



Cannon Beach

Rural Fire Protection District

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BOARD MEETING MINUTES – MAY 10, 2021

General:

Date:	May 10, 2021
Time:	18:00 hours (6:00 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:00 (6:00 pm)
Adjourned Time:	19:17 (7:18 pm)

Attendees:

<input checked="" type="checkbox"/> Garry Smith (President)	<input checked="" type="checkbox"/> Bob Cerelli (Vice President)	<input checked="" type="checkbox"/> Mark Mekenas (Treasurer)
<input checked="" type="checkbox"/> Rick Schafer (Member)	<input type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input type="checkbox"/> Nicole Bales (Astorian)	<input checked="" type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Jason Smith (Div. Chief)	<input checked="" type="checkbox"/> Gregory Bell	<input checked="" type="checkbox"/> Dale (public)

Call to Order:

The Cannon Beach RFPD Board meeting for May 10, 2021 was called to order at 18:00 hours (6:00 pm) by Board President, **Garry Smith**.

Roll Call:

Board Members present were: Garry Smith, Rick Schafer, Mark Mekenas, and Bob Cerelli.

Other attendees were: Marc Reckmann (Fire Chief, CBFDF), Jason Smith (Division Chief, CBFDF), and Deb DiStasio (Admin Assistant, CBFDF). On Zoom were Bill Cote (CPA), Greg Bell (incoming board member) and Dale (public).

Changes to Agenda:

None.

Presentations:

None provided.

Public Comment:

None provided.

April 12, 2021 Board Meeting Minutes Approval:

Smith had some minor changes to Pg 5, it should be Hydrant projects. Scared tactic above that instead of scare tactic. Page 6 they spent \$10,000. Other than that it look good. **Cerelli** motioned to approve based on changes on April 12 meeting minutes as presented with no changes. **Schafer** seconded and all were in favor. None opposed.

Treasurer's Report:

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

- a. **Statement of Net Position (Balance Sheet).** Bill Cote, CPA, read the financials as presented on Statement of Net Position. Bill reminded that expenses should be around 83% for this time of the year.
- b. **General fund:** Read as written. Smith asked why medical supplies were so high. Chief responded that COVID PPE and different medical supplies had been purchased because of covid, but most all was reimbursed through the CFR grant. Insurance is at 119% due to it being a one-time cost annually. Chief went on to explain that we receive our invoice in November and pay in January so it's difficult to estimate next years without knowing the amount premiums will go up. Bill explained we are at 68.5% in the overall budget, leaving \$255K left for remaining budget year. No further questions.
- c. **Chief fund:** Read as written without questions.
- d. **Cash per Fund:** Read as written without questions.
- e. **Property Tax Revenue.** Read as written without questions.

No further questions presented on financials.

Bills:

The bills register was reviewed online. **Cerelli** motioned to approve financial report and bills as delivered, motion seconded by **Mekenas**. All in favor, none opposed. Motion carried.

Correspondence:

Received an email from citizen complimenting the annual report and questioning the amount of money we spent on the annual report. Deb did a nice response back indicating "thanks for input" and explaining how the annual report was mostly paid by a Marketing Grant. The only tax-payer money used was Deb's time of making it, otherwise all was paid through marketing grant. His response was positive. We will place in next annual report where the money is being spent to create annual report.

Monthly review of board policies:

Policy 6.6. We worked on Ordinance first, which is complete. We will come back next month to get the policy cleaned up that will be presented next week.

Old Business:

- **Engine Purchase.** Three things in packet: a) Resolution 21-03, which will be updated to change "apparatus" wording to "HME Engine" b) Financial agreement and c) sales agreement. We need to have two motions: a) Motion to Purchase the engine and 2) motion to approve resolution and finance the engine. Chief asked if there were questions on HME agreement. Smith asked why they were using the

terminology "Lease" vs. "Lease to Purchase". Smith would further like to see the entire amount of the engine on documentation with lease to purchase \$300K through as wording is important. Chief will go back to bank to revise. Chief continued first motion needed is to Purchase the engine then approve Resolution. **Mekenas** motioned to Purchase (Sales Agreement) the engine from HME in the amount of \$552,158. **Schafer** seconded, none opposed, all in favor, motion carried. Resolution 21-03 was read aloud by President Smith in its entirety. **Mekenas** motioned to accept resolution 21-03. **Cerelli** seconded motion. All in favor, none opposed. Motion carried.

- **Arch Cape Station generator.** Chief indicated the generator for Arch Cape is there and going to be installed this week.
- **Ordinance 21-01 Billing for Services.** Deb updated the ordinance. This is the first step to give us the ability to bill. We worked with attorney, we cleaned it up, and ready for approval. Next step is to update our Policy. Nehalem and Banks have shared their policies, and billing tools, which we will apply/modify. We can adopt ordinance before we have a policy. Smith asked if we can adopt this before the policy. Chief indicated, yes because this ordinance allows us to do it, and the policy protects us in terms of insurance. Smith read ordinance aloud to board attendees. Chief indicated there was a typo. On 3.2, should be replaced with "tangible". This will be fixed before signing. Smith asked if there were any questions after reading. **Mekenas** motioned to adopt Ordinance 21-01. It was seconded by Schafer. All in favor, none opposed, motion carried.
- **Approve Audit.** **Mekenas** motioned to approve the annual fiscal audit. It was seconded by **Cerelli**. All approved, none opposed, and motion carried.
- **Change Banks.** As of now, we will not change banks. We worked with US Bank, but fees were high, it wasn't cost effective to change. We will set up a meeting with Columbia to get our problems resolved. Staying with Columbia for now. Smith indicated that some of the smaller banks, like Columbia, have a tendency to disappear and that fees should probably be considered into future budgets.

New Business:

- **Health Reimbursement Account.** The chief indicated that the District has had a policy for a number of years going back to 2005. The idea of the health reimbursement account was that the District made a change from very low deductible health insurance to a higher deductible health insurance to reduce premiums. To offset the employee, they started putting money in a health reimbursement account, which is a fairly normal practice. Saves district money in premiums and put money in employee account to help them from occurring a lot of deductibles and copays. We found out we have two health reimbursement accounts. The original last transaction was in 2014 and the second one showed last transaction in 2015. The older one was never closed out when the new one was started. We are closing out the second account and keeping the original account. In July, we'll get a refund from the second account. They're ran through our FDIC insurance. Can't tell why the change was made.

Was signed by the Sharon Clyde. Doesn't matter at this point who did it but wanted to make sure we only have one account. This is an account that the District puts money into it and becomes the employees. But if it's not used and it grows interest. We found that Cleve Rooper still shows an account, and he probably doesn't know it's there. The account rep will reach out to him.

Reports:

➤ Chief's Report:

