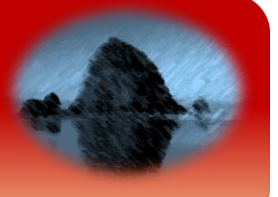




# Cannon Beach

## Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110  
(503) 436-2949 · EMERGENCY: 9-1-1 · [WWW.CBFIRE.COM](http://WWW.CBFIRE.COM) · [INFO@CBFIRE.COM](mailto:INFO@CBFIRE.COM)



## MEETING AGENDA December 13, 2021

(2<sup>nd</sup> Monday of every month)

**1800hrs (6pm)**

**Due to COVID, public will only be allowed Via Zoom**

\*Board may go into Executive Session per ORS 192.660 as needed\*

- Call to Order
- Roll call
- Changes to Agenda
- Public Comment
- Approval of November 8 & November 18 Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Old Business
  - Volunteer housing
  - Change Banks – update
  - Financial Planning – discussion
  - Board Vacancy
    - Appointment to board
  - COWS
- New Business
  - Budget process
  - Revision of Ordinance 21-1, billing for services
  - Pay scale review
- Reports
  - Chief's Report
  - Division Chief report
  - Board of Directors
    - Cerelli
    - Herman
    - Gardner
    - Bell
- Good of the Order/Public Comment
- Adjourn---
- Next Board Meeting, January 10, 2022

### Zoom information

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



# Cannon Beach

## Rural Fire Protection District

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

## BOARD MEETING MINUTES – NOVEMBER 8, 2021

### General:

Date:	<b>November 8, 2021</b>
Time:	18:03 hours (6:03 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:03 (6:03 pm)
Adjourned Time:	19:42 (7:42 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 type="checkbox"/> Other (Public) Zoom	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom

### Call to Order:

The Cannon Beach RFPD Board meeting for November 8, 2021 was called to order at 18:03 hours (6:03 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, CBFD), Deb DiStasio (Admin Assistant, CBFD), Jason Smith (Division Chief, CBFD) and Bill Cote (CPA).

### Changes to Agenda:

No changes were made to the Agenda.

### Presentations:

None provided.

### Public Comment:

None.

### October 11, 2021 Board Meeting Minutes Approval:

**Rick Gardner** moved to accept Board minutes from October 11. **Dave Herman** seconded. All were in favor. None opposed. Motion carried.

**Rick Gardner** moved to accept the minutes of the **Special Board Meeting** on October 5, 2021. It was seconded by Dave Herman. All in favor, none opposed, motion carried.

### Treasurer's Report:

The Treasurer's Report was read as written by Bill Cote. Highlights are summarized below.

- a. **Statement of Net Position (Balance Sheet).** Read by Bill Cote as written and presented. Total cash on hand \$1,172,338 vs. \$560,542 previous year. Up \$611,796 from last year. Rick Gardner asked how we came up with the negative amount in Checking Columbia State Bank of (\$129,055). Bill responded it was a transfer and sometimes the checks don't clear in time for reporting. Rick Gardner asked about the Money Market account. Chief responded that is the money from the Engine loan which will eventually get paid out. Bill indicated the Bond Liability is down to \$210K. We just made a payment of \$100K. Rick Gardner commented that it looks like we have a lot of cash and asked if we should pay off some of these bonds early? Bill indicated this is not possible as it is paid out using coupons, and we would have to do a Bond refunding which is a big process not worthy of \$210K. Bill added further that we're not budgeted to pay these off early. To change the budget over 10%, you'd have to re-approve the change from budget committee.
- b. **General fund:** Read as written and presented. We're 1/3 (33%) through the year. Taxes have started coming in. We've collected \$63,568.90 in October. We'll collect more in November and by the end of December, we will have collected 90% of \$845K. Total personnel expenses, we've spent 39.5% of our budget. We're over 33%, but it's because we spent our conflag that was budgeted. Total expenses incurred to date is \$341,800.56. This is our legal budget. We're at 36.2% of budget. This line will be watched since it's 36.2% vs. 33% of budget. If it's not going to be over 10%, it's a simple Board Resolution. If more than 10%, we'll have to do a budget supplemental. Rick Gardner asked what the "Other Expense Debt Service" for \$65K. Bill indicated we will pay that sometime this year for debt payment and that this debt is different than Bonded debt which has to go into a Bonded Service fund. Chief added the debt is \$308K. The \$65K is repayment to carry the debt for more than 5 years. Rick asked the interest on it. Chief responded he has the information. Rick indicated it seemed like we have a lot of money in the budget and why not pay off debt to avoid interest. Chief explained we really don't have money to pay off debt in budget by the time we pay off the portion of debt. It just reflects we have a lot because we have not paid expected expenses yet. We have two big payments expected this year: 1) \$250K down payment on the Engine; and 2) \$250K for rescue. Chief clarified if we go back to equipment and maintenance section which shows higher percentages than 33%, it's because we had annual maintenance completed in September and maintenance planned was completed early in the budget cycle. This will even out over the next few months because we won't have those heavy expenses. Under Training, Jason purchased the rope rescue equipment for fiscal year early. Greg Bell asked if we are done spending legal fees this year. Chief responded he is unsure at this point.

- c. **Fire Chief fund:** Read as written and presented. Bill highlighted that Fire Chief Materials & Services budgeted \$31K of which only \$3,400 has been spent. Bill pointed out that it would be best to get this fully expended because these are restricted dollars.
- d. **Cash per Fund:** Read as written and presented. Rick asked for clarification on Net Income. Bill explained we have cash of \$1,172,338. Of this \$300K is borrowed money from US Bank. Subtract \$300K and that gives us \$873,064. This is our current October 31 cash.

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

#### Bills:

The bills register was reviewed with no questions.

#### Correspondence:

Nothing to present.

#### Monthly review of board policies:

Policy Simplification was presented by Deb DiStasio proposing going from 64 Policies to 10 through consolidation and simplification applying SDAO and other fire department's examples. Proposed going from 2-year review cycle to annual review cycle. Board agreed to consolidation and agreed on annual review cycle. It was further decided that the Board could review, per monthly board meeting, two consolidated SOPs that have current content, and one consolidated SOP with unreviewed content until catching up on all periodic review content. Once current in all reviews, board will review one per meeting, annually one. Two policy revisions of existing policies were presented. These included: 2.4 District management and 3.7 Vacancies. Rick Gardner asked on 3.7 District Management whether it was reasonable for a new board member to '2. Understand Oregon Open Meeting and Public Records Laws.' Prior to starting on board. Discussion indicated it is a consideration only. **Dave Herman** motioned to approve 3.7. **Greg Bell** seconded approving 3.7. All were in favor, none opposed. Motion carried. Review of 2.4 will be completed for next board meeting.

#### Old Business:

- **Volunteer Housing.** Chief Reckmann indicated that according to Clatsop County, the Arch Cape station property land use criteria allows us to build a house. However, it was discovered that the Arch Cape station is not inside Arch Cape Sanitation District and needs to be annexed prior to building. Annexation process is more complicated than Fire District's annexation process because it goes through DEQ. This will be a six-month process. Cerelli indicated that Dale Mosby does have a house that will become available for firefighters to rent. Cerelli asked if we have volunteers currently needing housing. Chief responded yes. Cerelli indicated he would talk to Mosby about availability in the near future. Chief indicated he was at a conference last week, and we are not alone in this issue. Many fire stations are experiencing the same issue around affordable housing for volunteers and paid staff. Netarts and Nestucca are dealing with this currently. Greg Bell asked what our ownership is in finding housing. Cerelli indicated we are only trying to find affordable housing, but do not finance or are legally obligated in the renting.
- **Change Banks** – Rick Gardner indicated he has full access to the e-bank part of Fibre Federal. He indicated Marc, Bob, Bill Cote, and Deb have view capability.



Chief indicated he could not see any accounts. Chief indicated the next step for us is to get the credit cards set up. Rick indicated running both accounts in parallel in the interim.

- **Financial Planning – discussion.** Chief indicated he met with Greg and Rick to go over the long-term financial planning in-depth. Chief ran three 8-10 year scenarios including: 1) current (without food tax), 2) current with food tax; and 3) current without food tax but using new Levy as income stream. The downside with 1 is we don't have any extra money for personnel or adding to equipment reserve. Operational expenses have gone up including fuel and medical EMS equipment and supplies. Dispatch fees have not been raised in 20 years at least. This is not sustainable and is anticipated to go up significantly. Chief asked for any questions of where we are at right now? None provided. Chief went on to discuss food tax option. If it passes, it's estimated to bring in \$800K first year and go up from there allowing us to put money in the equipment reserve and fund personnel. Spending won't occur until we see what the actual amount will be. Greg Bell asked about the going after the Grants. Chief explained the city's concern was we could go after the grants and live off the grants, but that won't give us anything we don't already have but we will continue to go after grants, regardless. Bell clarified the new firefighters are scheduled for 2023. Chief confirmed yes. Rick Gardner added what Marc has put together is a really good spreadsheet that takes the financials out 10 years bringing a more realistic picture. It also helps to do "what if" statements in advance, helping to create future strategy. Herman asked if food tax fails, what would the next steps be. Chief pointed out the 3<sup>rd</sup> scenario where \$1.60/thousand (which is \$1.25 levy + permanent tax rate). With the two levies and permanent tax rate, we currently have \$.89/thousand. Doing a consolidated levy could raise the amount to \$1.60/thousand, if passed, would be comparable to food and tax. Gardiner asked which ballot we would try and get it on. Chief responded that would be a Board decision. We would have to have a resolution in place and delivered to the County sometime in February. The Chief levy is up in 2023. The second Operations levy is up in 2025 (two years after Chief levy). Cerelli indicated he is not looking forward to jumping into a levy in May if we find out food tax doesn't go. Herman added he hadn't thought about it much but wondered if it wouldn't be the right time while the food and beverage tax is fresh on people's minds. Gardner indicated he'd like to get to one levy. Chief indicated that is the plan. Chief added that he did not state we were going to a levy in May as was reported by the media. He did state it was discussed, but not that we were going to one. Chief concluded that if anybody would like to go through the information in more detail, to let him know. In answer to Herman's question, chief indicated Nehalem's tax rate is \$1.19/thousand. In talking with fire chief of Nehalem, Chief indicated they may for a Levy next year to try and get their rate up. Herman liked the effort made to establish contingency scenarios.

Cerelli asked if there were any other comments. Chief indicated that we were working on going through analyzing PayScale's similar in other coastal communities as due diligence to see how we are competitive to others. The Census data came out. Cannon Beach has gone down in population 387 (from 1876 to 1489).

- **Board Vacancy.** Separate handout was provided of candidates' applications. Chief indicated there are three candidates which the board can make a decision tonight to appoint, or have a special executive board meeting to interview with agreed upon questions. It was decided based on the Board's availability to have

candidates come in 30-minute intervals with 15 minutes between each on Thursday, November 18, starting at 5 pm. Deb will schedule with candidates and create sample questions for board to choose from.

#### New Business:

- **COWS.** Separate document with historical information was provided to Board ahead of meeting for review. Chief indicated our insurance sees COWS as a high liability risk for the District. They were interested in seeing maintenance records, testing, coverage. Chief also spoke with Special District's Risk Management consultant. He strongly encouraged us to find money to maintain/replace them or disband them and take them down. Feels we are in a big liability in the sense if one falls down and that we have voids in our District. We also cannot set off the alarms unless we are at the station and in the alarm testing some do not work where it takes months for us to get them to work. Cerelli added that being on the coast makes it difficult to maintain in general. He added that previous board members were advocates to the system. However, he believes the system is antiquated and maintenance is too much. Chief indicated he made contact with Depot Bay who put in a new system recently where he obtained the vendor's name. Gardner asked the difference in the two systems. Chief indicated in contacting the vendor, it is believed the system is highly robust, includes working off cell phones and satellite phones as well as solar panels. Chief and will work on understanding the pricing and more details next week. Additionally, chief was informed that a fire grant may have money to help pay for this. Cerelli responded by questioning the board whether they felt it was the District's responsibility to own this emergency alert system. Bell responded, if the City came into some money from a food and beverage tax, perhaps with the Emergency Response team it should reside with them or County. Cerelli believes it should be county-driven. Chief indicated he's spoken with County and they have no interest. County believed one of the biggest concerns is non-coverage in areas such as Falcon Cove and Hug Point, which is something the District has concerns. Gardner indicated this is why he thinks we should get out of this business based on risks. Other Board members agreed. Gardner asked if we could get something in writing from our Insurance Company along the lines of the risks. Chief indicated yes. Chief asked what direction the board would like to go. Bell indicated getting statement from Insurance. Cerelli asked if we could come up within financial breakdown of costs to replace and costs to tear down, which Chief indicated yes. Cerelli added that we need a system that doesn't require a person to be on the premise to start the alarm. He added that the politics will be strong. In summary the board indicated they are in agreement we should own it, and Bell reminded in the near term we're only going to get the risk statement from the Insurance.

#### Reports:

- **Chief's Report:**
  - ***Billing for Services – State Parks.*** Met with State Parks. Still working on contract with them.
  - ***Grants:*** Chief working on AFG equipment grant (hose, radios) will be opened until December 17. Chief indicated he's run into an individual to help me apply for a Seismic Stability Grant (\$2.5 million), taking us 2-3 years to get through the process. It is to bring facilities up to code. This facility is not up to code. It will cost us \$2-3K up front to do the study, and then if we're awarded, we would be reimbursed. If we get the grant, it may require us to

move out of the building for a period of time while the work is being done. Chief added there are a lot of benefits besides the seismic as we may require replacing some siding, windows, and lighting. Bell asked if the Grant requires we have an in-kind contribution. Chief indicated no. The only other cost besides the upfront seismic study will be if we add to it, such as expanding the building.

- **Radio System:** Radio systems continue to fail. We had a major failure in north county. Chief has meeting on Wednesday with joint police and fire dispatches and DayWireless to see where we're going.
- **Building.** Fixed drywall last week. No more issues.
- **Network.** Network and video was put in Arch Cape and it's up and running. The Arch Cape Water and Sewer put in monitor and we did the wi-fi.
- **Student Program.** Starting to get some interest. Hopefully next month we'll see more movement.
- **Upcoming events:** Attended OFDDA conference. Good conference. A lot of good things, such as networking. A lot of discussion with volunteers.
- **Training Chiefs Report.**  
Read as presented by Division Chief, Jason Smith. DC indicated we had a lot of good training. Jason Smith, Shaunna White and Nathanael Wilkerson attended a required Hazmat IC class for anyone running hazmat calls. DC intends to train the other Lieutenants in this now that he's qualified to train. Reviewed LUCAS device, ran through some forcible door training with our new door prop, and spent two drills going over the house running through scenarios. We walked away with a lot of good training practice hands on forcible entry, adjusted tactics for a metal roof. We challenged people's ability to work together. Thanks to Bob Cerelli for arranging the house. There will be only two drills in December due to holidays. Herman asked about the prop. DC described it as an inward/outward door made specifically for practicing entries using tools and technique. Cost for the prop was approximately \$17K. It was purchased by the Association.

#### Board of Directors Reports:

- **Cerelli.** Took a moment to thank the new board members, Greg and Rick.
- **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 **Gardner**. Adjourned 19:42 hours (7:42 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for December 13, 2021.

---

Bob Cerelli, President CBRFPD

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Date:



## SPECIAL BOARD MEETING MINUTES – NOVEMBER 18, 2021

### General:

Date:	<b>November 18, 2021</b>
Time:	17:00 hours (5:00 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	17:00 (5:00 pm)
Adjourned Time:	19:09 (7:09 pm)

### Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP)	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input checked="" type="checkbox"/> Dave Herman (Member)	<input type="checkbox"/> Marc Reckmann (Fire Chief)
<input type="checkbox"/> Jason Smith (DC) Zoom	<input type="checkbox"/> Other (Les, Public) Zoom	<input type="checkbox"/> Carrie Connelly (Attorney)

### Call to Order:

The Cannon Beach RFPD Executive Board meeting for November 18, 2021 was called to order at 17:00 hours (5:00 pm) by Board President, **Bob Cerelli**.

### Roll Call:

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

Other attendees were: Deb DiStasio (Admin Assistant, CBFDP)

### Changes to Agenda:

None. **Rick Gardner** motioned to accept the agenda. Motion was seconded by **Greg Bell**. All in favor, none opposed, motion carried.

### Public Comment:

None.

### Good of the Order/Public Comment:

None.

### Candidate Interview:

**The following candidates were interviewed:**

- Phil Simmons (5 pm)
- Gregg Freedman (5:28 pm)
- Bob Heymann (6 pm)

With each candidate the Board President thanked the candidate for applying and the Board took turns introducing themselves, their role on the board, and how long they've been on the board. The board proceeded to taking turns asking the five questions:

1. Why are you interested in organization?
2. How much time will you be able to contribute?
3. What experience do you have that will be of value to our board?
4. Are you willing and able to attend board training?
5. Any questions for us?

Each of the candidates answered questions, provided background and asked questions.

**General Discussion**

Board indicated being fortunate to have 3 qualified candidates.

Through conversation, it was decided all have different strengths. Two leading candidates were determined: Bob Heymann and Phil Simmons.

As Gardner was delayed due to unforeseen accident closing down highway, it was decided to postpone appointment until next (December 13) Board Meeting when Gardner had a chance to review the zoom meeting video.

**Adjourn:**

- **Bell** motioned to adjourn which was seconded by **Gardner**. Meeting was adjourned at 19:09 (7:09 pm)

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**Bob Cerelli, President CBRFPD**

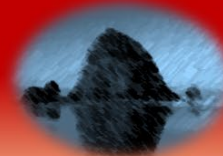
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**Date:**



# Cannon Beach Fire & Rescue

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



## Agenda Action Report Board Meeting December 13, 2021

### Correspondence

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🔥 None

### Review of board policies

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🔥 2.4 District Management

### Old Business

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🔥 Volunteer Housing

- On hold for 6 months as found out Arch Cape station is not inside Arch Cape Sanitation District and needs to be annexed
- Would like to continue exploration of housing placed at Arch Cape. Could be a very good recruitment tool for volunteers
- Have 3 volunteers looking for housing

🔥 Change banks

- Most everything is transferred
- Need to have in minutes to authorize credit cards for staff
  - Marc Reckmann
  - Jason Smith
  - Deb Distasio
  - Shaunna White
  - Credit cards are done with an overall limit would like to set the limit at \$25,000

🔥 Financial Planning

- Any discussion
- Look at Community based strategic plan after first of year
  - Board
  - Staff
  - Community members





- City representative
- Volunteer representative
- Others

#### 🔥 Board Vacancy

- Need motion for appointment

#### 🔥 COWS

- Received information from Whelan regarding upgrades
- Met with Cannon Beach Emergency Management regarding city taking over.
- See estimate for crane, plus probably another \$3,000 for electrician to disconnect. Looking at around \$8,000 to remove all sirens



### **New Business**

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#### 🔥 Budget Process

- Budget Committee
  - Current terms expire in June, recommend moving that to expire December 31
  - Marty Harris, Jim Kingwell, and Linda Sweeney expire this year
  - Will advertise for budget committee
- Calendar is attached

#### 🔥 Revision of Ordinance 21-1, billing for services

- Updating language to be able to bill state parks

#### 🔥 Pay scale review. See attachments



Cannon Beach Rural Fire Protection District  
Board of Directors Policies

## Policy 2.4

### Fire District Management

Approved:	<del>11/12/09</del> 13/2021
Superseded:	05/10/2004
Next PR Due:	<del>11/09</del> 12/13/2023

#### Relative Information:

The Board of Directors adopts the organization structure. It is designed to facilitate the accomplishment of the goals and objectives of the District. The organizational structure should be viewed as a framework to promote efficient and effective operations. Unity of command is established through the adoption of a formal organization chart and position classifications (job descriptions). Decision-making authority and reporting responsibility (unity of command) must be maintained under normal and emergency conditions.

The key responsibility of a board member is to make decisions. The law requires that all decisions be made as a unit. Individual actions that are contrary to decisions made by the board are not acceptable.

The Board is required by state law to appoint a Fire Chief for the management and operation of the Fire District. The Board meets on a monthly basis, with the expectation that the day-to-day operations be run efficiently and responsibly by the Fire Chief under Board monitoring.

The Board Secretary/Treasurer is the only individual with the authorization to access and process certain priority financial transactions such as: reserve fund transfers and checking/savings/credit card account administration. This presents a high risk to the District. Having a backup/secondary eliminates the risk and is considered good business practice. Therefore, if the Board Secretary/Treasurer is incapacitated or otherwise unable to conduct Board financial business needed to maintain the day-to-day operation of the station (pay bills, manage checking account, and transfer money), the remaining board will assign the responsibility and authority (with pre-acknowledgement from the Board) to the Fire Chief to provide this backup capability. This process ensures continuity of services.

To enable the Fire Chief to efficiently manage administrative operations, elements of autonomy include:

- Approval of Legal binding Documents (Board approval or pre-approval):
  - Internal Governmental Agreements (IGAs)
  - Memorandum of Understanding (MOUs)
- Approval of Operational Documents / Actions (Not requiring Board approval)
  - Vendor Agreements
  - Employment Contracts
  - Purchase Agreements
  - Requests for Proposals (RFPs)
  - Reports submitted for grants, to FEMA and other related agencies
- Liaison / Representative
  - State, Local, Federal government agencies
  - Legal consults related to District business
  - Community
  - Full management of Fire District staff
- Access Backup to Treasurer to
  - Viewing Administration of Online Checking, and Savings Account, and Credit Card accounts.
  - Viewing Online Credit Card statements Ability to Transfer funds with pre-approval from Board
- Limited Spending Approval
- Delegation of Authority requirements

**Note:** All expenses must adhere to and not exceed Board-approved annual budget. This is supplemental information to the Fire Chief Job Description.



Cannon Beach Rural Fire Protection District  
Board of Directors Policies

## Policy 2.4

### Fire District Management

Approved: ~~11/12/09~~12/09/2021  
Superseded: 05/10/2004  
Next PR Due: ~~11/09~~12/13/2023

#### Limited Spending Approval

The board will approve Chief's expenses above \$10,000. The Chief will approve monies for staff under \$10,000.

Approver	Budgeted Costs Approved by BOD
Fire Chief	≤ \$10,000
Division Chief	≤ \$ 5,000
Executive Secretary/Admin	≤ \$ 1,000
Line Personnel/Staff	≤ \$ 500

#### Delegation of Authority

In the absence of Board Secretary/Treasurer, the Fire Chief will provide (with pre-acknowledgement from remaining Board) backup. However, these backup responsibilities are non-transferrable and cannot be delegated below the position of Fire Chief.

In absence of Fire Chief, delegation of authority will be given to the second in command according to organization chart in writing prior to Fire Chief absence and giving full Fire Chief authority. The Delegation of Authority email must contain start date, return date, delegate's name and authority given. Typically, the organization chart will follow standard protocol sequence: Division Chief, Captain, and Lieutenant.

#### Succession Planning

Board's plan of temporary succession in the event of an unexpected or extended absence of the Fire Chief, should be done in an Executive Meeting due to privacy considerations. Criteria can include but are-is not limited to:

- Reviewing existing Fire Chief Job Description and current priority projects
- Listing successors, meeting to understand their interest
- Determining acceptable variance between job description and available successors
- Considering risk factors such as: Duration of absence, Impact of successor's inability to meet obligations, temporary compensation to entice successor to assume greater responsibility.
- If formal documentation is needed, prepare, (e.g. agreement with temporary successor)
- Meet as needed to execute above, including meeting successor to provide offer/agreement.

In the event of succession planning for current Fire Chief's eventual retirement or resignation, the following should be added to the above:

- Advertise Fire Chief Position internally, in fire industry periodicals, in post office, on-line and social media
- Screen applicants, providing first opportunity to qualified internal applicants
- Conduct Assessment Center: Determine date and venue; invite qualified applicants, align interviewers, analyze results, offer letter including adhering to certain screening requirements (background checks, fingerprints, etc.)

#### Policy Statement:

It shall be the policy of the Board of Directors of Cannon Beach Fire District to adopt and maintain a fire district management structure that will maintain unity of command under both normal and unexpected circumstances.

#### Cross References:

Oregon Revised Statutes  
Organization Manual

ORS Chapter 478.260(1)  
Policy 2-3; Organizational Structure





Cannon Beach Rural Fire Protection District  
Board of Directors Policies

## Policy 2.4

### Fire District Management

Approved: ~~11/12/09~~12/09/2021  
Superseded: 05/10/2004  
Next PR Due: ~~11/09~~12/13/2023

### Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
10/26/2021	Significant additions include: elements of autonomy, limit spending approval table, delegation of authority, and succession planning.	
<u>12/8/2021</u>	<u>Updates include addition of Chief as secondary backup to Board Secretary/Treasurer for reserve fund transfers and administration of checking/savings/credit cards.</u>	

### Periodic Review History

Periodic Review Date	Review Comments
06/15/2020	Updated with new template. Reviewed with no changes.



P.O. Box 20517 Portland, OR 97294  
Phone: 800.932.6766 Website: www.NessCampbell.com

**Quote Number:** 62260

**Quoted out of:** Portland

**Date of Quotation:** 12/7/2021

**Contact:** King, John  
**Phone Number:** (360) 600-2135  
**E-Mail:** j.king@nesscampbell.com

**Customer:** Cannon Beach Fire Dist.  
**Address:** 188 E Sunset Blvd.  
Cannon Beach, OR 97110

**Quoted To:** Mark Reckmann  
**Work Phone:**  
**E-Mail:** mreckmann@cbfire.com

**Jobsite Name:** [Billing Address]  
**Jobsite Address:** 188 E Sunset Blvd.  
Cannon Beach, OR 97110

**Start Date:**  
**End Date:**  
**Quotation Status:** Pending

### Work to be Performed:

#### Lift Information:

<b>Size:</b> 33 BT	<b>Cwt:</b>	<b>Boom:</b>	<b>Jib:</b>	<b>Offset:</b>
<b>Set Back:</b>	<b>Up:</b> TBD	<b>In:</b> TBD	<b>Weight:</b> 500	<b>Radius:</b> TBD

### Equipment Required:

33 BT

Description	Est. Qty		Rate	Est. Amt
<b>Mobilization</b> Round trip travel time, to and from Cannon Beach. All travel time, between job sites, will be considered work time.	6.00	Hours	\$180.00	\$1,080.00
<b>33 Ton General Crane Work</b> On site work. Two 8 hour work days.	16.00	Hours	\$180.00	\$2,880.00
<b>Crew Time</b> Crew travel to hotel and return to job site. Will be billed as/if needed.	2.00	Hours	\$115.00	\$230.00
<b>Overtime Premium</b> After 8 hours and Saturday.	8.00	Hours	\$40.00	\$320.00
<b>Double Time Premium</b> After 12 hours, Sundays and Holidays	0.00	Hours	\$80.00	\$0.00
<b>Subsistence</b> Do to price fluctuations for hotel rooms at beach, price will be billed as needed.	1.00	Day	\$275.00	\$275.00
<b>Oregon Commercial (CAT) Tax</b> Invoice will reflect final cost. If applicable	0.00		0.57%	\$0.00

**Quote Estimate:** **\$4,785.00**

### Comments

Price given is for budgetary purpose, not a flat rate. Actual on site work time TBD. 33 ton BT is ran at a Portal to Portal applicable hourly rate.



P.O. Box 20517 Portland, OR 97294  
Phone: 800.932.6766 Website: [www.NessCampbell.com](http://www.NessCampbell.com)

**Quote Number:** 62260

**Quoted out of:** Portland

**Date of Quotation:** 12/7/2021

**Contact:** King, John  
**Phone Number:** (360) 600-2135  
**E-Mail:** [j.king@nesscampbell.com](mailto:j.king@nesscampbell.com)

**Standard Clarifications:**

1. This estimate is in accordance with the terms and conditions of the Daily Crew Log Agreement. Terms and Conditions are also posted on our web site at [www.nesscampbell.com](http://www.nesscampbell.com) for your review.
2. The acceptance of this quotation is based on acknowledgment of Ness Campbell Crane + Rigging's (NC) terms and conditions and quote clarifications.
3. Access: Contractor/Owner will provide access for equipment and a safe place to work which complies with all Federal OSHA and OSHA regulations. Firm, level, all weather roadways, access roads.
4. All cranes and equipment are quoted portal-to-portal from the yard that they travel out of, unless otherwise noted.
5. NC is a union contractor. Our union employees will not cross a sanctioned strike picket line. A two-gate system must be in place for NC to operate on a sanctioned construction site.
6. Contractor / Owner will be responsible for all costs associated with all mobilization & demobilization.
7. All equipment is subject to availability at the time of dispatch. Equipment & labor schedule changes are subject to availability, price increases and standby charges. NC will not be held responsible for any delays or lost time due to mechanical breakdown or any situation out of the direct control of NC.
8. Cranes will be erected and dismantled during straight time hours in a normal 40 hour work week, utilizing Operating Engineers. If any other craft should claim this work and is awarded said work, then the contractor will furnish that craft at no cost to NC.
9. All work will be performed in accordance pursuant to the controlling union contract unless otherwise specified.
10. Labor minimums, subsistence, crew travel and overtime will be billed pursuant to the controlling union contract unless otherwise specified.
11. Unless otherwise specified in this quote, the contractor/owner will furnish qualified signalmen, riggers and lift director, whom are in compliance with current federal OSHA standards, for directing crane operations and rigging applications.
12. In the event NC provides rigging, equipment, and/or material without a rigger, customer will inspect and accept the rigging prior to start of work and will accept full responsibility for its quality and intended use. Size and capability of rigging used for work performed is at the sole discretion of the contractor/owner.
13. All site-specific testing or training required of NC employees will be invoiced at the applicable rates.
14. All personnel, permits and/or equipment required for street use or traffic control will be furnished by contractor/owner unless otherwise noted.
15. All testing and certification of any slings, shackles, or spreader bars will be the responsibility of the contractor, unless supplied by Ness Campbell.
16. Electrical, mechanical, anchor connections, disconnections, and/or final alignment will be completed by owner/contractor unless otherwise specified.
17. All equipment to be free of all toxins.
18. NC is not responsible for the structural integrity of any unit being lifted or lifting devices provided by others. NC will assume no liability or responsibility for the adequacy of the design or the strength of any lifting lug embedded or attached to any object, whether concrete, steel, or other, to which NC attaches for handling or holding, whether it is furnished by contractor/owner, manufacturers, or others.
19. NC is not responsible for the removal, dismantle, or disposal of any crating or packing material included with any equipment unless otherwise noted.
20. NC requires a 48-hour notice to receive equipment at NC's yard; and a 48-hour notice to transport equipment to the customer's job site.
21. Storage is available and quoted separately. NC is not liable for any stored goods or equipment unless we have a signed Ness Campbell Storage Contract.
22. NC will not be responsible for any internal damage to equipment or for any damage to equipment prior to arriving in NC's yard. Contractor/owner is to inspect equipment immediately upon arrival at NC's yard. NC will not be responsible for damage to mechanical equipment during offloading, storage, loading, or transport of any of the equipment unless the damage is the result of NC's sole negligence.
23. If mats, steel plates, or plywood are required to level or support the crane per the manufacturer's specifications or to protect site areas, these items are available at an additional expense.
24. NC assumes no responsibility for site preparation and/or site damage. NC will take limited precautions but will not be responsible for any damage to underground utilities, curbs, gutters, concrete slabs, sidewalks, pavement, trees or shrubs. Any damage to tires or wheels due to jobsite conditions will be the responsibility of the contractor/owner. Others are to provide and maintain a clear, firm site with backfill in place and leveled to approximate grade suitable for operation of the equipment.
25. NC will provide our standard lift plan for required jobs. Lift plans that require more detailed information or drawings, engineering calculations or review and customer's lift plan paper work to be completed will be charged an additional expense.
26. Sales tax and/or CAT tax may apply but may not be included in this quote.
27. Payment terms are net 30 days from the invoice date.
28. This quote is good for 30 days.

By issuing a purchase order and/or booking the job, you agree to the conditions of the quote listed above and the Terms and Conditions on the Work Ticket provided by the operator/oiler (and also viewable on our website as stated above) unless another agreement supersedes our Terms and Conditions, however, this qualification for pricing is still binding.

**Purchase Order #** \_\_\_\_\_





P.O. Box 20517 Portland, OR 97294  
Phone: 800.932.6766 Website: [www.NessCampbell.com](http://www.NessCampbell.com)

**Quote Number:** 62260

**Quoted out of:** Portland

Date of Quotation: 12/7/2021

Contact: King, John

Phone Number: (360) 600-2135

E-Mail: [j.king@nesscampbell.com](mailto:j.king@nesscampbell.com)

Customer Signature

Date

---

Printed Name



# CANNON BEACH RFPD

## BUDGET CALENDAR

### 2021-2022

- March 8, 2021    Appoint Budget Committee
- April 26, 2021    Publish first notice of Budget Committee Meeting
- May 3, 2021      Publish second notice of Budget Committee Meeting
- May 13, 2021     Budget Committee Meeting 6pm
- May 27, 2021     Second Budget Committee Meeting (if needed) 6pm
- May 31, 2021     Publish notice of Budget Hearing
- June 14, 2021     Hold Budget Hearing
- June 14, 2021     Board Meeting to adopt budget
- June 21, 2021     Submit tax certification document to Assessor

Submit copy of Budget document to County Clerk

#### Budget Committee

1. Marty Harris
2. William Norton
3. Kim Bosse
4. Linda Sweeney
5. James Kingwell

#### Board Members

1. Bob Cerelli
2. Dave Herman
3. Garry Smith
4. Mark Mekenas
5. Rick Schafer



# CANNON BEACH RFPD

## Oregon State Parks Call Summary As of November 16, 2021

The following data summarizes calls responded to by Cannon Beach RFPD as part of the agreement to support the Oregon Parks for compensation of \$1,000 annually. When approached with raising this annual amount, there was no interest by Oregon Parks, even with evidence that this is much higher within other fire jurisdictions as well. On research, it appears the compensation to jurisdictions vary and are not based on standard and fair practices.

The data used was taken from the Emergency Reporting system which tracks calls. The data represents years 2017 to current (2021). Costs were calculated using the approved Cannon Beach RFPD Cost Recovery scheduled which was based off the State of Oregon Mobilization Plan.

### By Year

#### Calls & Costs

- Up 150% from 2017
- Up 67% from 2020

Year	Calls	Costs
2017	12	\$ 9,293
2018	17	\$ 12,395
2019	25	\$ 18,198
2020	18	\$ 17,075
2021	30	\$ 23,890
<b>Total</b>	<b>102</b>	<b>\$ 80,852</b>





# CANNON BEACH RFPD

## By Park

By Parks	Sum of Total Call Costs	Count of Call number
<b>Arcadia</b>	<b>\$ 6,487</b>	<b>\$ 10</b>
2017	\$ 748	\$ 1
2019	\$ 644	\$ 1
2020	\$ 3,661	\$ 5
2021	\$ 1,434	\$ 3
<b>Ecola</b>	<b>\$ 25,928</b>	<b>\$ 38</b>
2017	\$ 2,375	\$ 4
2018	\$ 10,808	\$ 15
2019	\$ 4,266	\$ 9
2020	\$ 2,416	\$ 3
2021	\$ 6,063	\$ 7
<b>Hug Point</b>	<b>\$ 14,987</b>	<b>\$ 17</b>
2017	\$ 2,252	\$ 3
2019	\$ 3,711	\$ 5
2020	\$ 985	\$ 2
2021	\$ 8,039	\$ 7
<b>Indian</b>	<b>\$ 25,954</b>	<b>\$ 32</b>
2017	\$ 3,919	\$ 4
2018	\$ 1,587	\$ 2
2019	\$ 9,578	\$ 10
2020	\$ 2,517	\$ 3
2021	\$ 8,354	\$ 13
<b>Oswald</b>	<b>\$ 7,496</b>	<b>\$ 5</b>
2020	\$ 7,496	\$ 5
<b>Grand Total</b>	<b>\$ 80,852</b>	<b>\$ 102</b>

## **CANNON BEACH RURAL FIRE PROTECTION DISTRICT**

### **ORDINANCE NO. 21-01**

#### **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 478.310(1) authorizes cost recovery when a fire or public safety incident occurs outside the limits of a district or of a city and help is asked of the district or city, the fire-fighting or public safety apparatus and force of the district or city may, with or without a contract to do so, be used for extinguishing the fire or responding to the public safety incident in the other unprotected or inadequately protected district or territory. However, the district or city so responding shall be paid the contract or reasonable value for use, including repairs and depreciation of the apparatus and equipment so used and other expenses reasonably incurred in furnishing the fire-fighting or public safety service.

WHEREAS, ORS 478.310 (2) authorizes cost recovery when a district or city responds to a call for assistance arising from an incident involving an airplane crash or an occurrence on a transportation route within the city or district, the district or city may recover from the person or property receiving the direct fire or safety services as a result of the incident any cost incurred for the following: (a) The contract or reasonable value of the use, including repairs and depreciation of the apparatus and equipment used in accordance with a state standardized-costs schedule issued by the State Fire Marshal; and (b) other expenses or costs reasonably incurred in furnishing the assistance.

WHEREAS an unprotected area is defined as an area outside the boundaries of the Cannon Beach Rural Fire Protection District and not located within the boundary of another public or private fire district receiving mutual aid; and

WHEREAS, the District regularly responds to emergency incidents occurring on transportation routes within District boundaries, adjacent District boundaries, and in Unprotected Areas which involve persons who are not taxpaying patrons or residents of the District; and

WHEREAS, such incidents require equipment and personnel for medical, fire and life safety response; and

WHEREAS, the persons involved in such incidents have not shared in the equipment or training costs which ensure an appropriate response for service; and

WHEREAS, people residing outside the District do not pay their fair share of taxes to the District have a need for District services; and

WHEREAS, the District Directors have reviewed the attached Cost Schedule approved by the State Fire Marshal's office and have determined those costs to be fair and reasonable and to reflect the actual costs incurred on behalf of the District; and

WHEREAS, the Board of Directors has reviewed costs not listed on the State Fire Marshal's Cost Schedule, including but not limited to the costs of maintaining certain equipment necessary for response and has determined that such costs do in fact reflect the actual District costs,

THEREFORE, BE IT ORDAINED that

1. **Adoption of Cost-Based Fees for District Responses to Incidents in Certain Locations.** The Cannon Beach Rural Fire Protection District Board of Directors does hereby adopt the following charges for all District responses: a) outside District boundaries; b) within the District boundaries occurring on transportation routes (including any roadway, waterway, or railroad right-of-way) against which no taxes or assessments for District fire protection are levied by the District; and c) in Unprotected Areas as defined in this Ordinance.
2. **Residents Excluded from Such Fees.** Such charges shall not be imposed upon any persons who are residents of the District or who own property within the boundaries of the District.
3. **Fees Established.** The District Board hereby establishes the following fees to be charged under this Ordinance.
  - 3.1 The reasonable and actual personnel costs as established in the Oregon State Fire Marshal's (OSFM) State Standardized Cost Schedule as it is now adopted or as it may be amended in the future and which by this mention is hereby incorporated into this Ordinance.
  - 3.2. The contract value or reasonable use value (which includes the cost of necessary repairs, depreciation, or replacement of tangible components) of any apparatus and equipment used in such responses, as further detailed in the OSFM Standardized Cost Schedule.
  - 3.3 For those response costs applying the OSFM Standardized Cost Schedule, the following fees are hereby adopted:



- (a) \$300 response fee
- (b) \$100 per hour for type 1 engine
- (c) \$60 per hour for type III engine
- (d) \$50 per hour for type VI brush
- (e) \$50 per hour for rescue
- (f) \$35 per hour for staff vehicle
- (g) \$200 for extrication
- (h) \$15 per hour for responding volunteer
- (i) Per hour rate for responding paid staff
- (j) Billing will be done in hour increments with 1 hour minimum.

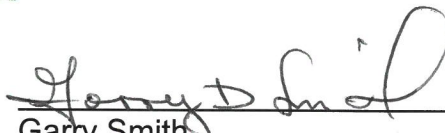
#### **4. District Procedures.**

- 4.1 Certain supplies will be charged at a replacement-cost, such as but not, limited to flares, fuel, foam, and absorbent. All responses shall be based upon the District's standard operating procedures and at the discretion of the Fire Chief or designee.
- 4.2 The Duty Officer shall make a determination that a response is on a transportation route within the District, is out-of-district, or is in an Unprotected Area. The Duty Officer will also determine whether the service recipients reside in or pay taxes to the District. Personnel at the scene will endeavor to obtain the name, address, telephone number, and insurance information of those receiving service. Whenever this information cannot be obtained at the scene, District staff may contact the billing department of the ambulance service provider to request the necessary information.
- 4.3 The bill for service shall be sent:
  - (a) In the case of fire suppression service rendered in an unprotected area, to the owner of the property or to the designated agent;
  - (b) In the case of a response on a transportation route, to the insurance company, if no insurance, then to the driver of the vehicle.
- 4.4 Whenever more than one party is involved in an incident, the cost of services provided shall be divided equally among the parties, excluding resident/homeowner.
- 4.5 When an incident involves persons who are residents of the District or property owners in the District and persons who are neither

residents of the District nor property owners in the District, the latter shall be billed an equitable percentage of the total service fee.

- 4.6 The District will endeavor to send all bills within thirty (30) days of providing service. If arrangements for payment are not made within sixty (60) days of the date of the first billing, a second bill will be sent which will include a late service charge of \$25. If arrangements for payment are not made within ninety (90) days of the date of the original billing, the bill will be considered delinquent and the District may proceed with collections.

Adopted by vote of the Cannon Beach Rural Fire Protection District Board of Directors this 10 day of May, 2021.

  
Garry Smith  
Board President

Ayes: 4  
Nays: 0

ATTEST:

  
Mark Mekenas, Secretary

## CANNON BEACH RURAL FIRE PROTECTION DISTRICT

### ORDINANCE NO. 21-02

#### AN ORDINANCE AMENDING ORDINANCE NO. 21-01, AUTHORIZING THE DISTRICT TO BILL NON-DISTRICT RESIDENTS

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 30<sup>th</sup> 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 [redacted] day of [redacted], 202[redacted].

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Bob Cerelli  
Board President

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_

ATTEST:

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Rick Gardner, Secretary

# PayScale Comparisons Takeaways

- **Compared with:** Depot Bay, Nehalem, Nestucca, North Lincoln, Siuslaw Valley, and Seaside.
- **Most similar to:** Depot Bay and North Lincoln.
- **CB PayScales** are fairly in line with comparisons.
- **Cost of Living (COL)** method was used in past to calculate increases.
- **Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)** would be recommended method. Used by Bureau of Labor Statistics to annually adjust benefits paid to Social Security beneficiaries and Supplemental Security Income recipients. Applies range of 1% to 3% vs. automatic 3%.
- **Chief** was marginally on the low end of comparable.
- **Division Chief** does not receive over time (OT) as Nehalem and Seaside, but comparable without OT.
- **FFI/Lt/Captain** on the higher-end due to cost of living (COL) and intentional avoidance of high turnover to circumvent high training costs and limited pool to choose from.
- **Admin/Exec Asst** is moderately on low end. Adjustments will begin to be reflected in annual budget.

## Approved Pay Scale for Cannon Beach Rural Fire District FY-21-22

Admin. Assistant	Step 1	Step 2	Step 3	Step 4	Step 5
	\$45,800	\$48,090	\$50,495	\$53,019	\$55,670
Employees in step					

Executive Assist.	Step 1	Step 2	Step 3	Step 4	Step 5
	\$50,495	\$53,020	\$55,671	\$58,454	\$61,377
Employees in step	1				

Firefighter	Step 1	Step 2	Step 3	Step 4	Step 5
	\$60,100	\$63,105	\$66,260	\$69,573	\$73,052
Employees in step					

Liutenant	Step 1	Step 2	Step 3	Step 4	Step 5
	\$66,260	\$69,573	\$73,052	\$76,704	\$80,539
Employees in step	1				

Captain	Step 1	Step 2	Step 3	Step 4	Step 5
	\$76,705	\$80,540	\$84,567	\$88,796	\$93,235
Employees in step					

Division Chief	Step 1	Step 2	Step 3	Step 4	Step 5
	\$84,567	\$88,795	\$93,235	\$97,897	\$102,792
Employees in step			1		

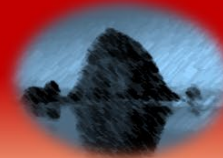
Fire Chief	Step 1	Step 2	Step 3	Step 4	Step 5
	\$93,212	\$97,873	\$102,766	\$107,905	\$113,300
Employees in step					1





# Cannon Beach Fire & Rescue

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



## Fire Chief Report

**Reporting Period: November 1, 2021 – November 30, 2021**

### RESPONSE DATA

---

#### October calls

##### Call Volume Observations

- ✓ 32 calls in November 2021
- ✓ Average for October 2017-2020 is 27

### Projects and Administration

---



#### Significant calls or projects

- Trauma Arch Cape
- Participated in lamp lighting



#### Conflagration

- One reimbursement received
- Notified of second one accepted and sent for payment \$43,000
- Need signature from Board Chair to participate next year



#### State Parks

- Met with State Parks
  - Contract is up December 31, 21
  - State Parks decided to not increase contract. Recommend terminate contract as of December 31, begin billing State parks.



#### Strategic Plan

- Begin working on community based strategic plan.



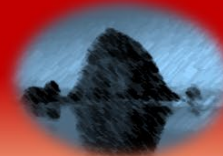
#### Grants

- Radio grant awarded – Working on evaluating radios
  - Will take about 3 months to evaluate.
  - Motorola and Kenwood being evaluated through county
  - We have had Motorola, will have Kenwood on 12/15
- Hose Grant awarded – Hose ordered
- Exterior lighting grant awarded, \$10,000 with \$10,000 match
- Applied for several AFG
  - Arch Cape engine



# Cannon Beach Fire & Rescue

188 SUNSET BLVD · CANNON BEACH OR 97110  
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- Fill station and fit tester
- Hamlet Engine
- Hamlet turnouts and air compressor
- Working on SCBAs and Engine for Elsie
- Working on Seismic grant for station



## Radio system

- All dispatching will be done out of Seaside beginning November 1
  - South County will continue to be dispatched on current channel as the county dispatch channel does not work in Seaside and Gearhart.
- A committee has been formed with police, fire, and dispatch to discuss future of dispatch
- Leading the south county side of this project
- The consolidation has been a complete failure
- It needs to move to a consolidated dispatch with new oversight.



## Prepared Food Tax

- Recount 12/8. 380 yes. 374 No



## Rescue

- No update on ETA



## 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

- Pushing student program
- 2 new started academy
- 1 new application
- 1 new interest



#### Chief vacation

- December 22-23



#### Upcoming Events

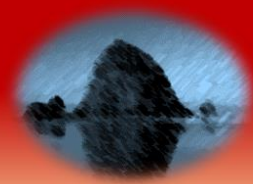
- Next Board meeting 1/10/22



# Cannon Beach

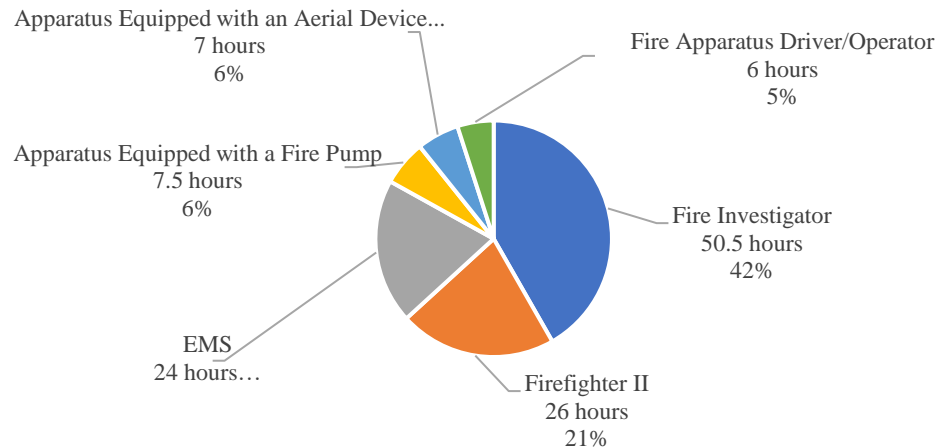
## Rural Fire Protection District

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(503) 436-2949 · EMERGENCY DIAL 9-1-1



Hello,

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



Even though we had a short month with a holiday thrown in, we were able to log 121 hours of training as a department. With the first training being an EMS training where we simulated a CPR victim in a confined space. During this drill, our personnel were able to successfully locate, treat, and extricate the “victim” in under 20 minutes. This quick extrication time was largely due to the application of the LUCAS device; allowing our personnel to focus on the extrication rather than providing chest compressions. The last drill of the month was a great drill led by LT. Smith. Here we identified 20 addresses within our district and had different companies locate, provide a report on conditions over the radio, and discuss firefighting tactics on each structure. Not only did this training provide our personnel the ability to practice radio etiquette, but also safe apparatus operations, district familiarization, as well as strategy and tactics training.

Additionally, during this time LT. White attended a week-long Fire Investigator class hosted by the OSFM. This class provided LT. White with valuable training in how to identify the origin and cause of a fire. A skill that will not only benefit our district, but other county fire agencies as well.

We were also able to finalize our new recruit training plan and training binder. This training plan will allow our new members the ability to complete their recruit training in a blended online/ hands-on training format. This is a change from the standard 3-month long academy that is completed on set dates and times. The goal for this new blended training plan is to enable the flexibility to work around the volunteer’s busy schedule while still working to accomplish their ultimate objective of becoming a firefighter. The other benefit of this training is that after a short orientation training, the recruit will be able to begin responding to EMS calls only. This not only will hopefully improve our call responses but will also allow the recruit to begin serving their community almost immediately.

The last important training highlight is the apparatus training. FF M. Williams was able to get signed off to drive our utility vehicles Code-1 (no lights or sirens). FF Ostrander obtained training on how to pump water out of the fire engines,

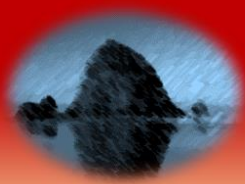




# Cannon Beach

## Rural Fire Protection District

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which brings him one step closer to being signed off to drive the fire engines to calls. Lastly, FF Wilkerson began practicing with deploying the aerial ladder device. After some additional training and an evaluation scenario, FF Wilkerson will be qualified to drive our ladder truck.

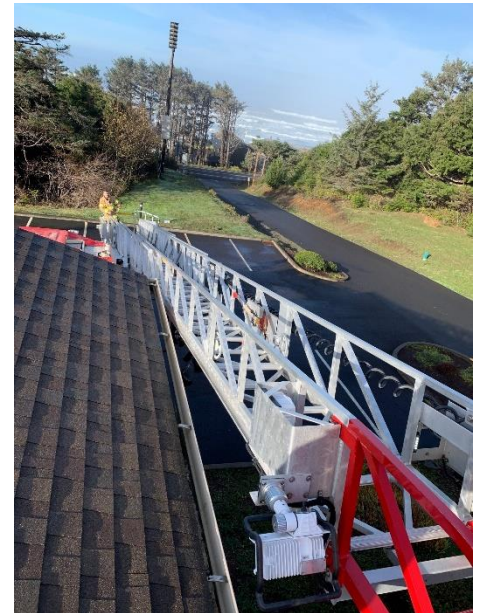
Below are several photos from our trainings.



Confined space CPR scenario



LUCAS device in operation



Aerial ladder training



Simulated structure fire #1



Simulated structure fire #2



Simulated structure fire #3