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**Board Meeting Minutes – Dec. 12th, 2022**

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

General:

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| --- | --- |
| **Date:** | **December 12th, 2022** |
| **Time:** | 18:00 hours (6:00 pm) |
| **Location:** | Cannon Beach Fire Station Board Room |
| **Brought to Order Time:** | 18:00 (6:01 pm) |
| **Adjourned Time:** | 20:21 (8:21 pm) |

Attendees:

|  |  |  |
| --- | --- | --- |
| Bob Cerelli (President) | Greg Bell (VP) | Rick Gardner (Treasurer) |
| Jason Smith (DC) | Dave Herman (Member) | Marc Reckmann (Fire Chief) |
| Karen Apple (minutes) | Bob Heymann | Bill Cotes (CPA) Zoom |

Call to Order:

The Cannon Beach RFPD Board meeting for December 12th, 2022, was called to order at 1801 hours (6:01 pm) by Rick Gardner

Roll Call:

Board Members present were Bob Heymann, Dave Herman, Rick Gardner

Changes to Agenda:

None.

Public Comment:

None.

November 14th, 2022 Board Meeting Minutes Approval:

November 14th, 2022 Minutes: Bob Heymann moved to approve the minutes. It was seconded by **Dave Herman** Allwere in favor, none opposed, and the motion carried.

**Treasurer’s Report -**The treasure’s report was read and written by Bill Cote. Highlights are summarized below in Bill’s Report.

**Bills –** Rick would like a breakdown of the credit cards. No other questions

**Correspondence –** None

**Monthly review of board policies –** None this month

**Call response** –Of the 38 calls, counted 37, the others were duty officers or cancel. Summer program ended a big impact due to that. Down 45%. It shows how effective it is to have one person here a day. Our EMS is way down. It is really the night. Rick asked where we are on hiring. The Chief stated Jan.18th. Bob asked in more detail about the 40%, It is because we only had one person. If we had two people, we could leave within 7 minutes. One person will always go alone if need be. If they leave for Arch Cape it going to take longer so that also impacts time.

**Civil Service Commission** - Met on 11/22 and approved civil service rules, also met on 12/5 and approved the hiring process. They thought the hiring process was done very well. We hired 3 and that means we have 6 left. All 3 were internal. Bob asked if we hired 3 more ff, what is that are obligated to hire off that list? We don’t have to keep them if we meet with them, and they are not ok. We had 4 we wanted to hire but we could only hire 3. The ones on the list are valid to bring back if we hire 3 more.

Old Business:

 Strategic Plan –

* SWOTT- Chief attached documents from each of the SWOTT sessions. Bob gave a recap of what they did. He received solid input from the group. He also made a recommendation for the SWAT, but he did keep it to one page. His rec is to have the board create a list of incentives. Then it would be an annual process. He also created a template for the board of services. Bob feels this is an exercise the board should go through. Bob feels like we do need a PowerPoint presentation for the community. Rick agrees with Bob’s plan. Rick feels like working on our key issues and engaging our community. Make them or let them be part of the process. Rick feels that would be more effective. Dave agrees. Chief is just wanting a road map of what the next 5 years look like. Jason agrees with the PowerPoint. Chief went over his meeting with Cleave. He went over the number of volunteers and calls. They went up. In 20 years, we have doubled our calls and lost about half our volunteers. Rick asked what our next step is. Bob stated there are 12 issues the board needs to consider and concentrate on. Rick thinks that some of those we need to see what the diff is between what the board needs to do and what does Chief need to do. Dave thinks he likes the model and agrees with the issues that were brought up. Chief likes the layout as well. Chief feels like the overwhelming mood in the meetings where the volunteers are just burnt out. The volunteers are feeling like this is more of a job, not a volunteer. They feel guilty if a call comes through and they are with their families. It is just becoming a job for some of the volunteers. Bob asked if we moved to a pay model for EMS calls. Jason explained that is why we have the two-tone system. Bob asked if it is mostly the EMS calls that are making the burnout. Chief and Jason both agreed YES that is correct. The Chief stated if we don’t start looking at our future, we need to get to 3 a day. We need to get there in 7 min. We are getting multiple calls all at once and we only have so many people to respond, Chief states it is getting critical. Chief went over an ABC list and there would be 3 firefighters under each and how it will look. 2 on 4 off. 3 officers and 6 firefighters. We do have overtime built into our budget. Bob would like some close-out on this and whether is it worth discussing. Bob feels like this should start with the board. Bob asked for an email from each board member, and he will see if everyone agrees.
* Goals- Attached are the documents for 2022 goals, need to discuss the 2023 goals. Bob asked how this differs from an operating plan, The chief stated it is basically the same thing. Bob asked that the Chief starts and then the board will comment on this after the Chief reviews and hands it off to the board to review. This should be done before the next board meeting. This also will be good for doing the review (for the chief). Bob asked how we plan for Budget and planning, the chief said IT IS PERFECT. Next board meeting we will be executive for review and cleaning up the chief’s contract. This should be done every 3 years; it is due in July. The board will do this as a review. The Chief said this is an employment contract. Chief would like to change his current contract. When he is doing all the strategic planning there was an error in the PayScale, The PayScale needs cleaned up, so it flows better for everyone under him. There is a mathematical error that needs to be fixed, this is not a cost or change in his pay, it is just a cleanup
* Staffing- In Jan we will have 3 firefighters starting. They will begin working 4,10-hour days for training, this will last about 4 weeks. Around the first part of February, they will be moved to a 48/96 shift, meaning we will have 1 firefighter/EMT 24 hours a day.

Starting in February 2023 We will begin advertising for a Division Chief/Fire Marshal. With hopes of hiring by April. This will increase our Chief officer/command availability. The challenge to this position will be housing. By February we will know the fate of the OSFM grant, if successful we will be hiring 3 more firefighters/EMTs to have 2 on 24 hours a day. July 2023, we plan on Reclassifying Jason to Deputy Chief and Shaunna to Captain/Fire Inspector. Both reclassifications will move towards better succession planning. February 2024, we plan on putting a levy on the ballot to increase the current levies to either continue the 3 firefighters funded by the OSFM grant, or if not successful, hire 3 more to bring the staffing to 2 per day. Current levies and bonds are .63 per thousand. I am recommending a 1.00 per thousand levies. The passage of the levy would allow hiring in July 2024. Bob asked what Shaunna is doing, The Chief said the plan is to move her to fire prevention. Fire inspector role. To help to fire inspections. Rick asked isn’t that what a fire marshal does, Yes Chief stated but there is so much that goes into the job, building designs, etc. There is no way only one person can do it all. Bob asked so we are going from zero to 2. Yes, but Shaunna will be doing a lot more than that. Businesses in town are very concerned that we don’t have a fire marshal, so right now Chief is going out to do them. Bob asked if we were meeting command, no we are getting about 10%. The 90% just goes undone. We really have not had a fire marshal since 2004. Bob feels like we are getting by so why 2 people must do it? Jason stated we are just getting lucky that we have not had a fire yet. The lack of fire will continue to progress. If we have a fire marshal it will also help on the fireside. Dave questions that the PFT was supposed to pay for a fire marshal. The PFT would pay for the Chief, the Fire Marshal, and DC. Shaunna will be moved to a diff name. It is just changing Shaunna’s duties. We did not get the safer grant, but we are still able to keep her. The fire marshal is important to business owners. This will allow more depth. Chief stated we need to decide what we are doing with the levies; we need to get it on the November ballot. This needs to be discussed so we have the plan in place by August. Dave would like some data before he decides. Further discussion is to happen.

 Volunteer housing – Arch Cape House. Waiting on the next steps from County. We are waiting on the next steps from the county. The proposal from J&M Home is 166K. Walked the property with Mike McEwen, waiting on an estimate for prep and utilities. If we go with a 5-year payment the payments would be $71,000 if we go with a 10-year payment the payments would be $41,000. The Chief requests that we decide whether we do or don’t. This has been going on for 2 years. The Chief states we will be getting a big pushback on Castle Rock estates. But the county says they have no say. The Chief believes in this project, and this is very beneficial for the Arch Cape station. Chief’s fear is if we don’t do this in 4 to 6 years will get an audit and if we can’t show that the station is not staffed and responding then the community will go to a class 8 which will affect their property tax. Rick feels that there are other ways to do it. He prefers there be an office there versus housing. Rick is against housing there. Manufacture home in Arch Cape is not ok and people are not going to be ok with it per Rick. Dave asked where Rick is getting his feedback from. Rick says if they voted on this then most of the Arch cape will vote no. Chief pulled the last year’s data and how many calls we do in Arch Cape. Our calls in arch cape since it is up. Bob asked what else can be done. Chief did say we prob will turn some of it into an office. A window would need to be put in the office that is already there. Chief feels that this does not resolve the response issue. Rick said he does not like the idea of building and buying housing. Rick wants to focus on the issue. Rick wants more data. Bob asked if this problem was unique to CB, and everyone agreed that no it is not. Bob asked if we have a picture of the home. Dave stated he would like to look at all the options and present them to the people of arch capes (here are the issues, here are what we have come up with to solve them, etc…) Rick stated we really need Bob here. Chief stated he doesn’t want to put any more into this if we aren’t going to do it. Bob and Rick both agree they do not want to be in the business of renting. Chief said this would not be renting this is a “bonus” for volunteering for us. It is a four-bedroom four-bath house. 4 single people. This is something a lot of diff districts use. This is just something that the board needs to decide on. Bob asked what the worse things were that have happened, and Chief stated they just don’t respond to calls. Chief would like to advertise our student program and that we have housing. This is different from a rental; this is not a rental. Rick would like a name from SDAO to talk to. Dave wants to wait and mull it over with the community. Jason stated it provides security. Dave stated do the pros outweigh the cons. Are there other ideas that make more sense? The board feels like this needs more discussion. Rick stated we will summarize and decide next month when Bob is here.

 Banking changes - The Chief would like to continue the discussion of moving to online bill pay. We are set up for bill pay now. The Chief would propose you move to bill pay for reoccurring bills such as:

* Pacific Power
* Northwest Natural
* Credit Cards
* Jackson & Son Oil
* Verizon
* Recology
* Nuso-Phone
* Annual budgeted payments such as insurance

**Bob** moved to approve Bill Pay. It was seconded by **Dave.** Allwere in favor, none opposed, and the motion carried.

Chief’s Report: In November 2022 calls, we had 38. That is up by 6 calls in 2021. **Significant calls or projects**, multiple wildland fires due to the east winds, all outside the fire district and will be billed.

For the **Strategic plan** see attached documents. **Staffing**, we received a turn-down letter from FEMA for the staffing grant. We are still waiting on the OSFM grant. We sent out the job offers that begin January 18, 2023. Grants on the radios and chargers were installed. Waiting on the next order of radios, the base station was installed.

AFG Grant Applications for 70 million are still to be awarded.

* Arch Cape engine
* Fill station and fit tester (in process of being awarded)
* Hamlet Engine
* Hamlet turnouts and air compressor (awarded)
* SCBAs and Engine for Elise (engine awarded)

**Seismic Grant** – 1.9M awarded for the station. Approval of architect. We are working on CM/GC and had 2 show up for the meeting. We applied for regional marking positions (Gearhart, Hamlet, Cannon Beach) Gearhart hosted. Station improvement and building grant coming soon from FEMA, we will be working with our architect to get a budget to expand the station for offices and sleeping quarters.

**Radio System** working on county radio study. **Rescue** Ordered through cascade Fire on course for delivery in late Jan. **Engine**, getting updates from the factory, the target date for completion is Jan 2023. **Brush Truck** is in Salem getting lights and should be back this week. **Old Brush truck** sold for 14,700.00. **Building** the diesel tank was filled. **Apparatus**, the gator went to Hillsboro for the door and heater. Is not back yet due to the snow.

**Upcoming meetings:**

* County Fire Defense
* City Staff
* City Council
* County Ambulance Service Area Committee
* Communication Committee

**Recruitment**, 1 recruit started. We are in the middle of changing how we do the physicals, so that is holding us up. We do have 3 more applicants.

**Chief vacation** – July and August

Also, one last thing to mention is that the **Award Banquet** is coming up on February 18th. This is being held at the Chamber of Commerce Hall.

Division Chief’s Report: Jason went over how the month started. EMS 16 hours/11%, NFPA Watercraft Rescue 39 hours/28%, and Firefighter 1 86 hours/61%. Two of our members went to Oregon City to train with Clackamas County Sheriff’s marine patrol division. There, they spent three days learning how to safely operate our new jet skis in close quarters, in moving water, and at speed. Not only did the members build up their confidence, but they also put the new jet skis through the paces, and they operated flawlessly. Continuing through the month, we only had three drill nights available to train, so we tried to make the best of it. We started the month off with EMS Jeopardy. This fun interactive drill focused on refreshing our EMTs on the district’s EMS standing orders. Standing orders are those written directives that regulate what action our firefighters are legally allowed to perform when handling medical-aid calls. The other two nights we focused on the forcible entry techniques, followed by search and rescue operations.

Additionally, FF Spencer completed his final sign-off and completed his Aerial Operator training. He is now able to respond with our ladder truck to all calls. As for recruit training. FF Osterhaus completed SCBA training, and FF Lawrie is continuing to progress through his firefighter training. He is currently covering firefighter mayday training. Moving into the new year, I am continuing to build the 2023 training calendar and expect to have a draft schedule completed within the next few weeks.

**Board of Directors Reports:**

* ***Cerelli.*** Nothing to report.
* ***Gardner*.** Nothing to report.
* ***Herman.*** Nothing to report.
* ***Bell.*** Nothing to report.
* ***Public.*** Nothing.

Good of the Order/Public Comment:

Adjourn:

* Adjourned at hours (8:21 pm).
* Next Board meeting, January 9th,2023
* Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD Date: