 Building Maintenance	17,605.83	25,000.00	-7,394.17	70.4%
03 313 COWS Maintenance	0.00	3,000.00	-3,000.00	0.0%
03 323 Janitorial Services & Sup	6,605.50	12,000.00	-5,394.50	55.0%
03 333 Landscape Maint. Service	5,520.00	13,000.00	-7,480.00	42.5%
Total 03 BUILDING MAINTENANCE	29,731.33	53,000.00	-23,268.67	56.1%
04 EDUCATION & TRAINING				
04 404 Recruitment & Retention	2,598.61	10,000.00	-7,401.39	26.0%
04 405 Training Aids	2,340.10	3,000.00	-659.90	78.0%
04 414 Firefighter & EMT Train	4,963.58	9,500.00	-4,536.42	52.2%
04 424 Dues & Subscriptions	7,371.96	18,000.00	-10,628.04	41.0%
04 434 Board Mem Train & Travel	210.00	2,000.00	-1,790.00	10.5%
04 495 Student program	1,470.50	18,000.00	-16,529.50	8.2%
04 497 Rope Rescue Training/Equip	7,590.17	10,000.00	-2,409.83	75.9%
04 499 Grant- Basic FF Training	11,847.33	10,000.00	1,847.33	118.5%
Total 04 EDUCATION & TRAINING	38,392.25	80,500.00	-42,107.75	47.7%
05 PROFESSIONAL SERVICES				
05 589 Bond Fees	620.00	1,200.00	-580.00	51.7%
05 507 911 Dispatch Services	0.00	26,000.00	-26,000.00	0.0%
05 527 Accounting Services	10,435.82	20,400.00	-9,964.18	51.2%
05 537 Employee Assist Program	374.40	500.00	-125.60	74.9%
05 557 Legal Services	7,252.00	5,000.00	2,252.00	145.0%
05 567 Audit Filing	0.00	7,500.00	-7,500.00	0.0%
05 577 Legal Notices	164.31	0.00	164.31	100.0%
05 588 Network Administration	1,866.25	10,000.00	-8,133.75	18.7%
05 597 Medical Exams	1,973.50	10,000.00	-8,026.50	19.7%
Total 05 PROFESSIONAL SERVICES	22,686.28	80,600.00	-57,913.72	28.1%
08 LIABILITY INSURANCE				
08 801 Auto & General Liab Ins	2,015.00	32,000.00	-29,985.00	6.3%
8-802 Pollution Liability	0.00	1,000.00	-1,000.00	0.0%
Total 08 LIABILITY INSURANCE	2,015.00	33,000.00	-30,985.00	6.1%
06 PROTECTIVE EQUIP/UNIFORMS				
06 605 Misc. Protective Equip	4,817.33	4,000.00	817.33	120.4%
06 625 Turnouts	6,625.65	7,500.00	-874.35	88.3%
06 615 Uniforms	5,074.61	6,000.00	-925.39	84.6%
06 699 GRANT - Protective Equip	0.00	15,600.00	-15,600.00	0.0%
Total 06 PROTECTIVE EQUIP/UNIFORMS	16,517.59	33,100.00	-16,582.41	49.9%
07 ADVERTISING				

NO ASSURANCE IS PROVIDED ON THIS FINANCIAL STATEMENT, SUBSTANTIALLY ALL DISCLOSURES OMITTED

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Cash Basis

Cannon Beach Rural Fire Protection District
Statement of Receipts and Disbursements Budget vs. Actual
 July through December 2021 *GENERAL FUND*

	TOTAL			
	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
07 - 757 Recruitment Advg	779.36	0.00	779.36	100.0%
07 799 Advg - Grant Print Mktg	167.91	5,000.00	-4,832.09	3.4%
07 708 ADVERTISING - LEGAL	0.00	2,000.00	-2,000.00	0.0%
Total 07 ADVERTISING	947.27	7,000.00	-6,052.73	13.5%
Total MATERIALS & SERVICES	187,235.57	415,900.00	-228,664.43	45.0%
Total Expense	462,115.88	943,630.00	-481,514.12	49.0%
Net Ordinary Income	445,915.51	122,350.00	323,565.51	364.5%
Other Income/Expense				
Other Income				
Beginning Fund Balance	345,509.86	308,000.00	37,509.86	112.2%
Total Other Income	345,509.86	308,000.00	37,509.86	112.2%
Other Expense				
Debt Service	0.00	65,000.00	-65,000.00	0.0%
Transfers Out				
Xfer to Apparatus & Equipt Resrv	0.00	60,000.00	-60,000.00	0.0%
Total Transfers Out	0.00	60,000.00	-60,000.00	0.0%
Total Other Expense	0.00	125,000.00	-125,000.00	0.0%
Net Other Income	345,509.86	183,000.00	162,509.86	188.8%
Net Income	791,425.37	305,350.00	486,075.37	259.2%

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Cash Basis

Cannon Beach Rural Fire Protection District
Statement of Receipts and Disbursements Budget vs. Actual
 July through December 2021 *FIRE CHIEF FUND*

