



# Cannon Beach

## Rural Fire Protection District

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## BOARD MEETING MINUTES – MARCH 8, 2021

### General:

Date:	March 8, 2021
Time:	18:00 hours (600 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:00 (6:00 pm)
Adjourned Time:	19:00 (8:00 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 checked="" 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 type="checkbox"/> Other	<input type="checkbox"/> Other

### Call to Order:

The Cannon Beach RFPD Board meeting for March 8, 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, Dave Herman, Rick Schafer, Bob Cerelli, and Mark Mekenas.

Other attendees were: Marc Reckmann (Fire Chief, CBFDF), Jason Smith (Division Chief, CBFDF), Deb DiStasio (Admin Assistant, CBFDF) and Bill Cote (CPA).

### Changes to Agenda:

No changes were requested to agenda.

### Public Comment:

None provided.

### February 8, 2021 (Board) & February 22 (Working) Meeting Minutes Approval:

Smith requested updates on page 5, "3500" gallons should be "500" gallons. Page 7, "DEP" tanks should be "Diesel Fuel Exhaustion DEF" tank. **Cerelli** motioned to approve February 8 and February 22 meeting minutes as presented with changes. **Herman** 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. Read as written.
- b. **General fund:** Read as written. Reminded everybody we should be at around 66% for the year. Smith asked why Fire Marshal Training Officer wasn't getting any PERS. Cote indicated Jason must work 600 hours before PERS is applied as contributions. Smith asked about Recruitment & Retention Coordinator salary. Cote and Chief responded that it was approved in budget committee meeting, it covers some benefits, and is also being reimbursed through the Grant until 2022. Chief added this is more than Recruit and Retention. Doesn't necessarily sit in the office. Reminded that these are in line with Salary Scales. Cote continued presenting the General Fund line items as written. Highlighted that Liability Insurance was over budget from \$26k to \$31K but is not a budget violation because of the other categories being up. We expended 56% of annual budget against plan of 66%. No questions presented. Budgeted transfers need to address shortly. No other questions given.
- 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.

Smith asked for questions, none provided. **Corelli** motioned to approve treasurers report. It was seconded by **Schafer**. None opposed, all in favor and motion carried.

### Bills:

The bills register was reviewed. **Mekenas** motioned to approve to pay Bills, motion seconded by **Corelli**. All in favor, none opposed. Motion carried.

### Correspondence:

None.

### Monthly review of board policies:

None.

### Old Business:

- **Annexation progress report.** All checks have been received but two. Follow up has been done. One is Fire Mountain school properties; one lives in Indiana. Emailed both. Smith asked if it's just the checks we're waiting on, Chief responded no. We need their signatures on the paperwork.
- **Radio system.** Decision to go live first of March. Due to windstorm, hug point repeater got damaged, and couldn't get equipment up. Finally, have it up, supposed to go live on Wednesday. Today we heard they're going live tomorrow morning. Frequency was wrong, 9 am tomorrow it's going live. Successful testing occurred. Chief to forward to Herman new frequency(s) email. Going to test pagers



tomorrow morning before cutting over. We had to reprogram the radios because of the vulnerabilities with humbug repeater, it was decided to leave the old frequency in as a backup. Humbug is vulnerable with the location it is in as they found out in windstorm. We're leaving the whole system in to run off Tillamook head in case we have to go back to Tillamook Head, we'll have a backup. Smith asked if we'll still be paying rent, in which Chief Responded yes. Chief indicated the fire defense meeting, Sheriff Phillips made a clear statement to all of fire defense that it's not "if" we consolidate all the dispatch, it's "when" we consolidate. There's a problem with staffing both dispatch centers. It is intended, before summer that the dispatch centers will be consolidated, leaving one center to shut down. Next step is to start consolidating the frequencies, so it will give us a south county tactical channel. More to come. Making some good progress. Smith asked to confirm that the two centers are Seaside and Astoria. Chief affirmed this is correct and added that early discussion is that Seaside has more dispatchers than Astoria, but Astoria has better equipment. It will be up two city managers which center they use. Seaside records on green channel now. We'll see next few months.