- **Calls.** Calls up 34% from average over last 3 years. People in town are driving our calls up. We had another cliff rescue at hug point. Same place as in March call. She fell 115 feet, roughly. It was dispatched as fall on beach, not cliff rescue. Significant injuries, but she will recover. We also have had multiple MVAs. We also had rope rescue at Hug Point.
- **Strategic Plan.** Nothing to report.
- **Grants.** Nothing more on grants. Waiting on Type III engine. State expected \$2.5 million to give out for wildland grant. There was \$63 million was applied for. They had so many more submissions, it will take until Mid-May for grant people to work through them quickly. They needed more time to get through the grants. Don't expect to get it, expect it to go to I-5 corridor recipients. We wrote some more letters to legislatures regarding getting more covid funds.
- **Annexation.** Everything was turned into Tillamook County. However, lawyers in Tillamook county wanted to add some verbiage to the form and have homeowners initial the addition. We sent them all out with self-addressed stamped envelopes. All of Clatsop County submissions are done and accepted.
- **Radio System.** New radio systems are in place. It is dramatic improvement but had a failure at Tolovana that was detrimental. During rope rescue at Hug point, the communication was terrible. Found out battery backup failed at Tolovana. The old system was one receiving radio. Now we have four. The new system will last 30 minutes, but that's not long enough. They're going to figure out what to do for future, so this doesn't happen again. They'd like to put generator up there, but don't own tower. In works.
- **Physicals.** Chief indicated; we'd definitely participate again. Good experience, saved money. We usually only do entry physicals, but made annual physicals.
- **Prepared Food Tax.** We are awaiting on council to make decisions. May 4th meeting was cancelled. Rescheduled for next Tuesday. We should find out if they're going to implement it. At worst case scenario, we bring it to the ballot next November. Chief to attend meeting tomorrow night. Deciding factor. Smith indicated he communicated to others that it would be silly to not go ahead and implement vs. going to the expense of including it in elections. We received the bill from ECO Northwest, and will be billing the city half (\$2500) of their fee, as agreed on.
- **Services Survey.** Now that annual report is out, we'll look at putting this survey out this summer. We'll probably leverage it with Shaunna doing another Recruitment Drive.
- **Rescue.** The estimated time of arrival for the Rescue Apparatus is mid-September.
- **Hydrants.** The City signed another agreement for 3 more years. This project helps get summertime help and makes a good partnership with City.

- **Building.** We've completed the RFPs process and have awarded landscape contract to Greensmith and A Affordable Carpet for Janitorial service. All were within our budget and had good references.
 - **Apparatus.** We have had a lot of electrical issues come up on Apparatus 3227. Ended up with Hughes fire fixing major ones. Will fix remaining, after new engine. We have charging issues with 3263. Transmission leak on ladder. It's under warranty but have to figure out where leak is coming from. Nehalem Jet skis went to Gearhart, no longer in Arch Cape. Shaunna did a lot of research. We decided to keep current skis, as they are in better shape.
 - **Meetings.** Alot of meetings such as fire defense, city council. Want to reach out to new board members, Greg is on this call. Received a call from Rick Gardner. Chief to meet with both of them in-person before July and go through introductions. Smith asked if there would be interested in coming to June Board meeting in person rather than zoom. Cerelli indicated if they are comfortable with it. If not, no problem. Greg indicated he would come. Chief to get ahold of Rick.
 - **Recruitment.** We are working on Fall academy. Flyers sent. Interest back already. We're working on student program going sooner rather than later. We reworking an "out of district" program. It's hard to get volunteers in district. We're going to market spending a weekend at beach, etc. Smith indicated, he wonders how much value we'd receive investing training monies into Portland people to come down one weekend a month. Would rather see monies going to local. Chief didn't disagree, but on other hand if someone is here and responding to calls once a week it's another avenue to try to entice participation.
 - **Upcoming Events.** Budget meeting 5/13/21 at 6 pm at council chambers. Next board meeting 6/14/21.
 - **Intergovernmental agreement (IGA).** Same agreement with City of CB for fire hydrants.
- **Training Chiefs Report.** Luke and Erik have come out of probation. Luke has completed his driving training. One step closer to driving Code 3 calls which will help in daytime response. Keaton is one step closer to getting his driver operator task book complete, and qualified to operate engine which will help. Driving around to identify Lewis and Clark timberland near CB to identify some good wildland training areas towards keeping our training realistic. Picke out a nice set of rope rescue area. He will be contacting Greenwood management to lock in dates and locations to train realistic and also train in area that has high potential for us.

Smith asked for any questions for Jason? None.

Board of Directors Reports:

- **Smith.** Nothing to report.
- **Cerelli.** Indicated he's received a lot of positive feedback on the annual report.
- **Mekenas.** None.
- **Herman.** Absent.
- **Schafer.** Nothing to report.
- **Public.** Nothing.

Good of the Order/Public Comment:

No other comments.

Adjourn:

- **Mekenas** motioned to adjourn which was seconded by **Cerelli**. Adjourned 19:18 hours (7:18 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for June 14, 2021.



Garry Smith, President CBRFPD

6/22/21
Date: