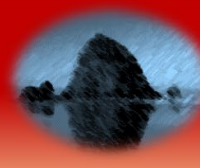




Cannon Beach

Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110
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Cannon Beach Rural Fire Protection District

Board of Directors

Regular Meeting April 13, 2026, at 6:00pm

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

AGENDA

(posted April 7, 2025)

- Call to Order
- Approve Agenda
- Public Comments and Correspondence
- Approve March 9th board meeting minutes
- Status Reports
 - Finance
 - Transition update
 - Call Response
 - Projects
 - Civil Service
- Business Items
 - Resolution 26-03, defining All-Capital Reserve Fund
 - Hamlet RFPD Wildfire Staffing Grant IGA
 - Appoint budget officer
 - FY-26-27 budget update
 - Surplus 2004 Ski trailer
 - Policies update
 - Discussion of regular meeting dates
- Future meeting agenda Items
- Directors Comments
- Adjourn

Public is welcome to join in person or by Zoom.

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

Meeting ID: 969 0973 0187

+1 253 215 8782 US (Tacoma)

Public comment will be taken at the beginning of the meeting and is limited to three minutes per person.

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

- **Call to Order**

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

- **Approve Agenda –**

• Motion: Approve Agenda		
Moved: Dave Pietka	Second: Heidi Dethloff	Approved 4-0

- **Public Comments and Correspondence** – A letter of appreciation was received from the Arch Cape Water District.
- Heymann reviewed a letter submitted by Tommy Thayer. Heymann also noted that Tim Ramey had stopped him to ask what actions the Fire Department planned to take regarding the issue. Heymann asked whether the department should provide a comment related to safety and what access might look like.
- The Chief stated that the department would not engage in the matter as a political issue. Smith commented that actions taken with the dunes would not benefit the Fire Department. He added that the department has already preplanned access routes and that nothing done to the dunes would make operations safer. If an incident occurred and someone became trapped in the dunes, the response would be to begin digging to reach them.
- Detloff noted that She believed the city had addressed the matter by commissioning an independent study and that the city intended to move forward with that process.

- **Approve February 9, meeting minutes –.**

• Motion: Approve February 9 th meeting minutes		
Moved: Dave Pietka	Second: Heidi Detloff	Approved: 5-0

- **Approve February 26th, Special meeting minutes**

• Motion: Approve February 26 th Special meeting minutes		
Moved: Dave Pietka	Second: Heidi Detloff	Approved: 5-0

- **Status Reports**

- **Finance** – Attachment A

Reckmann reported that the district is currently at approximately 75% of the budget year, and finances are tracking where they should be. Revenues are in good condition.

Pietka asked why the lifeguard expense appeared different. Reckmann explained that the report reflects the current budget compared to actual spending, and that this amount will vary each year.

Herman asked whether anyone had used Paid Leave Oregon; Smith confirmed that he had. Herman also suggested reviewing whether employees are required to take days off when absent due to PERS requirements. Reckmann explained that the financial reports are now itemized by line item, whereas previously Cote grouped multiple categories together.

Pietka asked how long Munn would continue handling the district's finances and what the plan would be moving forward. Munn explained that accounting costs should decrease significantly next year because the district is currently addressing startup tasks and cleanup work. Once those are completed, future accounting work will be more efficient and less costly.

Munn reported that he has been focusing on PERS reporting, working to correct and update employee records. He noted that under previous management, PERS reporting had not been properly maintained, and records were often grouped together rather than reported individually. Munn explained how PERS reporting functions within Springbrook and stated he hopes the February PERS report will be clean.

Heymann requested that the following items be prioritized for the board:

- Chart of Accounts
- Historical Data
- Board of Fiscal Policies

These items are among the six subjects Munn identified in his report that require review and completion.

Pietka suggested that Munn prepare the financial reports rather than district staff. The Board asked Munn to develop a plan outlining who will complete the work and how the process will function going forward. Munn stated he would work with Reckmann to develop a plan, and both will report back to the Board next month.

- **Call Response** – Attachment B (not included in the packet) it is now, so the board went over together. Heymann would like to know how many times we are initiated and what and how many are on a call back.
- **Projects** – Chief provided updates: Reckmann cleaned up the reports and how they look, very detailed see attachment. Heymann requested that things that have been done this month get an * next to the line item in this report moving forward. Reckman will make that correction on all reports in the future.
- **Civil Service** – Nothing for this month.
- **Training Report** – Smith went over his report, see attachment.

- **Business Items** –

- Resolution 26-02, transferring funds to Capital Reserve

- Resolution 26-02, transferring funds to Capital Reserve

- | | | |
|-----------------------------------------------------------|----------------------------|----------------------|
| • Resolution 26-02, transferring funds to Capital Reserve | | |
| Moved: Jenee Pearce-Mushen | Second: Dave Pietka | Approved: 5-0 |

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 14:15:28 Date: 04/07/2026

Page: 1

001 General

Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
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310 Property & Excise Taxes

311 10 00 001 Current Property Taxes	2,573,323.00	2,512,037.95	61,285.05	97.6%
311 10 10 001 Prior Year Taxes	22,000.00	63,773.99	(41,773.99)	289.9%
316 22 00 000 Prepared Food Tax	908,593.00	826,848.07	81,744.93	91.0%
310 Property & Excise Taxes	3,503,916.00	3,402,660.01	101,255.99	97.1%

330 Grant Revenue

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

340 Service Revenues

342 10 00 000 Fire Protection Revenue	500.00	0.00	500.00	0.0%
342 15 10 000 Hamlet Staffing	35,000.00	35,000.00	0.00	100.0%
342 15 20 000 Hamlet Admin	0.00	0.00	0.00	0.0%
342 20 00 000 Hydrant Maintenance Contract	0.00	0.00	0.00	0.0%
342 30 00 000 Lifeguard Income	265,000.00	314,000.00	(49,000.00)	118.5%
342 40 00 000 Conflagration/Mobilization	141,000.00	246,818.20	(105,818.20)	175.0%
340 Service Revenues	441,500.00	595,818.20	(154,318.20)	135.0%

360 Other Revenues

361 11 00 001 Interest Income	5,000.00	66,082.92	(61,082.92)	1321.7%
367 00 00 000 Donations	0.00	4,425.15	(4,425.15)	0.0%
369 91 00 000 Miscellaneous	5,000.00	40,325.81	(35,325.81)	806.5%
369 91 00 010 Insurance payments	0.00	5,542.61	(5,542.61)	0.0%
360 Other Revenues	10,000.00	116,376.49	(106,376.49)	1163.8%

390 Non-Revenues

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

Fund Revenues:	3,955,416.00	4,126,205.58	(170,789.58)	104.3%
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	Amt Budgeted	Expenditures	Remaining	
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100 Personnel Services

521 Exempt Personnel

522 10 10 000 Exempt Salaries	485,500.00	382,686.81	102,813.19	78.8%
522 10 20 000 Exempt FICA/Med	37,200.00	32,086.49	5,113.51	86.3%
522 10 21 000 Exempt PERS	177,700.00	108,561.90	69,138.10	61.1%
522 10 22 000 Exempt Medical	103,000.00	74,176.56	28,823.44	72.0%
522 10 23 000 Exempt Worker's Comp	0.00	0.00	0.00	0.0%

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 14:15:28 Date: 04/07/2026

Page: 2

001 General Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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521 Exempt Personnel

521 Exempt Personnel	803,400.00	597,511.76	205,888.24	74.4%
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522 Non-Exempt

522 20 10 000 FT FF Wages	594,165.00	379,677.71	214,487.29	63.9%
522 20 20 000 FT FF FICA/Med	45,500.00	41,010.95	4,489.05	90.1%
522 20 21 000 FT FF PERS	213,500.00	147,805.97	65,694.03	69.2%
522 20 22 000 FT FF Medical	156,900.00	106,517.26	50,382.74	67.9%
522 20 23 000 FT FF Workers Comp	44,800.00	73,732.20	(28,932.20)	164.6%
522 20 24 000 FT FF Disability	6,500.00	2,578.00	3,922.00	39.7%

522 Non-Exempt	1,061,365.00	751,322.09	310,042.91	70.8%
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523 Lifeguards

522 31 10 000 Lifeguard Payroll	160,470.00	133,005.10	27,464.90	82.9%
522 31 20 000 Lifeguard FICA/MED	12,276.00	9,975.94	2,300.06	81.3%
522 31 21 000 Lifeguard PERS	52,843.00	15,610.19	37,232.81	29.5%

523 Lifeguards	225,589.00	158,591.23	66,997.77	70.3%
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524 Volunteers

522 23 10 000 Volunteer Payroll	48,000.00	35,550.27	12,449.73	74.1%
522 23 12 000 Length of Service Awards	11,200.00	0.00	11,200.00	0.0%
522 23 20 000 Volunteer FICA/Med	4,500.00	1,987.92	2,512.08	44.2%
522 23 21 000 Volunteer PERS	5,000.00	0.00	5,000.00	0.0%

524 Volunteers	68,700.00	37,538.19	31,161.81	54.6%
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525 Part time

522 21 23 000 PT Worker's Comp	0.00	0.00	0.00	0.0%
522 22 10 000 PT FF Payroll	227,720.00	180,043.53	47,676.47	79.1%
522 22 11 000 PT Accounting	43,000.00	0.00	43,000.00	0.0%
522 22 20 000 PT FICA/Med	17,421.00	16,579.19	841.81	95.2%
522 22 21 000 PT PERS	74,988.00	40,175.73	34,812.27	53.6%

525 Part time	363,129.00	236,798.45	126,330.55	65.2%
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526 Conflagration

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

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

522 20 11 000 Overtime	250,000.00	111,848.90	138,151.10	44.7%
522 20 12 000 Duty Officer Stipend	10,000.00	6,300.00	3,700.00	63.0%
522 20 13 000 Exempt Vacation Cashout	15,000.00	0.00	15,000.00	0.0%
522 23 11 000 Firefighter Stipends	25,000.00	6,615.26	18,384.74	26.5%

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 14:15:28 Date: 04/07/2026

Page: 3

001 General

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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527 Stipends/overtime/buyout

527 Stipends/overtime/buyout	300,000.00	124,764.16	175,235.84	41.6%
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528 LG Captain

522 30 10 000 LG Captain Salary	93,000.00	58,913.81	34,086.19	63.3%
522 30 20 000 LGC FICA/Med	7,200.00	6,688.34	511.66	92.9%
522 30 21 000 LGC PERS	36,000.00	29,579.88	6,420.12	82.2%
522 30 22 000 LGC Medical	39,000.00	26,711.64	12,288.36	68.5%
522 30 23 000 LGC Workers Comp	0.00	24,024.18	(24,024.18)	0.0%
522 30 24 000 LGC Disability	0.00	0.00	0.00	0.0%

528 LG Captain	175,200.00	145,917.85	29,282.15	83.3%
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100 Personel Services	3,138,383.00	2,078,856.20	1,059,526.80	66.2%
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200 Material & Services

531 Operations

523 80 30 105 Comminucation Supplies	30,000.00	38,609.87	(8,609.87)	128.7%
523 80 30 115 Medical Supplies & Main	9,500.00	18,596.30	(9,096.30)	195.8%
523 80 30 125 Office Supplies & Main	15,000.00	14,772.86	227.14	98.5%
523 80 30 173 Disaster Preparedness	1,500.00	0.00	1,500.00	0.0%
523 80 42 165 Postage & Freight	2,500.00	70.84	2,429.16	2.8%
523 80 45 199 Housing	82,000.00	54,681.00	27,319.00	66.7%
523 80 47 130 Utilities - Garbage	5,200.00	4,160.77	1,039.23	80.0%
523 80 47 140 Utilities - Telephone	8,000.00	5,213.08	2,786.92	65.2%
523 80 47 150 Utilities - Electric	15,000.00	12,534.36	2,465.64	83.6%
523 80 47 160 Utilities - Nat. Gas / Propane	3,300.00	1,864.46	1,435.54	56.5%

531 Operations	172,000.00	150,503.54	21,496.46	87.5%
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532 Equipment & Apparatus

523 60 32 215 Tires	7,500.00	2,262.72	5,237.28	30.2%
523 60 32 225 Batteries	4,500.00	0.00	4,500.00	0.0%
523 60 32 235 Fuel	30,000.00	19,701.63	10,298.37	65.7%
523 60 35 205 Tools	7,500.00	9,285.14	(1,785.14)	123.8%
523 60 48 213 Repairs - Miscellaneous	10,000.00	10,883.24	(883.24)	108.8%
523 60 48 223 Vehicle Maint. Supplies	55,000.00	21,451.45	33,548.55	39.0%
523 60 48 233 Apparatus Repair	45,000.00	37,919.44	7,080.56	84.3%

532 Equipment & Apparatus	159,500.00	101,503.62	57,996.38	63.6%
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533 Building Maintenance

523 50 41 323 Janitorial Services & Supplies	3,500.00	2,191.03	1,308.97	62.6%
523 50 41 333 Landscape Maint. Service	13,000.00	6,655.00	6,345.00	51.2%
523 50 48 303 Building Maintenance	25,000.00	27,764.33	(2,764.33)	111.1%
523 50 48 313 COWS Maintenance	5,000.00	0.00	5,000.00	0.0%

533 Building Maintenance	46,500.00	36,610.36	9,889.64	78.7%
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2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 14:15:28 Date: 04/07/2026

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001 General Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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534 Education and Training

523 45 35 405	Training Aids	5,000.00	4,709.38	290.62	94.2%
523 45 43 434	Board Mem Train & Travel	2,000.00	0.00	2,000.00	0.0%
523 45 44 404	Recruitment & Retention	20,000.00	9,159.27	10,840.73	45.8%
523 45 44 414	Firefighter & EMT Training	15,000.00	18,520.13	(3,520.13)	123.5%
523 45 44 495	Student Program	42,000.00	8,453.00	33,547.00	20.1%
523 45 44 496	Food/Water/Snacks	5,000.00	2,690.17	2,309.83	53.8%
523 45 44 497	Rope Rescue Training/Equipment	25,000.00	749.49	24,250.51	3.0%
523 45 49 424	Dues & Subscriptions	35,000.00	20,241.82	14,758.18	57.8%
534 Education and Training		149,000.00	64,523.26	84,476.74	43.3%

535 Professional Services

523 11 41 507	911 Dispatch Services	24,000.00	17,101.84	6,898.16	71.3%
523 11 41 527	Accounting Services	0.00	82,736.64	(82,736.64)	0.0%
523 11 41 557	Legal Services	10,000.00	7,959.00	2,041.00	79.6%
523 11 41 567	Audit Filing	9,500.00	8,500.00	1,000.00	89.5%
523 11 41 577	Legal Notices	1,000.00	990.89	9.11	99.1%
523 11 41 588	Network Administration	20,000.00	26,425.90	(6,425.90)	132.1%
523 11 41 596	Employee Assistance Program	500.00	0.00	500.00	0.0%
523 11 41 597	Medical Exams	10,000.00	3,120.00	6,880.00	31.2%
535 Professional Services		75,000.00	146,834.27	(71,834.27)	195.8%

536 Protective Equipment

523 24 35 604	Wildland PPE	10,000.00	0.00	10,000.00	0.0%
523 24 35 605	Misc Protective Equipment	7,500.00	7,925.45	(425.45)	105.7%
523 24 35 606	Grant Funded PPE	0.00	0.00	0.00	0.0%
523 24 35 615	Uniforms	25,000.00	12,056.82	12,943.18	48.2%
523 24 35 625	Turnouts	35,000.00	2,352.41	32,647.59	6.7%
536 Protective Equipment		77,500.00	22,334.68	55,165.32	28.8%

537 Advertising

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

538 Auto & Liability Insurance

523 12 47 801	Auto & General Liab Ins	63,000.00	61,190.00	1,810.00	97.1%
523 12 47 802	Pollution Liability	2,000.00	1,855.49	144.51	92.8%
538 Auto & Liability Insurance		65,000.00	63,045.49	1,954.51	97.0%

539 Lifeguard Operations

522 31 23 000	Lifeguard Worker's Comp	3,000.00	0.00	3,000.00	0.0%
523 55 31 550	LG Uniforms	4,000.00	1,775.88	2,224.12	44.4%
523 55 31 551	LG EMS Supplies	1,800.00	0.00	1,800.00	0.0%
523 55 31 552	LG Supplies	2,500.00	2,366.01	133.99	94.6%
523 55 32 560	LG Fuel	6,500.00	10,354.60	(3,854.60)	159.3%
523 55 41 570	LG Accounting	3,000.00	0.00	3,000.00	0.0%

2026 BUDGET POSITION

Cannon Beach Rural Fire Protection District

Time: 14:15:28 Date: 04/07/2026

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001 General Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
539 Lifeguard Operations				
523 55 42 575 LG Signage	5,000.00	708.00	4,292.00	14.2%
523 55 48 590 LG Vehicle Maintenance	15,000.00	5,246.41	9,753.59	35.0%
539 Lifeguard Operations	40,800.00	20,450.90	20,349.10	50.1%
<hr/>				
200 Material & Services	795,300.00	605,806.12	189,493.88	76.2%
<hr/>				
Fund Expenditures:	3,933,683.00	2,684,662.32	1,249,020.68	68.2%
<hr/>				
Fund Excess/(Deficit):	21,733.00	1,441,543.26		

2026 BUDGET POSITION TOTALS

Cannon Beach Rural Fire Protection Distri Months: 01 To: 09 Time: 14:15:28 Date: 04/07/2026
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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General	3,955,416.00	4,126,205.58	104.3%	3,933,683.00	2,684,662.32	68%
	<u>3,955,416.00</u>	<u>4,126,205.58</u>	<u>104.3%</u>	<u>3,933,683.00</u>	<u>2,684,662.32</u>	<u>68.2%</u>

DATE: April 8, 2026

TO: CBFR Board of Directors
Marc Reckmann, Fire Chief

FROM: Greg Munn

SUBJECT: Financial System Transition Project Status Update for March 2026

Summary

The goal for March continued from February to develop the process for uploading monthly PERS reports to the PERS website (versus entering the data manually one record at a time). I worked with PERS and the software provider to identify formatting and data reporting discrepancies between the software and PERS and am happy to report that I was able to process both February and March reports successfully, although not within the month of March. PERS will draw funds for the two months the first of April.

Moving forward, we should now be able to sync the reporting and payment to PERS with the corresponding payroll month.

During this process I discovered that there are employees who haven't been reported in the past. All employee earnings and hours need to be reported, regardless of the number of hours worked or amount paid. This process will be memorialized moving forward. There will likely need to be a reconciliation looking backward to true up past earnings and hours worked data with PERS.

Possible Future Considerations

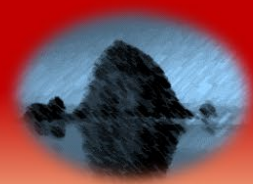
- True up historical earnings data with PERS
- Develop procedures for all fiscal activities
- Create accounting operations "playbook"
- Enter historical data into Springbrook
- Review Board fiscal policies
- Review financial policies, forecasts, reserves



Cannon Beach

Rural Fire Protection District

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March 2026 Call Statistics

Calls for service by month/year:

	2021	2022	2023	2024	2025	2026
January	47	41	29	56	52	34
February	33	32	30	41	56	43
March	28	36	45	49	54	44
TOTAL for TYD	108	109	104	146	162	121

Tourism vs. resident calls:

ANSWERS	# INCIDENTS	% of Total
Is this tourism related?		
No	22	50.00%
Yes	22	50.00%

Types of calls:

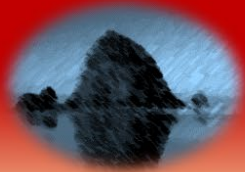
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	2.27%
Overpressure rupture, explosion, overheating - no fire		0.00%
Rescue & Emergency Medical Service	22	50.00%
Hazardous Condition (No Fire)	4	9.09%
Service Call	5	11.36%
Good Intent Call	6	13.64%
False Alarm & False Call	6	13.64%
Severe Weather & Natural Disaster	0	0.00%
TOTAL	44	100.00%



Cannon Beach

Rural Fire Protection District

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Arch Cape vs. Cannon Beach area	# INCIDENTS	% of Total
Arch Cape	2	5%
Falcon Cove	0	0%
Other	1	2%
Cannon Beach	36	82%
Hamlet	5	11%

PSAP Call Date/Time	Last Unit Cleared Date/Time	Incident Number	Actual Incident Type Found (NFIRS)
3/3/2026 15:03	3/3/2026 15:12	CBFD2026-0078	622 - No incident found on arrival at dispatch address
3/3/2026 18:15	3/3/2026 18:46	CBFD2026-0079	412 - Gas leak (natural gas or LPG)
3/4/2026 13:07	3/4/2026 14:05	CBFD2026-0080	322 - Motor vehicle accident with injuries
3/5/2026 5:22	3/5/2026 5:56	CBFD2026-0081	324 - Motor vehicle accident with no injuries.
3/7/2026 20:54	3/7/2026 21:50	CBFD2026-0082	733 - Smoke detector activation due to malfunction
3/8/2026 7:51	3/8/2026 8:13	CBFD2026-0083	733 - Smoke detector activation due to malfunction
3/8/2026 13:55	3/8/2026 14:16	CBFD2026-0084	554 - Assist invalid
3/9/2026 7:31	3/9/2026 8:10	CBFD2026-0085	321 - EMS call, excluding vehicle accident with injury
3/9/2026 10:00	3/9/2026 10:10	CBFD2026-0086	622 - No incident found on arrival at dispatch address
3/10/2026 10:40	3/10/2026 10:58	CBFD2026-0087	321 - EMS call, excluding vehicle accident with injury
3/10/2026 11:57	3/10/2026 12:46	CBFD2026-0088	321 - EMS call, excluding vehicle accident with injury
3/10/2026 21:51	3/10/2026 22:22	CBFD2026-0089	321 - EMS call, excluding vehicle accident with injury
3/11/2026 16:40	3/11/2026 17:13	CBFD2026-0090	733 - Smoke detector activation due to malfunction
3/11/2026 19:52	3/11/2026 20:02	CBFD2026-0091	735 - Alarm system sounded due to malfunction
3/12/2026 17:29	3/12/2026 17:42	CBFD2026-0092	622 - No incident found on arrival at dispatch address
3/13/2026 21:14	3/13/2026 21:48	CBFD2026-0093	551 - Assist police or other governmental agency
3/14/2026 10:21	3/14/2026 10:50	CBFD2026-0094	622 - No incident found on arrival at dispatch address
3/15/2026 4:53	3/15/2026 5:22	CBFD2026-0095	554 - Assist invalid
3/15/2026 8:03	3/15/2026 8:39	CBFD2026-0096	735 - Alarm system sounded due to malfunction
3/16/2026 14:30	3/16/2026 16:37	CBFD2026-0097	554 - Assist invalid
3/16/2026 20:13	3/16/2026 21:16	CBFD2026-0098	324 - Motor vehicle accident with no injuries.
3/19/2026 14:06	3/19/2026 15:34	CBFD2026-0099	461 - Building or structure weakened or collapsed
3/20/2026 19:26	3/20/2026 19:59	CBFD2026-0100	321 - EMS call, excluding vehicle accident with injury
3/21/2026 9:00	3/21/2026 9:36	CBFD2026-0101	321 - EMS call, excluding vehicle accident with injury
3/21/2026 17:54	3/21/2026 18:15	CBFD2026-0102	743 - Smoke detector activation, no fire - unintentional
3/22/2026 7:52	3/22/2026 8:41	CBFD2026-0103	321 - EMS call, excluding vehicle accident with injury
3/22/2026 11:25	3/22/2026 11:38	CBFD2026-0104	622 - No incident found on arrival at dispatch address
3/22/2026 20:06	3/22/2026 20:35	CBFD2026-0105	553 - Public service
3/23/2026 19:29	3/23/2026 20:04	CBFD2026-0106	321 - EMS call, excluding vehicle accident with injury

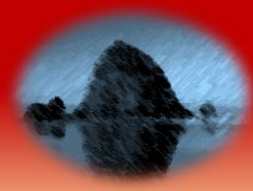
PSAP Call Date/Time	Last Unit Cleared Date/Time	Incident Number	Actual Incident Type Found (NFIRS)
3/24/2026 4:30	3/24/2026 5:16	CBFD2026-0107	321 - EMS call, excluding vehicle accident with injury
3/25/2026 17:51	3/25/2026 18:14	CBFD2026-0108	321 - EMS call, excluding vehicle accident with injury
3/26/2026 14:16	3/26/2026 14:55	CBFD2026-0109	412 - Gas leak (natural gas or LPG)
3/26/2026 16:27	3/26/2026 17:23	CBFD2026-0110	321 - EMS call, excluding vehicle accident with injury
3/27/2026 15:26	3/27/2026 15:53	CBFD2026-0111	321 - EMS call, excluding vehicle accident with injury
3/27/2026 15:27	3/27/2026 15:57	CBFD2026-0112	321 - EMS call, excluding vehicle accident with injury
3/28/2026 8:42	3/28/2026 9:04	CBFD2026-0113	321 - EMS call, excluding vehicle accident with injury
3/28/2026 15:54	3/28/2026 16:39	CBFD2026-0114	321 - EMS call, excluding vehicle accident with injury
3/28/2026 15:59	3/28/2026 16:42	CBFD2026-0115	622 - No incident found on arrival at dispatch address
3/28/2026 15:59	3/28/2026 16:46	CBFD2026-0116	142 - Brush or brush-and-grass mixture fire
3/28/2026 21:20	3/28/2026 21:55	CBFD2026-0117	321 - EMS call, excluding vehicle accident with injury
3/29/2026 7:16	3/29/2026 7:53	CBFD2026-0118	321 - EMS call, excluding vehicle accident with injury
3/29/2026 11:16	3/29/2026 11:51	CBFD2026-0119	321 - EMS call, excluding vehicle accident with injury
3/29/2026 23:14	3/29/2026 23:34	CBFD2026-0120	463 - Vehicle accident, general cleanup
3/30/2026 21:47	3/30/2026 22:25	CBFD2026-0121	321 - EMS call, excluding vehicle accident with injury



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Project update 4/7/2026

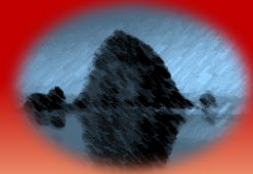
- Assistance to Firefighter Grant
 - Awarded regional grant to Cannon Beach, Hamlet, and Elsie
 - Cannon Beach portion is \$116,610, our share is \$5,553.86
 - Funds 14 sets of turnouts (coats, pants, boots, helmets, gloves), 14 sets of wildland gear (pants, shirts, helmets, shelters, and wildland packs), and 30 reflective vests
 - All turnouts are in and in service. Working on ordering wildland – nothing new for April
- Arch Cape Station
 - Engineering is completed, will have complete drawings by Wednesday March 11th
 - Planning required community meetings for conditional use soon.
 - Completed Loan application and submitted
 - Answers to questions from March Meeting
 - We will draw funds from the loan as needed, only paying interest on money drawn. When project completed, the remaining unused funds go back to the state
 - First payment is December 1 following the project completed, likely spring 2027, first payment in the FY27-28 budget.
 - Interest on drawn funds will be added to first payment.
 - Can repay loan anytime after first year
 - Moving into the 90 day review for Conditional use, scheduled and noticed public meeting for April 30th 1 pm Arch Cape.
- Lifeguards
 - Lead guard assessment and interviews on 3/7
 - Will be advertising guard soon
 - Towers still on track for delivery May/June
 - Lead guard started
- Arch Cape Engine
 - Engine delivered in February
 - Training and tool mounting has began
 - Will go to True North in Hillsboro repairs and radio installation week of March 9th
 - Goal to have in service June 1
 - At True North working on needed repairs.



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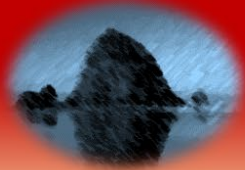
- Dispatch consolidation
 - Conversation has started again with consolidating the two dispatch centers
 - Appointed by county fire chiefs to represent the chiefs with Chief Donaldson
 - Meeting Monday March 9th at City of Seaside and 5
 - Meeting Thursday March 12th at fairgrounds
 - Nothing new for April



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STAFF REPORT

Resolution 26-03 defining All-Capital Reserve Fund

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

In 2023 the board of directors established the All-Capital Reserve fund, by consolidating the Apparatus reserve, equipment reserve, building reserve, and COWS reserve. The intention was to combine all reserves into one All-Capital fund.

Strategies:

On March 31st myself and Karen attended an audit training and learned that not only do all reserve funds need an establishing resolution, but the resolution needs to define the permitted use of those funds and this resolution now become part of the legal budget audit. The resolution establishing the fund does not outline permitted use of the funds.

Recommendation:

Adopt resolution 26-03

Cannon Beach Rural Fire Protection District
Resolution 26-03

Resolution Authorizing the defined uses of the All-Capital Reserve Fund

WHEREAS ORS 294.346 requires reserve funds to be reviewed to determine whether the fund will be continued or abolished no less frequently than every 10th anniversary of the date upon which a reserve fund is established.

WHEREAS, the All-Capital Reserve Fund, adopted in 2023, shall be continued.

Be It Resolved that the Board of Directors of the Cannon Beach Rural Fire Protection District hereby authorizes the continued use of the All-Capital Reserve Fund that was established in 2023. The purpose of this fund shall be:

- Capital purchases of apparatus and vehicles
- Upgrades or repairs to vehicles more than \$5,000
- Upgrades or capital repairs to facilities
- Replacement or purchase of equipment for more than \$5,000
- Receive and spending grant money on equipment
- Paying down debt incurred from purchase of capital items or improvement of facilities.

This resolution was adopted at a regular board meeting of the Cannon Beach Rural Fire Protection District on April 13, 2026.

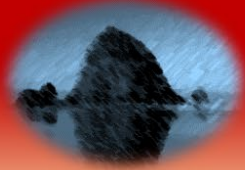
Rober Heymann, Board President



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STAFF REPORT

Hamlet Staffing Grant

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

For the past 2 years Cannon Beach Fire has entered into an IGA with Hamlet Fire to administer their Wildfire Staffing Grant. The grant is for \$35,000. 10% (\$3,500) is for administration of the grant. This grant allows for Hamlet to staff their station through the summer.

Strategies:

Use the same process we have for the last 2 years of bring Hamlet volunteers on to our payroll, allowing our part-time and volunteers to also work at Hamlet, and then our full-time to work on over time at Hamlet as needed. Hamlet has signed the IGA.

Recommendation:

Approve IGA.

the actual CBRFPD payroll rates plus a ten percent (10%) administration fee up to \$35,000, which will be paid by HRFPD with grant funds.

3. RELEASE OF LIABILITY

To the extent that such claims are covered by HRFPD insurance, HRFPD agrees that it will defend, save and hold harmless CBRFPD from any and all claims that result from CBRFPD providing services under this agreement.

4. TERM

The term of this agreement is for the duration of the grant period and may be renewed for subsequent staffing grants by mutual agreement of CBRFPD and HRFPD. If the parties mutually agree to terminate this agreement before the end of the grant period, CBRFPD will invoice HRFPD for services provided up to the termination date.

5. ENTIRE AGREEMENT

This document is the entire agreement between HRFPD and CBRFPD regarding staffing. All prior agreements or understandings between HRFPD and CBRFPD regarding staffing, whether written or verbal, are superseded by this agreement and shall be of no force or effect whatsoever. Any amendment to this agreement shall be in writing and signed by the representatives of the entities as duly authorized by the governing body of each entity.

The execution of this agreement by each of the undersigned is done pursuant to the authorization of the governing body of each entity, voted upon in an open meeting in accordance with Oregon law, and each person executing this agreement hereby certifies that they are authorized to execute this agreement.

Cannon Beach Rural Fire Protection District

By: _____
Name: Robert Heymann
Title: Board President

Date: _____

Hamlet Rural Fire Protection District

By: Norma Painter
Name: Norma Painter
Title: Board President

Date: 3/12/26

INTERGOVERNMENTAL AGREEMENT WILDFIRE STAFFING GRANT

This agreement, by and between Cannon Beach Rural Fire Protection District (CBRFPD) and Hamlet Rural Fire Protection District (HRFPD) is effective the 1st day of May 2026.

RECITALS

Whereas Oregon Revised Statutes (ORS) Chapter 190 authorizes a unit of local government to enter into a written agreement with another unit of local government for the performance of any or all functions and activities that a party to the agreement and its officers have authority to perform; and

Whereas, both CBRFPD and HRFPD are duly organized units of local government; and

Whereas, HRFPD has received a State of Oregon Wildfire Staffing grant, effective from May 1 to October 1, 2026 ("grant period") that it desires CBRFPD to manage on its behalf,

CBRFPD and HRFPD agree to the following:

AGREEMENT

1. RESPONSIBILITIES

- 1.1 CBRFPD may assign one or more firefighters from its part-time roster to staff the HRFPD Necanicum Fire Station during the grant period. Current HRFPD volunteer firefighters are eligible to participate on the CBRFPD roster and will be CBRFPD employees while working under this grant. Additionally, CBRFPD full-time staff may work overtime at the Necanicum station for staffing.
- 1.2 In addition to responding to incidents in the HRFPD service area and providing mutual aid in other service areas, CBRFPD firefighters will be responsible for completing firehouse tasks assigned by CBRFPD chiefs at the request of HRFPD.
- 1.3 HRFPD volunteers will train CBRFPD firefighters on the operation and maintenance of HRFPD apparatus prior to assignment.
- 1.4 HRFPD and CBRFPD will provide liability and workers compensation insurance for their respective personnel.
- 1.5 CBRFPD will file required compensation and reimbursement reports for assigned firefighters with the state of Oregon.

2. COMPENSATION

While on assignment, firefighters will be paid by CBRFPD and will be subject to CBRFPD personnel policies. At the end of the grant period, CBRFPD will invoice HRFPD for services at

the actual CBRFPD payroll rates plus a ten percent (10%) administration fee up to \$35,000, which will be paid by HRFPD with grant funds.

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Cannon Beach Rural Fire Protection District

By: _____
Name: Robert Heymann
Title: Board President

Date: _____

Hamlet Rural Fire Protection District

By: Norma Painter
Name: Norma Painter
Title: Board President

Date: 3/12/26

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- 1.5 CBRFPD will file required compensation and reimbursement reports for assigned firefighters with the state of Oregon.

2. COMPENSATION

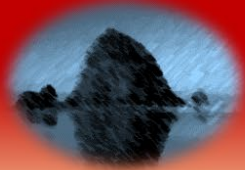
While on assignment, firefighters will be paid by CBRFPD and will be subject to CBRFPD personnel policies. At the end of the grant period, CBRFPD will invoice HRFPD for services at



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STAFF REPORT

Appointing budget officer

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

ORS requires the agency to appoint a budget officer by action or by policy. Our current policy does not appoint the budget officer.

Strategies:

Appoint Chief Reckmann as the budget officer for FY-26-27. Consider adding in policies that the Fire Chief will be the district budget officer.

Recommendation:

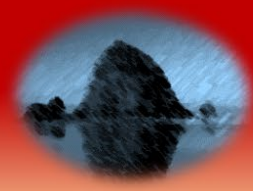
Motion to appoint Chief Reckmann as budget officer for FY26-27



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STAFF REPORT

FY26-27 budget

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

ORS requires all budget committee (elected board and citizen appointed) to receive final budget documents at same time. I am not allot to present a budget to the board before the full budget committee. However, the board is allowed to have input on the budget plan.

Strategies:

Carryover:

- 2.2M projected versus 1.5M last year

Revenue

- Increase interest from \$5,000 to \$50,000
 - \$5,000 was normal when we had a \$300,000 budget
- Increase previous taxes from \$22,000 to \$50,000
 - We went from a \$.70 rate to a \$1.85 rate, so we have more previous years taxes
- Property taxes
 - Budget 3% increase
 - Add \$38,000 projected revenue taxation of vacant land
- County TLT
 - \$21,000 from Clatsop County TLT funds
- Lifeguard contract with city, increasing from \$315,000 to \$370,000

Workers Comp

- Better tracking and allocation in each line

Training stipend

- Making incentive for full-time staff to attend training without having to pay overtime. \$150 per day for classes that are not required for job classification or that do not result in an incentive.

Reimbursement for higher education classes

- \$1500 per person per year for reimbursement in taking college classes

Housing

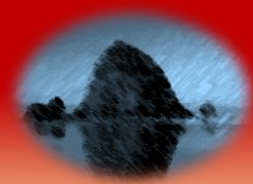
- DC Jerome purchased a house; we will end the lease on the Elliot house July 1 and continue the Sunset house. Sunset house will end when the Arch Cape station is completed



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Debt Services

- \$125,000 loan payment; likely will not be made until FY 27-28, but putting in budget to hold.
- If not used, in the following years we can make larger loan payment to pay off sooner

Projected Ending fund Balance

- 1.4M
- 570K contingency
- Likely will be close to even with beginning fund balance.

Recommendation:

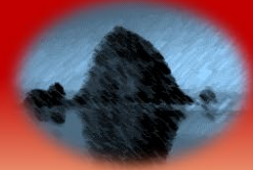
None



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BUDGET CALENDAR 2026-2027

April 23, 2026	Publish first notice of Budget Committee Meeting
May 7, 2026	Publish second notice of Budget Committee
May 21, 2026	Budget Committee Meeting 6pm
May 26, 2026	Second Budget Committee Meeting (if needed)
May 28, 2026	Publish notice of Budget Hearing
June 8, 2026	Hold Budget Hearing
June 8, 2026	Board Meeting to adopt budget
June 19, 2026	Submit tax certification document to Assessor

Submit copy of Budget document to County Clerk

Budget Committee

1. Harvey Claussen
2. William Norton
3. Kim Bosse
4. Richard Petrich
5. Tamara Stewart

Board Members

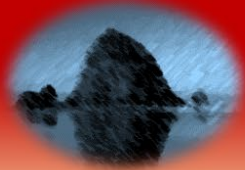
1. Jeneé Pearce-Mushen
2. Dave Herman
3. Heidi Dethloff
4. Dave Pietka
5. Bob Heymann



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STAFF REPORT

Surplus Ski Trailer

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

A few months ago we purchased a new ski trailer that is better setup to launch the skis in the sand. With that new trailer the 2004 Mid West trailer VIN 1MCGCLK14XA04824 is not needed.

Strategies:

Declare the trailer surplus and list on auction using GovDeals.

Recommendation:

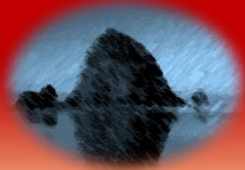
Motion to declare the 2004 ski trailer as surplus and allow staff to list on auction.



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STAFF REPORT

Policies

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

In 2021 we took about 80 policies and combined to 8 policies. Now with the employee handbook in place, there and many section of the policies are not needed as polices, only as reference to the handbook.

Strategies:

Policies need a complete refresh. Several policies need to be added to conform with new budget laws. Start over with new set of policies, using the old policies combined as a framework.

Recommendation:

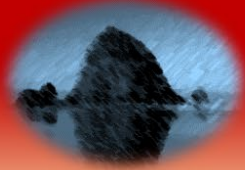
Create new set of polices and use some work session to define these polices.



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STAFF REPORT

Board meeting dates

Agenda Date: 4-7-2026

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

When started in 2017 the board meeting were on the 2nd Monday following the 2nd Wednesday. The idea of this was to give time for staff to prepare reports. In 2020 the meeting law was changed to make it so the meeting dates had to be advertised as non-subjective (i.e. 2nd Monday or the x date of each month.

Strategies:

Noticing laws are getting stricter as well, and we are required to have meeting documents posted 5 office days prior to the meeting. When 1st is on a Monday staff does not have time to assemble monthly reports by the time need to be posted.

Recommendation:

Explore new meeting date beginning July 1 that will accommodate the noticing laws and allow time for accurate information.