- **Budget Meetings.** The first budget meeting is in May 13, 2021. Tonight, we're to appoint the budget committee members. We had two applications: William Norton and Kim Bosse. The other committee members include: Marty Harris, Linda Sweeney, and James Kingwell. Smith asked for any objections. Herman added Norton's background could benefit the organization. Smith asked for Motion to appoint Kim Bosse and William Norton. Dave Herman made motion to appoint, and seconded by Mekenas. All in favor, none oppose. Motion carries.
- **Billing for Services.** Chief sent out a Resolution 21-01 for ability to bill for highway incidents. The rate is in line with the acceptable rates used per the state conflagration act. Smith asked if this is for traffic accidents, or accidents on the right of way. Chief confirmed yes. Smith recommended under "G" to insert "current paid staff" allowing for rate increases as appropriate. Smith asked for any discussion on the topic. All board members indicated they approve it. Smith indicated making changes as recommended and adopt at next board meeting.

Chief indicated the second part of this was billing to State Parks. He explained we currently cannot bill for state parks because of our contract that states we won't bill state parks. Chief met with State Parks on Thursday and they agreed our contract is outdated and insufficient for what we're doing. Between now and December, we will be meeting to discuss updating the contract. He will be sending me contracts from the Banks that covers Stub Stewart State Park, and Drakes Crossing that covers Silver Falls State Park because he thinks these are good examples for us to follow. On Friday, we had a very extensive rescue at hug point, which makes the case even more. Makes the case even more as we're doing way more than the contract says. Smith asked if it would be a separate contract or resolution. Chief indicated it would be an updated contract.

- **Fire Chief Review.** Smith asked for any thoughts on it this. Reminded attendees that this would be how we want to review Chief. Need to decide which form to use. Smith indicated he prefers the two-pager, 5 question form sent out last year. Believes it's more direct and answers all the questions. We need to make decision

because evaluation is due by June 30. Chief displayed different forms on screen. Agreement was made to use the last form last time.

Smith recommended sending this form out again to Board and next meeting will set aside time for evaluation in Executive Meeting. Chief indicated he believed Executive Meeting would work better in person than over zoom since we're in COVID lower risk. Herman indicated he will not be there April 12 but will send in his evaluation.

- **Annual Report.** Smith asked what our plans are for the annual report, e.g. distribute to the general public, etc. Chief indicated we would post on website, bind copies and put in post offices, also talk to graphics companies to see the cost in printing and mailing to every address in district. Smith asked Rick his thoughts on getting it out to the public. Rick indicated sending it to all the in-district addresses that pay property taxes. Rick wondered if we could get list of where all tax statements go. Chief indicated we could get list from Clatsop County. Smith and Cerelli believes we'd be better served to give to everybody with PO Boxes. Smith asked for any other comments related to annual report. Cerelli looked through annual report and believes it makes sense. Chief indicated Deb spent a lot of time to build report with input from many sources. Thanked Rick Schafer for his input. Smith indicated he thought it had a lot of good information about what this district does. Cerelli offered to distribute copies at Arch Cape Community.
- **Change Banks.** Chief indicated he doesn't have a lot to report on. Meeting on Wednesday to understand the process.
- **Engine Purchase.** Chief indicated there was a lot to report on the Engine Purchase. The review Committee has been diligently looking into various engines. The pre-build and demos available, did not meet our needs. They took a field trip and looked at 3 different engines that the manufacturers thought would meet our needs and to understand what's out there. A Wednesday meeting is scheduled to review committee findings and next steps. Jason Smith, leading the review committee, indicated that the thought was the Dayton engine could meet all of our current and future needs. Smith asked who made the engine. Jason responded HME, which was the same as the demo provided but this one visited had more compartments and looked to fit our needs. Because we're blending two engines to basically one, the compartmental space is a driver. Smith asked if the costs would be the same. Chief indicated it would be the same cost (\$550,000 or less) and have no interest in going above. Chief indicated he attached 2 financing options. The 3<sup>rd</sup> option is US Department of Agriculture (USDA) who has a program we may qualify for. They are zero interest program. There's also a program where they'll pay 30%. Chief looking into whether we are eligible for either of those programs. Worst case scenario, we have the other two I sent out. USDA are designed for small, rural districts that are trying to finance. They will finance 5-30 years, and even finance buildings. Chief reached out to see if we qualify, so will start through the process with them. Chief indicated he attached a couple of options related to the engine in the budget. Need to update the budget, but nothing to drastically change the budget. Liability expenses went up. Smith asked for any questions. Everybody indicated they were on board.



Chief indicated it will be a 10-month or less build if we tag on to the build in Dayton within a year. Otherwise, we would need to build spec and go to RFP bid process, extending delivery time significantly.

#### New Business:

- **None.**

#### Reports:

- **Chief's Report:** Chief indicated one of the things he did was remove items from his Chief's Report and make them separate items on agenda to help with flow and redundancy. Asked opinions from board if this flowed better. Board agreed.

Chief indicated calls are up again based on same time last year, which seems the normal state. We've had a rash of significant calls including the rockslide on hug point. Chief wanted to discuss the fatal calls which brought up a big gap and problem we have in the county with Chaplains. We don't have enough support from chaplaincy in Clatsop County. Chief indicated it's become his mission after this fatal to get a chaplaincy program started in Clatsop County. Chief met with Kevin Craig from the Conference Center, and Bruce Holt, who retired from Seaside PD. They're into it we're going to make it happen. In the next couple months, will be putting together a chaplain class towards building chaplain county program. Chief explained the program is not just for us, but something we need for community support. Chief indicated Matt Verley had to do the death notifications for the family fatal accident on US 26 when Chaplain services are trained to deliver these messages. In future, would want these types of accidents to have support from Chaplains for the families and first responders to help deal with the trauma. Chief added, a lot goes into the program, but we're excited we're going to make that program go forward.

- **Strategic Plan.** Next couple of months would like to focus on Adopting a comprehensive delegation of authority in the board policies.
  - **Adopt comprehensive set of board policies.** We did it in 2004, but we need to update.
  - **Produce Annual Report.** Mostly Completed.
  - **Produce & Distribute newsletter.** After completion of Annual Report, we will work on producing and distributing newsletter for both internal and external audience. Internal to members, but quarterly out to the public.
  - **Stress.** Chaplain program.
  - **EAP.** We have in place and with this chaplain program it will improve.
  - **Purchasing authority.** Part of delegation of authority.
  - Capture information for emergency incidents for evaluation of public safety. We're doing it for the most part with the new response system we put in place in 2017. A little more work, but we can soon check that off as completed.
  - **Develop different approach to training.** Jason's already started this.
  - We have quite a few of these we've started on and we can get them done and move on to next ones. Chief asked for any questions? None given.
- **Grants:** Submitted radio grant. Working on grant for Type III for arch cape. Short turn around. Will submit tomorrow and awarded by 15 April. Geared at improving urban interface wildfire protection. This would replace 3226.

- **Food tax:** Chief explained he presented to Chamber on 3/4/21. There were just over 30 people on zoom meeting and 5 in audience. There was not a lot said during meeting.

One person spoke in strong opposition to what he thought it would do to his restaurant. Since then, there were a few others that spoke up here and there on general questions. Chief indicated he had received 4 phone calls and 4 emails with great input. Chief shared his slides for city council meeting that's coming up with Board. The idea was to start the conversation.