	TOTAL			
	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CBFR Revenue				
Current Taxes	215,607.22	228,226.00	-12,618.78	94.5%
Previous Taxes	5,872.10	6,000.00	-127.90	97.9%
Total CBFR Revenue	221,479.32	234,226.00	-12,746.68	94.6%
Total Income	221,479.32	234,226.00	-12,746.68	94.6%
Gross Profit	221,479.32	234,226.00	-12,746.68	94.6%
Net Ordinary Income	221,479.32	234,226.00	-12,746.68	94.6%
Other Income/Expense				
Other Income				
Beginning Fund Balance	202,117.93	184,820.00	17,297.93	109.4%
Total Other Income	202,117.93	184,820.00	17,297.93	109.4%
Other Expense				
Fire Chief Personal Servies				
FC Salary	56,512.46	113,300.00	-56,787.54	49.9%
FC FICA & Other payroll taxes	4,514.99	9,064.00	-4,549.01	49.8%
FC Medical Insurance	14,911.62	31,000.00	-16,088.38	48.1%
FC Retirement	20,383.03	40,800.00	-20,416.97	50.0%
FC Disability Ins	409.14	850.00	-440.86	48.1%
Total Fire Chief Personal Servies	96,731.24	195,014.00	-98,282.76	49.6%
Fire Chief Materials & Services				
FC Training & Travel	637.03	5,000.00	-4,362.97	12.7%
FC Dues & Subscriptions	0.00	600.00	-600.00	0.0%
FC Continuing Education	0.00	5,000.00	-5,000.00	0.0%
FC District Housing	3,400.00	20,400.00	-17,000.00	16.7%
Total Fire Chief Materials & Services	4,037.03	31,000.00	-26,962.97	13.0%
Total Other Expense	100,768.27	226,014.00	-125,245.73	44.6%
Net Other Income	101,349.66	-41,194.00	142,543.66	-246.0%
Net Income	322,828.98	193,032.00	129,796.98	167.2%

Cannon Beach Rural Fire Protection District
Statement of Receipts, Disbursements and Changes in Fund Bal
July through December 2021

	GENERAL FUND	FIRE CHIEF FUND	APPARATUS & EQ...	CAPITAL PROJEC...	COMMUNITY WAR...	DEBT SERVICE FU...	TOTAL
Ordinary Income/Expense							
Income							
CBFR Revenue							
Current Taxes	796,616.58	215,607.22	0.00	0.00	0.00	95,726.94	1,107,950.74
Tillamook Co - C/Y Property Tax	11,102.21	0.00	0.00	0.00	0.00	0.00	11,102.21
Previous Taxes	19,271.87	5,872.10	0.00	0.00	0.00	3,003.03	28,147.00
Safer Grant	34,005.00	0.00	0.00	0.00	0.00	0.00	34,005.00
Interest Income	2,931.56	0.00	0.00	0.00	0.00	0.00	2,931.56
Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Conflagration/Mobilization	11,699.29	0.00	0.00	0.00	0.00	0.00	11,699.29
City of Cannon Beach Contracts	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00
Miscellaneous	25,404.88	0.00	0.00	0.00	0.00	0.00	25,404.88
Total CBFR Revenue	908,031.39	221,479.32	0.00	0.00	0.00	98,729.97	1,228,240.68
Total Income	908,031.39	221,479.32	0.00	0.00	0.00	98,729.97	1,228,240.68
Gross Profit	908,031.39	221,479.32	0.00	0.00	0.00	98,729.97	1,228,240.68
Expense							
PERSONAL SERVICES							
Division Chief/Training Officer							
DCTO-Gross Payroll	47,144.75	0.00	0.00	0.00	0.00	0.00	47,144.75
DCTO-Retirement	10,876.06	0.00	0.00	0.00	0.00	0.00	10,876.06
DCTO-Disability Ins	336.72	0.00	0.00	0.00	0.00	0.00	336.72
DCTO - FICA & Other P/R Tax	3,218.25	0.00	0.00	0.00	0.00	0.00	3,218.25
DCTO-Medical Insurance	14,911.62	0.00	0.00	0.00	0.00	0.00	14,911.62
Total Division Chief/Training Officer	76,487.40	0.00	0.00	0.00	0.00	0.00	76,487.40
Recruitment & Retention Coord							
R & R Coord - Gross Payroll	35,654.44	0.00	0.00	0.00	0.00	0.00	35,654.44
R & R Coordinator - Retirement	11,691.50	0.00	0.00	0.00	0.00	0.00	11,691.50
R & R Coordinator - Medical Ins	372.60	0.00	0.00	0.00	0.00	0.00	372.60
R & R Coord - Payroll Tax Exp.	2,835.31	0.00	0.00	0.00	0.00	0.00	2,835.31
Total Recruitment & Retention Coord	50,553.85	0.00	0.00	0.00	0.00	0.00	50,553.85
Part-Time Admin Assistant							
Part-Time Admin Asst Pers	5,829.29	0.00	0.00	0.00	0.00	0.00	5,829.29
Part-Time Admin Assistant P/R	24,719.04	0.00	0.00	0.00	0.00	0.00	24,719.04
Part -Time Admin Assist - FICA	2,098.29	0.00	0.00	0.00	0.00	0.00	2,098.29
Part-Time Admin Assistant - Other	71.73	0.00	0.00	0.00	0.00	0.00	71.73
Total Part-Time Admin Assistant	32,718.35	0.00	0.00	0.00	0.00	0.00	32,718.35
Volunteer Payroll	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00
Volunteer FICA & Other P/R Tax	2,821.10	4.21	0.00	0.00	0.00	0.00	2,825.31
Volunteer PERS	1,398.03	0.00	0.00	0.00	0.00	0.00	1,398.03
Length of Service Award	225.00	0.00	0.00	0.00	0.00	0.00	225.00
Worker's Comp Ins.	15,290.75	0.00	0.00	0.00	0.00	0.00	15,290.75
Part-Time Firefighters							
Conflagration - Payroll	49,437.28	0.00	0.00	0.00	0.00	0.00	49,437.28
Conflagration - PERS	12,269.39	0.00	0.00	0.00	0.00	0.00	12,269.39
Conflagration - FICA & Other	3,765.64	0.00	0.00	0.00	0.00	0.00	3,765.64
Part-time Firefighters- Payroll	3,330.08	0.00	0.00	0.00	0.00	0.00	3,330.08
Total Part-Time Firefighters	68,802.39	0.00	0.00	0.00	0.00	0.00	68,802.39
Life & disability Insurance	217.44	0.00	0.00	0.00	0.00	0.00	217.44
Payroll - Firefighter stipend	356.00	0.00	0.00	0.00	0.00	0.00	356.00
Payroll - Duty officer stipend	2,010.00	0.00	0.00	0.00	0.00	0.00	2,010.00
Total PERSONAL SERVICES	274,880.31	4.21	0.00	0.00	0.00	0.00	274,884.52
MATERIALS & SERVICES							

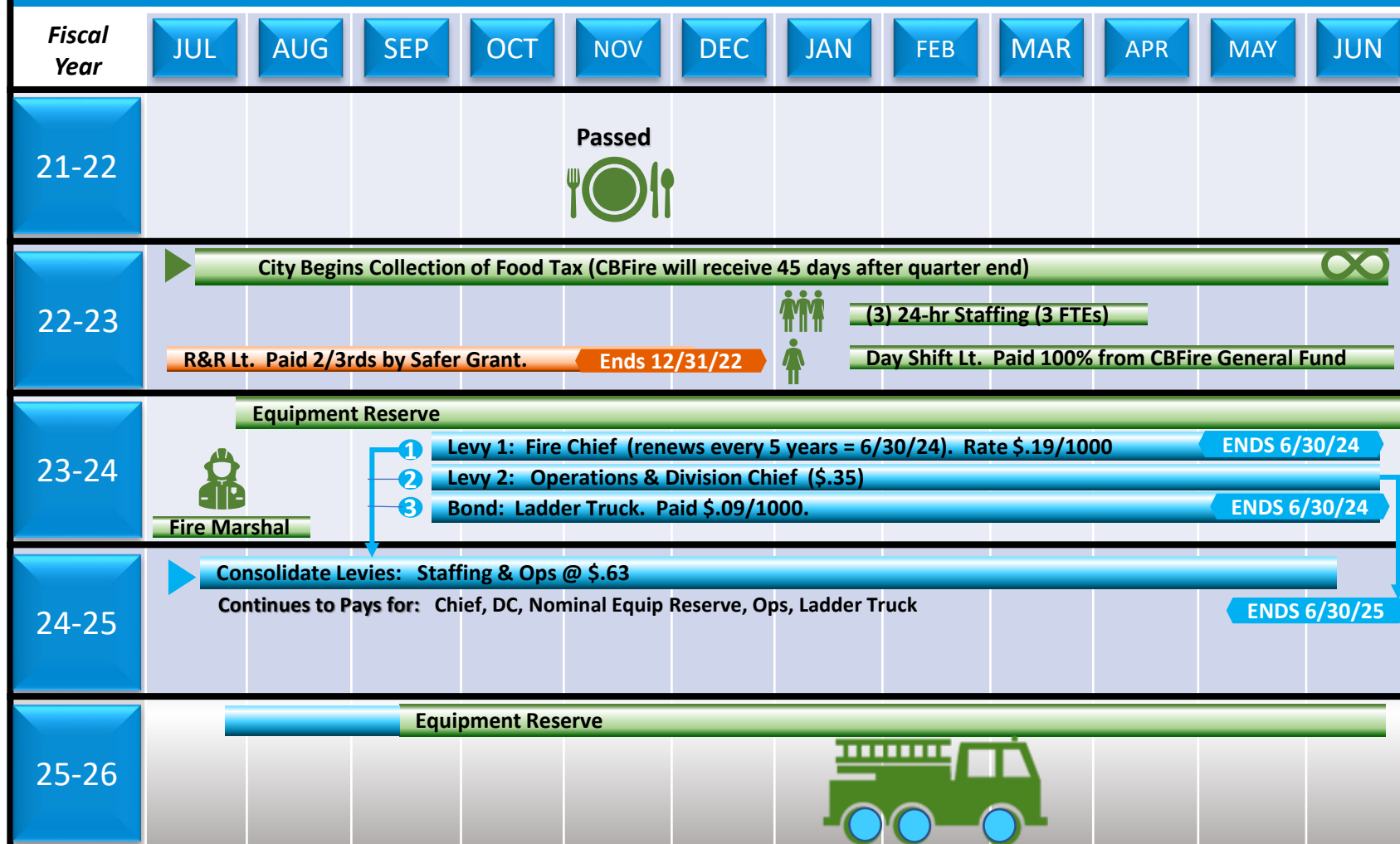
Cannon Beach Rural Fire Protection District
Statement of Receipts, Disbursements and Changes in Fund Bal
July through December 2021

	GENERAL FUND	FIRE CHIEF FUND	APPARATUS & EQ...	CAPITAL PROJEC...	COMMUNITY WAR...	DEBT SERVICE FU...	TOTAL
01 OPERATIONAL							
01 173 Disaster Preparedness	34.19	0.00	0.00	0.00	0.00	0.00	34.19
01 105 Communication Supplies	6,693.34	0.00	0.00	0.00	0.00	0.00	6,693.34
01 115 Medical Supplies & Main	5,074.42	0.00	0.00	0.00	0.00	0.00	5,074.42
01 125 Office Supplies & Main	5,270.90	0.00	0.00	0.00	0.00	0.00	5,270.90
01 130 Utilities Garbage	1,963.87	0.00	0.00	0.00	0.00	0.00	1,963.87
01 140 Utilities Telephone	7,947.77	0.00	0.00	0.00	0.00	0.00	7,947.77
01 150 Utilities Electric	4,778.41	0.00	0.00	0.00	0.00	0.00	4,778.41
01 160 Utilities Nat.Gas/Propane	636.42	0.00	0.00	0.00	0.00	0.00	636.42
01 165 Postage & Freight	115.60	0.00	0.00	0.00	0.00	0.00	115.60
Total 01 OPERATIONAL	32,514.92	0.00	0.00	0.00	0.00	0.00	32,514.92
02 EQUIPMENT & APPARATUS MAINT.							
02 233 Apparatus Repair	10,599.44	0.00	0.00	0.00	0.00	0.00	10,599.44
02 205 Tools	-1,153.06	0.00	0.00	0.00	0.00	0.00	-1,153.06
02 215 Tires	75.00	0.00	0.00	0.00	0.00	0.00	75.00
02 213 Repairs - Miscellaneous	4,380.17	0.00	0.00	0.00	0.00	0.00	4,380.17
02 223 Vehicle Maint. & Supplies	22,570.91	0.00	0.00	0.00	0.00	0.00	22,570.91
02 235 Fuel	7,958.47	0.00	0.00	0.00	0.00	0.00	7,958.47
Total 02 EQUIPMENT & APPARATUS MAINT.	44,430.93	0.00	0.00	0.00	0.00	0.00	44,430.93
03 BUILDING MAINTENANCE							
03 303 Building Maintenance	16,681.83	0.00	0.00	0.00	0.00	0.00	16,681.83
03 323 Janitorial Services & Sup	6,605.50	0.00	0.00	0.00	0.00	0.00	6,605.50
03 333 Landscape Maint. Service	5,520.00	0.00	0.00	0.00	0.00	0.00	5,520.00
03 BUILDING MAINTENANCE - Other	924.00	0.00	0.00	0.00	0.00	0.00	924.00
Total 03 BUILDING MAINTENANCE	29,731.33	0.00	0.00	0.00	0.00	0.00	29,731.33
04 EDUCATION & TRAINING							
04 404 Recruitment & Retention	2,598.61	0.00	0.00	0.00	0.00	0.00	2,598.61
04 405 Training Aids	2,340.10	0.00	0.00	0.00	0.00	0.00	2,340.10
04 414 Firefighter & EMT Train	4,963.58	0.00	0.00	0.00	0.00	0.00	4,963.58
04 424 Dues & Subscriptions	7,371.96	0.00	0.00	0.00	0.00	0.00	7,371.96
04 434 Board Mem Train & Travel	210.00	0.00	0.00	0.00	0.00	0.00	210.00
04 495 Student program	1,470.50	0.00	0.00	0.00	0.00	0.00	1,470.50
04 497 Rope Rescue Training/Equip	7,590.17	0.00	0.00	0.00	0.00	0.00	7,590.17
04 499 Grant- Basic FF Training	11,847.33	0.00	0.00	0.00	0.00	0.00	11,847.33
Total 04 EDUCATION & TRAINING	38,392.25	0.00	0.00	0.00	0.00	0.00	38,392.25
05 PROFESSIONAL SERVICES							
05 589 Bond Fees	620.00	0.00	0.00	0.00	0.00	0.00	620.00
05 527 Accounting Services	10,435.82	0.00	0.00	0.00	0.00	0.00	10,435.82
05 537 Employee Assist Program	374.40	0.00	0.00	0.00	0.00	0.00	374.40
05 557 Legal Services	7,252.00	0.00	0.00	0.00	0.00	0.00	7,252.00
05 577 Legal Notices	164.31	0.00	0.00	0.00	0.00	0.00	164.31
05 588 Network Administration	1,866.25	0.00	0.00	0.00	0.00	0.00	1,866.25
05 597 Medical Exams	1,973.50	0.00	0.00	0.00	0.00	0.00	1,973.50
Total 05 PROFESSIONAL SERVICES	22,686.28	0.00	0.00	0.00	0.00	0.00	22,686.28
08 LIABILITY INSURANCE							
08 801 Auto & General Liab Ins	2,015.00	0.00	0.00	0.00	0.00	0.00	2,015.00
Total 08 LIABILITY INSURANCE	2,015.00	0.00	0.00	0.00	0.00	0.00	2,015.00
06 PROTECTIVE EQUIP/UNIFORMS							
06 605 Misc. Protective Equip	4,817.33	0.00	0.00	0.00	0.00	0.00	4,817.33
06 625 Turnouts	6,625.65	0.00	0.00	0.00	0.00	0.00	6,625.65
06 615 Uniforms	5,074.61	0.00	0.00	0.00	0.00	0.00	5,074.61
Total 06 PROTECTIVE EQUIP/UNIFORMS	16,517.59	0.00	0.00	0.00	0.00	0.00	16,517.59

Cannon Beach Rural Fire Protection District
Statement of Receipts, Disbursements and Changes in Fund Bal
July through December 2021

	GENERAL FUND	FIRE CHIEF FUND	APPARATUS & EQ...	CAPITAL PROJEC...	COMMUNITY WAR...	DEBT SERVICE FU...	TOTAL
07 ADVERTISING							
07 - 757 Recruitment Advg	779.36	0.00	0.00	0.00	0.00	0.00	779.36
07 799 Advg - Grant Print Mktg	167.91	0.00	0.00	0.00	0.00	0.00	167.91
Total 07 ADVERTISING	947.27	0.00	0.00	0.00	0.00	0.00	947.27
Total MATERIALS & SERVICES	187,235.57	0.00	0.00	0.00	0.00	0.00	187,235.57
09 905 Capital Outlay	0.00	0.00	11,870.00	10,317.81	0.00	0.00	22,187.81
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	462,115.88	4.21	11,870.00	10,317.81	0.00	0.00	484,307.90
Net Ordinary Income	445,915.51	221,475.11	-11,870.00	-10,317.81	0.00	98,729.97	743,932.78
Other Income/Expense							
Other Income							
Beginning Fund Balance	345,509.86	202,117.93	610,656.94	48,302.47	11,481.08	1,028.83	1,219,097.11
Total Other Income	345,509.86	202,117.93	610,656.94	48,302.47	11,481.08	1,028.83	1,219,097.11
Other Expense							
Debt Service							
Bond Principal	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00
Bond Interest	0.00	0.00	0.00	0.00	0.00	5,171.25	5,171.25
Total Debt Service	0.00	0.00	0.00	0.00	0.00	105,171.25	105,171.25
Fire Chief Personal Servies							
FC Salary	0.00	56,512.46	0.00	0.00	0.00	0.00	56,512.46
FC FICA & Other payroll taxes	0.00	4,514.99	0.00	0.00	0.00	0.00	4,514.99
FC Medical Insurance	0.00	14,911.62	0.00	0.00	0.00	0.00	14,911.62
FC Retirement	0.00	20,383.03	0.00	0.00	0.00	0.00	20,383.03
FC Disability Ins	0.00	409.14	0.00	0.00	0.00	0.00	409.14
Total Fire Chief Personal Servies	0.00	96,731.24	0.00	0.00	0.00	0.00	96,731.24
Fire Chief Materials & Services							
FC Training & Travel	0.00	637.03	0.00	0.00	0.00	0.00	637.03
FC District Housing	0.00	3,400.00	0.00	0.00	0.00	0.00	3,400.00
Total Fire Chief Materials & Services	0.00	4,037.03	0.00	0.00	0.00	0.00	4,037.03
Total Other Expense	0.00	100,768.27	0.00	0.00	0.00	105,171.25	205,939.52
Net Other Income	345,509.86	101,349.66	610,656.94	48,302.47	11,481.08	-104,142.42	1,013,157.59
Net Income	791,425.37	322,824.77	598,786.94	37,984.66	11,481.08	-5,412.45	1,757,090.37

CBFire 5-Year Financial Framework



STAFF REPORT

Date: January 7, 2022
To: Cannon Beach RFPD Board
From: Marc Reckmann, Fire Chief
RE: Surplus of 1995 Pierce Fire Engine (3225)

Background:

There are two (2) 1995 type 1 engines purchased at the same time as the current fire station was built from proceeds of a bond measure in 1994. The two engines are known today as 3225 & 3227. Both engines have begun having mechanical problems starting in 2017. In 2021, the board authorized the purchase of a new engine to replace one of the 1995 engines. That engine is currently expected to be delivered in September of 2022. Engine 3227 has a known pump shift problem. Engine 3225 has a problem with the pump leaking and is showing signs of a fuel/injector pump problem. It was decided by staff last year, with the purchase of the new Engine, that 3225 would be the engine to be replaced as it has more mechanical problems. Engine 3227 has been modified to better fit the district needs as a rescue pumper.

Current situation:

On January 3rd, 2022, Engine 3225 failed to start for a call. A mechanic determined the fuel/injector pump had failed. The Detroit Diesel that is in that engine is called a series 40 and is no longer manufactured or supported. Several diesel repair shops were contacted and only 1 has agreed to work on this engine. The parts are not available, the pump has to be removed and sent off to be rebuilt. It will take a mechanic a day to remove, and a day to put back on, and then up to 8 weeks to be repaired. Estimates given were between \$8,000 to \$10,000. Engine 3227 is also showing signs of a fuel pump/injector pump failure. Currently, Engine 3227 is the first responding engine for calls.

Staff Recommendation:

Spending \$8,000 to \$10,000 into an engine that we were already planning to replace is not considered the best solution from a fiscal responsibility perspective. Staff considered repairing and then surplus 3227. However, 3225 remains with a pump issue, and 3227 is a better solution for a second engine. I have spoken with Nehalem Fire & Rescue and arranged if 3227 was to also be out of commission before the new engine is in service; we would likely be able to borrow their reserve engine while we work on a solution. Based on all the research of available solutions, it is recommended by staff to the Board of Directors to categorize 3225 as "surplus", allowing recuperation of some monies through sale at competitive bid.



Cannon Beach RFPD Periodic Review

Date of Evaluation: _____

PR Interval: ☐ Interim ☐ 6-Month ☒ Annual

Completed by Board	<input type="checkbox"/> Bob Cerelli	<input type="checkbox"/> Greg Bell	<input type="checkbox"/> Rick Gardner
	<input type="checkbox"/> Dave Herman	<input type="checkbox"/> Bob Heymann	<input type="checkbox"/> Other

Key:	1-Strongly Disagree	2- Disagree	3-Neutral	4-Agree	5- Strongly Agree
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Building & Maintaining Relations</i>	1	2	3	4	5
Increase CBRFPD's visibility and credibility with following agencies: City of Cannon Beach; Emergency Management for County and City agencies; City of CB Police; Chamber of Commerce; local Business Alliance meetings; other Fire Defense Boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Effective Communications</i>	1	2	3	4	5
Display effective communication skills within Officers, Volunteers, and Board members. Develop and disseminate vision, mission, strategy, goals and core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Improve CBRFPD's Effectiveness</i>	1	2	3	4	5
Analyze current practices and resource allocation to efficiently utilize personnel, facilities, and services. Reduce complexity of SOPs / SOGs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Pursue Additional Revenue Streams & Increase Financial Stability</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Explore additional revenue streams. Analyze current service level agreements and contracts to ensure maximum value.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Daily Operations "Keep the doors open"</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Ensure day to day operations are fulfilled to keep the doors open. Supervise bills are getting paid, board interaction and coordination is carried out on time. Ensure building and apparatus is maintained to operational levels. Monitor budget compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Signatures:_____
Personnel_____
Date_____
Board Representative_____
Date

CANNON BEACH RURAL FIRE PROTECTION DISTRICT

ORDINANCE NO. 21-02

AN ORDINANCE AUTHORIZING THE DISTRICT TO BILL NON-DISTRICT RESIDENTS FOR THE ACTUAL COSTS OF A RESPONSE TO INCIDENTS OCCURRING ON OR NEAR A TRANSPORTATION ROUTE WITHIN THE DISTRICT OR FOR INCIDENTS OCCURRING OUTSIDE THE DISTRICT OR IN AN UNPROTECTED AREA.

WHEREAS, ORS 478.410(4) authorizes a rural fire protection district to create fees for any service provided by the District through adoption of an ordinance; and

WHEREAS, pursuant to ORS 478.310(1) and (2), the District has adopted Ordinance No. 21-01, which creates fees to recover the actual costs of emergency services rendered a) outside District boundaries, b) within District boundaries on transportation routes against which no taxes or assessments for District fire protection are levied by the District, and c) in Unprotected Areas as defined by Ordinance No. 21-01; and

WHEREAS, the District's Board of Directors wishes to amend certain provisions and costs within Ordinance No. 21-01; and

WHEREAS, the Board of Directors has provided opportunity for public comment as required by ORS 294.160.

THEREFORE, BE IT ORDAINED by the Cannon Beach Rural Fire Protection District Board of Directors that:

Section 1. Amendments. Ordinance No. 21-01:

- a. Section 3.3 is hereby amended to read as follows:
 - (g) \$200 for rescue services including, but not limited to: vehicle, trail, rope, and surf extrication.
 - (k) 15% administration fee will be added to total invoice.
- b. Section 3.3(h) is hereby amended to read as follows:

Volunteer hours will be invoiced at a cost in accordance with the Oregon State Mobilization Plan.

Section 2. Continued Effect. All unamended provisions of Ordinance No. 21-01 shall remain in full force and effect.

Section 3. Severability. If any section, subsection, sentence, clause or phrase of this ordinance or codes or standards herein referenced is, for any reason, held to be invalid or unconstitutional

by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or amended Ordinance No. 21-01.

Section 4. Effective Date. This Ordinance will go into effect on the 30th day following its second reading and adoption by majority vote of the Board of Directors pursuant to ORS 198.550 (1) and (2).

Adopted by vote of the Cannon Beach Rural Fire Protection District Board of Directors this ____ day of ____, 202__.

Bob Cerelli
Board President

Ayes: ____

Nays: ____

ATTEST:

Rick Gardner, Secretary

Fire Chief Report

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

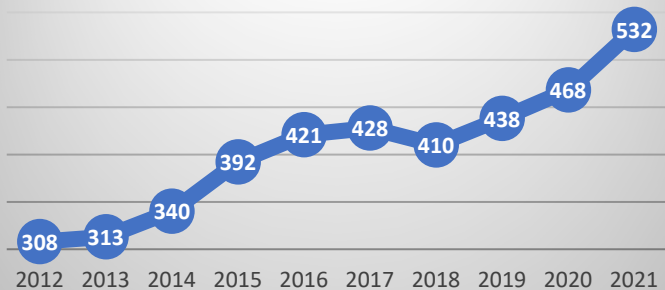
RESPONSE DATA

October calls

Call Volume Observations

- ✓ 36 calls in December 2021
- ✓ Average for December 2017-2021 is 32

Fire Calls



Projects and Administration



Significant calls or projects. Windstorm.



Conflagration: Waiting on final payment.



State Parks: Begin to bill upon Board Ordinance approval.



Strategic Plan: Continue working on community-based strategic plan.



Grants

- Radios:
 - Portables are ordered
 - Evaluating mobiles
- Hose ordered.
- Exterior lighting grant awarded, \$10,000 with \$10,000 match. Developing RFP.
- AFG Grant Applications for:
 - Arch Cape engine
 - Fill station and fit tester
 - Hamlet Engine
 - Hamlet turnouts and air compressor
 - Working on SCBAs and Engine for Elsie

- Seismic Grant: Continue evaluating grant requirements to pre-implementation activities.
- Applying for staff positions through SAFER Grant.
- Applying for regional marking position (Gearhart, Hamlet, Cannon Beach); Gearhart will host
- 2018 SPIRE grant was finally officially awarded. Will receive the vehicle in late January, will be parked at city yard and decided how to best use it.



Radio system: Complete failure in South County. Radio failure 1/2/22.



Prepared Food Tax: Awaiting formal and final legal disposition announcement from County.



Rescue: Still no update on ETA



Hydrants: Continuing in testing phase with maintenance phase completed.



Building: Nothing new to report.



Apparatus

- 3263 to Beaverton for canopy leak
- 3225 injector pump failure. This was expected, contributing to replacement with new Engine. Preliminary evaluation show it may be too cost prohibitive to repair. Currently evaluating decommissioning vs. repairing. Estimated @ \$10K, with 8-weeks repair.
- 3227 is now starting to show same signs of injector pump failure, as well.



Prevention: COVID and headcount continue to be a factor. No prevention plans currently.



Meetings

- County Fire Defense
- City Staff
- City Council
- County Ambulance Service Area Committee
- Communication committee



Recruitment: Ongoing. Two new highly engaged recruits (Wes Zeller and Ananda Osterhaus).



Chief vacation: None planned.

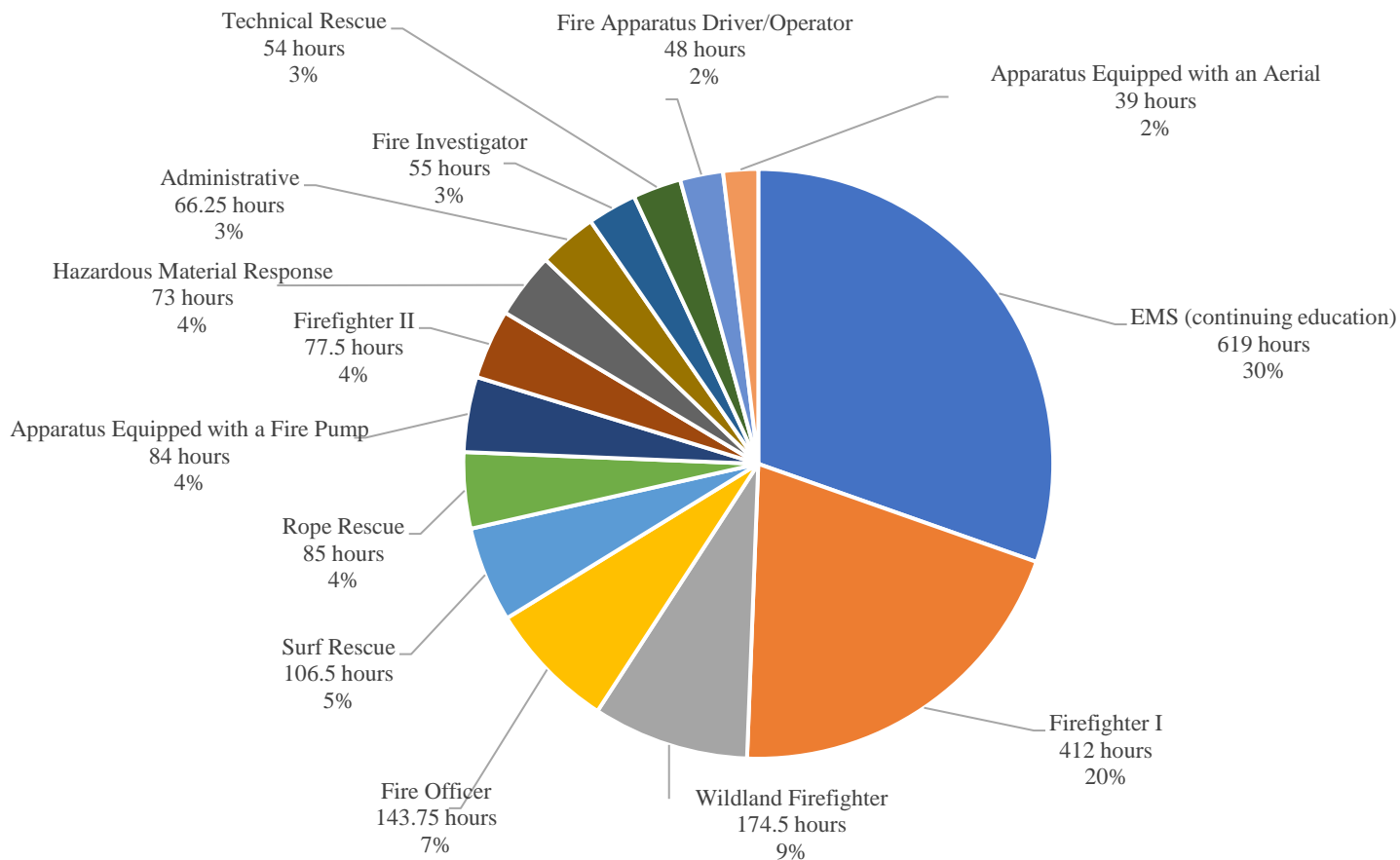


Upcoming Events:

- 2/14/2022: Next Board meeting
- **BUDGET:**
 - ✓ 1/10/2022: Set Goals for 2022.
 - ✓ 3/14/2022: Budget Committee Appointment.
 - ✓ 4/21/2022: Publish first notice of Budget Committee Meeting.
 - ✓ 5/5/2022: Publish second notice of Budget Committee Meeting
 - ✓ 5/19/2022: Budget Committee Meeting 6 pm
 - ✓ 5/26/2022: Second Budget Committee Meeting (if needed) 6 pm
 - ✓ 6/2/2022: Publish notice of Budget Hearing
 - ✓ 6/13/2022: Hold Budget Hearing
 - ✓ 6/13/2022: Board Meeting to adopt budget.
 - ✓ 6/27/2022: Submit tax certification document to Assessor and copy to County Clerk.

Hello,

The following is the end of year training report for 2021.



In a blink of eye, 2021 has come and gone. Though the year went by fast, our team was able to log 2,036.5 hours of training. As you can see from the above graph, we were able to touch on a wide range of training topics proving we are truly an all-risk fire department.

Before I begin a more detailed explanation of what we were able to accomplish, I'd like to first take the time to acknowledge those firefighters who logged the most training hours:

1. Lt. S. White (233 hours)
2. FF. Ostrander (173.5 hours)
3. FF. L. Williams (175.25 hours)
4. FF. Wilkerson (131.5 hours)
5. FF. Avila (125.1 hours)

I would like to commend their motivation, and I look forward to harnessing and building upon theirs, and others desire to learn and improve as we enter the new year. I would also like to highlight some of the specific certifications and credentials that were obtained by our members over the last year:

- CPR/ First-Aid
- EMR, NREMT
- NFPA Firefighter 1
- NFPA Driver/ Operator
- NFPA Apparatus Equipped w/ Pump
- NFPA Hazmat Operations
- NWCG Firefighter Type 2
- NFPA Instructor 1
- NFPA Officer 1

As you can assume, each one of these certificates and credentials were only obtained through many hours of training, in addition to their already busy lives. While this list shows completed certificates, it is important to understand that we still have many more unfinished training task books which will be a primary focus of our 2022 training schedule.

Looking at our 2021 training graph, you can see that there are several training topics which we focused most of our attention on. With Firefighter 1 and EMS being in the lead, we were able to build upon our skills through acquired structure training, fire behavior prop training, ventilation prop training, company performance drills, and EMS trainings. Next, we have wildland firefighter training where we were able to gain the needed training to allow us to lend a helping hand to our fellow state agencies over the summer. Moving on, we focused on improving our ability to maintain command and control of incidents through strategy and tactics training, communication drills, and first-in operation drills. Lastly, we worked to hone our technical rescue competencies by completing rope rescue drills, water rescue drills, and several training evolutions with our neighboring agencies.

As we transition our focus to the new year, there are several training priorities we will be pursuing, in addition to our already require training items.

- Firefighter Development – My goal is to continue to on-board and train new firefighters, as well as help to grow our existing firefighters.
- Acting Officer and Officer Development – I plan to mentor and prepare those firefighters who are interested in taking on leadership roles, whether formal or in an acting capacity.
- Apparatus Operator Development – With the current state of our fleet, my priority is to train those who are interested in driving and operating our engines but more importantly, get our members trained to operate our aerial ladder as this apparatus requires additional skill sets to operate on the scene of an incident safely and competently.
- Surf Rescue Skills Improvement – With an increasing amount of calls relating to ocean rescue, my intent is to improve our ability to respond by properly equipping and training our members to be able to either enter the water

for a rescue or have the ability and personnel available to launch our jet skis without having to rely solely on the lifeguards, or our neighboring agencies.

- Rope Rescue Skills Improvement – As stated above, with the increasing number of rope rescue calls we are receiving, I'd like to get our members to the point where we are able to set up our own equipment and begin the rescue prior to the arrival of our neighboring agencies.

Lastly, I'd like to highlight several accomplishments of the Training Officer over the last year. Other than getting to better know my fellow firefighters, I have been able to gain an understanding of the needs of our members, of our community, and of the Oregon Fire Service in general. I was able to log 259 hours of training and responded to 49.5% or 251 incidents in 2021. Through my training, I have been able to open my Watercraft Rescue, and Surf Rescue task books which I plan to have completed by summer of 2022.

Over the course of the last year, I created a 4-quarter training plan for 2021 and 2022. I was able to re-develop our firefighter recruit training process to include revamping our new recruit training binder, as well as restructure our apparatus operator training programs. I was also able to complete a first draft of our standard operating procedures which I hope to have implemented by the second quarter of 2022.

Looking forward to 2022, there are several goals I'd like to accomplish. First is to continue to build strong relationships with my fellow firefighters, and neighboring fire departments. I want to learn and grow within the department and help mentor the future leaders of our department. As for my personal training goals, other than those stated above, I plan to obtain my NFPA Fire Officer II certificate and begin to work on my Fire Officer III. I also would like to utilize my Hazmat Technician Certification and pursue becoming a member of the Region 11 HazMat team which covers Clatsop and Columbia Counties.

As we enter the new year, I look forward to the learning and growth that will take place, and I am grateful to be a part of it. Thank you for the opportunity.

Respectfully,

Jason Smith