Of those who called, they did not want their identity shared. They voiced their support and their concern over retaliation from a couple restaurants and city council members. The constructive feedback was to: implement at 2% and evaluate after 3 years to see what it does. Get the City to use their portion of revenue to design paid parking as revenue generator. Don't raise property taxes. Implement January 2022 providing that restrictions are lifted. Overall, thought presentation and feedback went well. Chief asked for other attendees of the board to provide their thoughts.

Mark Mekenas watched Mark's presentation and thought he did a good job. Good information but was unimpressed with some of the comments made as it seemed couple folks expressed the idea that nonresidents had no problem in paying higher property taxes if it would benefit the fire department. For what we're trying to do, we need to stay the course and not put burden on taxpayers. Mekenas indicated majority seemed to understand what we're trying to do and believes this is do-able.

Chief indicated that he received comments to not put on the ballot because it will make a fight between restaurants and politicized situation. City has a right to enact, and that's what they should do, which was the message from council.

Smith believes we should be together on the way it should be presented and united. We're still going to have meeting on 15<sup>th</sup>, 6 pm and zoom. Chief asked if anybody had any problem with the comments or thoughts presented. Chief indicated Council sent out email in January to business owners leading to chief receiving email from one restaurant owner expressing his displeasure and how he was going to get rid of chief if he continue to press for this tax.

Shafer provided his take on the meeting indicating two primary things: He was surprised by Bruce, City Council, made it clear that anything having to do with the room tax was off limits. Secondly, the one gentleman making the statements about being a property owner and naming names of the rich and famous that own 2<sup>nd</sup> and 3<sup>rd</sup> and 4<sup>th</sup> homes and how property tax wouldn't impact them at all, Schafer took with a grain of salt. He believed the statement that the tax would drive patrons to seaside or manzanita, is not the case. Indicated Marc did a great job. What he was hearing behind the scenes was that there was support, but a quiet support.

Shafer asked based on resolution 21-01 if we were planning on charging per person, or per call? Chief clarified it was per call.

Smith asked if anybody else had comments. Smith asked if this was going to be strictly food tax or is lodging tax still on table. Chief indicated both are still on table. Smith clarified that the city could take 30% of a 3% tax and have discretion where / who they give funds to. The 70% is solely for tourism.

Smith is concerned they are not using the 30% to support infrastructure vs. city salaries. Cerelli indicated agreement to keep moving forward with both.

Chief indicated for next board meeting he would like to put together a mailing to every PO Box with an explanation of what we do and then a survey of what individuals want the district to provide. He will try to provide this for next board meeting to get out over the next couple of months. Cerelli indicated to bring it to next meeting. Smith said he is ok with it.

- **Building.** Terminated landscape contract, and cleaning contract. This month we'll work on RFPs to send out to landscape and cleaning contract. Smith indicated need to work on building a little too. Chief indicated we'll work on it.
- **Letter from board to CEFR.** Chief asked for any feedback on letter. Smith indicated he thought the letter could be more explicit with what needs to be done with the forest reserve. Chief indicated the biggest argument is maintaining roads. Consensus was given by Board members to send letter to City. Herman indicated he understood the Forestry maintenance decision wasn't going to be left to the City.

- **Training Chief Report:** Interrupted with call.

#### **Board of Directors Reports:**

- **Smith.** Nothing to report.
- **Cerelli.** Generator in arch cape not repairable. Cerelli suggests getting ahold of Dan Green to get a bid on replacing that generator.
- **Mekenas.** Nothing to report.
- **Herman.** Nothing to report.
- **Schafer.** Nothing to report.

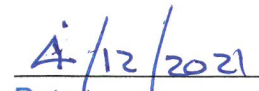
#### **Good of the Order/Public Comment:**

No other comments.

#### **Adjourn:**

- **Cerelli** motioned to adjourn which was seconded by **Mekenas**. Adjourned 19:43 hours (7:43 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for April 12, 2021.

  
Garry Smith, President CBRFPD

  
Date: