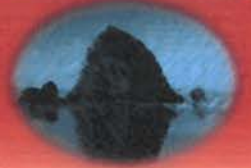




# Cannon Beach

## Rural Fire Protection District

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



## MEETING AGENDA June 14, 2021

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

**1800hrs (6pm) – Immediately following budget hearing - Via Zoom**

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

- Call to Order
- Roll call
- Changes to Agenda
- Public Comment
- Presentation
  - Thank Garry Smith and Mark Mekenas for service on board
- Approval of May 10, 2021 Board Meeting Minutes
- Approval of May 13, 2021 Budget Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
  - Billing for services policy
- Old Business
  - None
- New Business
  - Adopt Budget – resolution 21-04
  - Resolution 21-05 – Adopt Natural Hazard Mitigation Plan
- Reports
  - Chief's Report
  - Training Chief report
  - Board of Directors
    - Smith
    - Cerelli
    - Mekenas
    - Herman
    - Schafer
- Good of the Order/Public Comment
- Adjourn---
- Next Board Meeting, July 12, 2021

### Zoom information

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



# Cannon Beach Rural Fire Protection District

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

## BOARD MEETING MINUTES – MAY 10, 2021

### General:

<b>Date:</b>	<b>May 10, 2021</b>
<b>Time:</b>	18:00 hours (6:00 pm)
<b>Location:</b>	Cannon Beach Fire Station Board Room
<b>Brought to Order Time:</b>	18:00 (6:00 pm)
<b>Adjourned Time:</b>	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, Cbfd), Jason Smith (Division Chief, Cbfd), and Deb DiStasio (Admin Assistant, Cbfd). 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 4<sup>th</sup> 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.

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Garry Smith, President CBRFPD

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Date:



# Cannon Beach Rural Fire Protection District

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

## 2021-2022 BUDGET MEETING MINUTES

### General:

<b>Date:</b>	May 13, 2021
<b>Time:</b>	18:00 hours (6:00 pm)
<b>Location:</b>	City Council Chambers
<b>Brought to Order Time:</b>	18:00 hours (6:00 pm)
<b>Adjourned Time:</b>	19:29 (7:29 pm)

### Attendees:

District Board Members	Citizen Budget Committee	Other
<input checked="" type="checkbox"/> Garry Smith (President)	<input checked="" type="checkbox"/> Marty Harris	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input type="checkbox"/> Bob Cerelli (Vice President)	<input checked="" type="checkbox"/> James Kingwell	<input type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Mark Mekenas (Treasurer)	<input checked="" type="checkbox"/> Kim Bosse	<input checked="" type="checkbox"/> Deb DiStasio (Minutes)
<input checked="" type="checkbox"/> Dave Hermon (Member)*	<input checked="" type="checkbox"/> Linda Sweeney*	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Rick Schafer (Member)	<input checked="" type="checkbox"/> William Norton	<input type="checkbox"/> Other

\*Attended via Zoom

### Call to Order:

Board President, Garry Smith, called the May 13, 2021 Budget Committee to order at 18:00 hours (6 pm).

### Roll Call:

**Board members present:** Garry Smith (President), Bob Cerelli (Vice President), Mark Mekenas (Treasurer), Dave Herman (Member) attended via Zoom, and Rick Schafer (Member).

**Citizen Budget Committee present:** Marty Harris, James Kingwell, David Pastor, Linda Sweeney, and Lianne Thompson attended via Zoom.

**Other Attendees present:** Marc Reckmann (Fire Chief), and Deb DiStasio (Admin-Minutes).

### Changes to Agenda:

Garry Smith returned to agenda asking for a motion to approve the agenda. **Marty Harris** moved to approve the agenda. It was seconded by **Linda Sweeney**. None opposed. All in favor. Motion carried.

### Public Comment

None.





### Elect Budget Committee Chair:

Smith asked for nominations to Budget Committee Chair. Linda Sweeney first wanted to elect Marty Harris. Marty Harris moved to nominate Jim Kingwell. Linda Sweeney seconded nominating Jim Kingwell. All were in favor, none opposed, motion carried.

Jim Kingwell indicated the budget book was put together beautifully, but did not see where we were comparing against year-to-date and asked what year we were in. Chief responded that our year goes from July 1 to June 30, and we are in Fiscal Year 20-21 and approving budget fiscal year 21-22, pointing out the year-to-date column in the book. With that clarification, there were no further questions.

Jim Kingwell continued that what he looks for from year-to-year are radical changes within the budget. Jim asked if there was a better way to do that rather going line by line.

Linda Sweeney excused herself but indicated she thought that the agenda needed to be approved before going on to review budget book.

### Presentation of Budget Book

Reckmann asked if it would make sense for him to go through the budget book and present in sequence the budget items. Kingswell indicated that would be most expeditious. Chief continued.

Before getting into revenue, wanted to point out there was a mistake under "Personnel". The information on page 10 indicates 11 volunteer firefighters, which should actually read 13. The Division Chief should also have been listed, as he came on board in January.

On page 11 under "Funding" it shows a large percentage coming from grants. It should be noted that this is only if we are awarded all the grants for which we have applied. The grant we have been awarded is a SAFER grant for \$107K. That is what pays the salary and recruiting expenses for the Recruitment and Retention Coordinator. The Annual Report was paid by the SAFER grant. Marty Harris clarified that of the \$950,555 total, the \$107K is the only given amount so far. Chief indicated yes. Marty Harris continued with a question around the SAFER grant referring to the money coming out of General Fund money but conflicts with page 18 it shows Grant does not end until 20/22. Chief responded that there are two different SAFER grants. The grant we did not get is the "Student Grant", and that we will be budgeting out of General Fund.

Reckmann continued with budget pointing out he would for next year the percentage of "Personnel Expenses" vs. "Materials & Services" was provided. He did a quick calculation and indicated the percentage is about 60% personnel services to 40% materials services, which is fairly normal.

Mary Harris asked if anyone minded if Marc take off his mask as understanding him is difficult. He's had his covid shot and there were no objections.



On page 2 "Response Calls", Chief pointed out calls continue to be on the rise, which is something that we can't control. We are substantially up from previous years. This began around September 2020. We'll see when things open up from COVID restrictions and travel returns to more normal whether we still see this increase.

On page 3 breakdown of calls indicates 1/2 are medical calls and 77% are responding to out-of-District visitors. Over the last four months, it is likely it will be over 80% out-of-district calls. Out-of-District are individuals who are not renters, who are visitors, and do not pay taxes. Duty officer program will be increased slightly. It's a great program to provide a little incentive to officers to ensure at least one Duty Officer is on each call.

On page 14, we're replacing two 1995 engines as part of the planned Levy, as well as a rescue vehicle. Jim Kingwell asked if this reflected the "current" cost to replace apparatus. Chief responded yes and that we just signed purchase order for \$551K. This is cheaper cost than \$650K because we tagged on to another fire department's bid to help reduce costs. This occurs when another department buys an engine, it is built, and we are able to use the same plan and design making it cheaper for the company to build 2 engines without the cost of production and design. William Norton asked how much we save. Chief responded approximately \$100K. Linda Sweeney asked if that includes "tricking it out" once it gets here. Chief explained we may have our minimum modifications to it after it arrives and that we already have most contents that go into stocking it.

On page 9 "Resources", Marty Harris asked about the "Assistance to firefighter grant" going down \$100K. Reckmann explained the grant figure represents multiple grants. Last year we applied for \$949K of "Firefighter Grants" which comes from one source but represents multiple grants. The bulk of the grant is for a county-wide radio system. Chief wrote three of the grants, and we are "hosting" one of them. Jim Kingwell indicated the large number is because it covers all radios and asked how much of the grant does it account for. Chief indicated CBFire would be 1/3 of grant. Marty Harris asked on the last grant of \$900K was that going somewhere else? Chief indicated we were hosting it. Marty Harris clarified, it was trying to get the same thing, not getting it, and reapplying? Chief indicated correct.

On page 20 "Personnel Services" there are some big differences in last versus this year's budget. The Division Chief will be full year. The part-time firefighters we use for special projects, like the hydrants. Moving the Administrative position to full time. The life and disability insurance increased. We are increasing the Duty Officer stipend and creating the firefighter stipend in an effort to ensure call coverage and incentive to participate in calls. As an example, the Duty Officers are given a \$25 stipend to participate in 12-hour shift, and this may be increased slightly. Garry Smith added that one of the biggest issues is getting volunteers. When you look at the budget, the amount we pay a volunteer has been the same for the last 3 years with no increase. Is there a way to increase that in this budget this year? Chief responded that was a discussion and we choose not to this year but we're going to look at it for next. Currently, the volunteers get points on a per-call basis, which splits \$4,000 each month, \$48,000/year. For every drill they get 2 points, for every call they get 1 point, and we take a formula using calls tracked and divides the \$4,000 each month.

We're going to compare this year to previous years to see how that's changed. Are we compensating as we should or are we running more calls and therefore volunteers are getting less compensation.

Chief pointed out at the bottom that there is Volunteer PERS. We are not required to pay PERS for volunteers because they are not tied into an hourly wage. However, we do have to pay PERS for those volunteers already in the PERS program through their employment, such as the City of CB or a County position. William Norton noticed that the number of FTE's listed at the bottom may be incorrect. Chief confirmed there is a typo. The 2.50 should be 2.0 which includes Admin (1/2), R&R Coordinator (full), and Division Chief (1/2) year. The Chief is in another budget.

There is a large increase in Medical Supplies. We've spent over \$9K due to COVID PPE requirements. However, most was reimbursed by covid fund. On page 19, on conflagrations and mobilizations, we had \$65K budgeted but we brought in over \$226K due to Covid Relief Fund and recouped a lot of costs. We used this line item to buy extra PPE.

On page 21, Medical supplies was increased based on PPE. Supply costs are up and believe they will stay up. Advertising was removed as it was budgeted in another place. Housing allowance budgeted for Division Chief until he was able to buy a house, so that's not budgeted this year.

On page 21 Equipment/Apparatus. Apparatus has aged and had to increase repair budget again. Fuel has definitely increased as the more calls the more fuel we use. Interestingly, our maintenance budget has reduced because of participating in county-wide contracts and sharing trip costs between 4 other departments. Jim Kingwell asked who does the maintenance work? Chief responded our annual fleet maintenance is done by Hughes Fire Equipment out of Springfield, OR. Our ladder and hose testing is done by National Hose Testing (Dallas, OR). While we reduced our maintenance budget, it didn't change our overall budget due to extra fuel costs.

On page 22, Building Maintenance. We will need to monitor building repairs in future years. Budgeted Janitorial cost is up slightly based on new service. The reason the janitorial is down this year is because we fired janitorial service because they weren't showing up and fulfilling their contract. We tried to take this on in-house, but it didn't work. We went out to RFP for both Janitorial Service and Landscape. We had the same contract in landscaping for a long time, but last year he retired, and we only had a couple of bids to replace him. We have a new contractor starting in a month. There's a slight increase from previous year, but not significant.

On page 22 "Education and Training" there is no change. Last year there was a discussion about subscriptions and dues as far as what is included in the category. The majority is directly related to training and training software. We are making sure what goes into dues and subscriptions are only dues and subscriptions. If you look at the right-side column "Budget for next year 2021 – 2023", it should be "2021-2022". It was a typo.

On page 23 "Professional Services" has quite a bit of change. Next year, we will have to pay rent on a new repeater tower at Tolovana which will be split between three agencies: Police, Fire and County. We're paying it to the new agent of the tower which is owned by T-Mobile. The property with the tower used to be owned by Weyerhaeuser who had a contract we were under and when sold made previous contract null and void. New owner, new contract, which we estimate will be considerably higher.



We have put a lot of money into Network Infrastructure in the station, and now we need to maintain it. We'll need to continue to replace computers and hardware as they become aged. Deb is now logged in to network to type minutes, which we weren't able to do before. Chief can work at home as well. It's been a great thing.

Legal was increased. We're using our legal more to protect District. Marty Harris asked what are we protecting District from? Chief explained when we do anything such as resolutions and contracts, we are now using legal more to ensure we are doing it the right way. The firm used is "Government Law", used to be called Speer & Hoyt who focuses on municipal law. We recently authored an Ordinance to bill for services on the highway and used Government Law to make sure we were doing it correctly. We're also consulting with them on the food and beverage tax.

With Medical exams, we'll be right at the \$10K when we get the bill from physicals. When we bring on new volunteers or new hires, they're required to have an entry physical examination. The \$10K was budgeted for entry level physicals only. This year however, through a county-wide cooperation initiated by Astoria Fire, we were able to get physicals for the entire department for that same money. Previously, we spent about \$1,000 per physical, but with the new program we only spend approximately \$380 for physicals and the physicals are done on-site with a semi-trailer for convenience.

Marty Harris commented that it seems like there is a whole lot more cooperation going on among districts. Is this because of your [chief] experience before you came here or is it that this is initiated by more people. Chief indicated both. He comes from an environment of a lot of cooperation and things are being initiated more to save money by county officials. Dan Crutchfield, Astoria Fire Chief, comes from Coos Bay where they had a lot of cooperation. Chris Beswick, Nehalem Fire & Rescue ensures partnering. So, believes it's a combination of all of them. Marty indicated she's pleased to see it.

The "Advertising" budget needs to be explained. The reason YTD shows \$16,776 and budget is \$7,000 is there is a lot of money budgeted in the grant that has to be spent in four years. FEMA doesn't care what year it's spent so long as the designated amount isn't over at the end. We accumulated to accommodate projects planned.

On page 24, "Insurance". Our property and vehicle insurance went up substantially. Our insurance renews in January, but we don't get our estimates until October, so we are left guessing and asking insurance to provide estimates. Every indication provided is it shouldn't go up, but it went up.

On page 24 "Uniforms" Marty Harris and Linda Sweeney congratulated on turnouts as that's been years coming. Chief added that it is a big change that we're now in the maintenance versus catching up on purchasing. He explained that turnouts have a 10-year life span. Our goal is to replace every five. That way they have five years in a new set and five years in a second set, and we're trying to maintain that cycle. When started four years ago, turnouts were 15-20 years old. Even now our new recruits are in older turnouts, but maybe only 12 years old. Some of them are good. Once they complete the Academy, they get new turnouts from the grant. Linda Sweeney asked about the "total requirements" line item at the bottom of the spreadsheet and Chief explained that's for ALL requirements not just protective equipment and uniforms.

On page 25 "Ladder Truck Bond" has \$310K left on balance of truck, which is paying for itself with bond.

Typo on page 26 under "C. Rescue", Rescue was budged vs. budgeted.

### Going into reserve funds.

On page 27 Equipment Reserve Fund transferred \$125K from General Fund. You'll see two different line items of transfer this year. One from the General Fund (general tax revenue) and the other from the AFG grants. The \$125K was from general tax revenue while the other one is \$842K contingent on getting those grants.

We've been budgeting \$70K doing vehicle upgrades such as replacing radios. We've caught up somewhat. We budgeted \$20K to continue some upgrades of saws and things, but not near what we've been doing.

The Rescue apparatus was purchased and should be here mid-September. The actual purchase price was \$214K. There will be a lot of equipment to place on Rescue.

Hose and nozzle grant we received this year. It was applied for two years ago but didn't receive it. This year applied for half of it making it a two-year project and received the grant. If turns out, applying for less than \$50K makes it a micro-grant which doesn't go through quite the same review rigor.

Within the radio grant is Cannon Beach, Seaside, Gearhart and Warrenton. Not Astoria. One of the new things with FEMA is criteria they call a "frontier" department, which Elsie and Hamlet fit into these criteria.

Kim Bosse asked for clarification on how the grant radios work. Chief explained, when we purchase the radios, FEMA will pay for 95% and we pay 5%. Garry Smith added since we are hosting, we get the money from FEMA and we disburse it out.

Last item is engine. Last year, we budgeted \$250K to purchase a used Engine if we received the grant for the rescue apparatus. We did not get the grant. This year, we are budgeting to purchase an engine. From our budget, we are making a down payment of \$251K. We're financing the other \$300K on a five-year loan. Marty Harris asked who the source of the payment was. Chief indicated Capital Credit. Marty Harris asked why them. Chief indicated it went out to proposal, and they came back with the best terms and lowest rate. We will be paying 2.9%. Marty Harris is looking to see where that appears in budget. Chief indicated it would be budgeted out of the Equipment Reserve fund. Next year in the budget you will see it in debt services. The board will see it every month. Next year, we can put our balance sheets in the budget book.

On page 28, "COWS Reserve" we didn't spend out of this reserve fund year. We budgeted for normal repairs in COWS system line item out of General Fund so we didn't need to get into the reserve fund. We will continue to budget in reserve for battery and motherboard replacement. As the motherboard and batteries fail, still want to have ability to pull fund.

Jim Kingwell asked if COWs is the only warning system where there is a memorandum agreement with the county? Garry Smith explained the only memorandum we have is with the County for the equipment they gave us from Umatilla Oregon.

They let us have equipment with condition it's not to be given or sold. Seaside and Gearheart has our same system. Jim Kingwell continued that in the memorandum, the maintenance of the system falls to the department, yet the benefit is spread County-wide. Garry Smith clarified that the deal they made with us was that they probably gave us \$250K of equipment or more. They weren't willing to maintain it. We've tried to get help with maintenance. We received help from the City on a one-time deal. Only for units within CB City, not Arch Cape, Arcadia or Wayside. District has tried to get help, but we've advertised over the years that we are a "tsunami-safe" area because we have the warning system. It's a benefit for everybody who travels our District because that's what we're protecting. Jim indicated he's looking for ways to pressure other players such as increasing business licenses, etc., since it is a public benefit.

On page 29, "Capital" projects (buildings) nothing transferred in this year. Don't have a whole lot to expend out. We got a little budgeted out for tower windows, and dry rot on west-facing side of the building we're going to address this year. We'll also work on Arch Cape Computer Network, doing similar thing as main station such as TV and WIFI in board room to have better meeting capability at Arch Cape. Marty Harris asked about the \$50K in fund. Chief indicated it was a built up amount because we hadn't spent against it in preparation for doing some specific things with monies.

On page 30 "Fire chief" fund (levy), the first sheet is revenue. Keep in mind, that the first couple of years were based off the old levy, which had a fixed rate. Now we have changed the levy.

On page 31 "Personnel services" and "Material & Services". Under Material & Services the only thing being drawn from funds to speak of is Dues. Education was left in here, but due to COVID 19 haven't attended any educational event. Hopefully, next year, Chief will be able to go to a couple of them. Most of what Chief uses would come out of General Funds, so Chief's looking at these costs and trying to reduce some of those costs. A lot may be duplicated. One reason for vehicle fuel is the Duty Officer vehicle used to run on diesel, and now runs on regular gas. It's referred to as the Duty Officer vehicle and not the Fire Chief vehicle to ensure expanded use.

On page 32 "Vehicle Reserve Fund". There's no monies in it, and no intention to put monies in this reserve fund. We're getting rid of the mentality that "this is mine". It is a staff vehicle. Linda Sweeney stated "Good move". It is chief's total intention when this levy's 3 years is up to combine these two levies together. Linda Sweeney stated, at the time, the levy was the only option.

Chief pointed out this was the end of the LB Forms. The remainder is a lot of explanation and trying to be transparent with why things are the way they are.

Chief pointed out on page 38, "Appendix C, Salaries" demonstrates we are looking ahead to face some of the challenges. This last year has really proved a lot of challenges we're going to face in future. The budget was looking at toward the future, particularly when we're talking about setting up the volunteer compensation and salaries. We face a challenge with our tax rate. We are the lowest permanent tax rate for a fully functioning fire district in Oregon. There is no hiding that. With the current state laws, we can't fix it. The only way to fix a permanent rate is to redistrict or dissolve 2 or 3 districts and merge. It used to be you could do a reformation. Can't do that anymore. State law specifically says you must substantially change the area of your district.

We did the levy this last year which brought us up to 89 cents for operations. Based on what we do and who we are serving, if we could get some tourism tax such as food and beverage, the 89 cents is a good sustainable number with tourism tax.

Chief continued that he'd been asked a number of times, "Why don't we go for more levies?" Chief indicated he has a morale and ethical obligation and cannot in good conscious go to residents and ask them to pay more to fund non-visitors. Marty Harris indicated the other problem with levies, they're unreliable. We don't know if we'll get support or not. We almost didn't with the Fire Chief levy. Chief agreed and added on the flip side, if .89 cents is sustainable for maintaining operations, it should be an easy decision.

On Appendix E, page 38. Cost of housing is another challenge we are facing which impacts getting volunteers. Of all the volunteers, only 3-4 volunteers own homes in this District. The rest are renting, and those rentals are getting sold. We may have four volunteers of the 13 that may be leaving in an effort to afford a home. The question is how do we fix it? We are looking towards a "student program" and looking at other ways to market to volunteers outside the District, including a volunteer staffing program. Expensive technical rescues are increasing.

We're working on updating our contract with the State Parks. We get a \$1,000 / year to respond in State Parks. There's supportive data to leverage renegotiating. As an example, Banks has one state park. Cannon Beach has five. State Parks pays Banks \$19K/year to respond to 30 calls. We respond sometimes to 30 in a month. We received a donation last year of \$10K from a family who lost their daughter at rope rescue. Last of rope, surf, and trail rescues. Last rope rescue lasted four hours.

On the topic of rope rescue, the Volunteer Association has almost spent \$20K towards rope rescue gear out of their donations. Chief opened up to any questions.

Marty Harris asked if a resolution is needed from Budget committee. Chief responded, what is needed for tonight is a consensus from the Budget Committee and then it goes back to District Board for approval. Linda Sweeney suggested asking individuals to get consensus. Jim Kingwell agreed and proceeded to solicit decision from each Budget Board member. Kim Bosse agreed. Marty Harris agreed. William Norton agreed. Linda Sweeney agreed. Jim Kingwell agreed. Unanimous agreement was given. Linda Sweeney indicated Marc Reckmann did a good job putting this budget packet together. Marc indicated Deb DiStasio did a good job.

William Norton asked the question of how interagency assistance works. Do we get billed? Chief responded we do not get billed. We have an agreement for automatic/mutual aid. On a fire in Cannon Beach, first alarm assignment taps Cannon Beach and ladder truck for Seaside. At the same time, it tones for move ups. So, Gearhart moves up to Seaside, and Hamlet moves up to junction and Nehalem moves up to Arch Cape. On second alarm, which is any working fire, we automatically code a second alarm which is a County protocol. Ones that move up, are coming for the second alarm. For Seaside, any first alarm we will go with our ladder truck. Same protocol with water/rope rescue. Nehalem and Seaside both come to us. We go to Nehalem automatically for their fires and rope rescues.

William Norton asked if there were any checks or balances as far as how many times, we respond versus another? Chief indicated there are no metrics on that. We're going to go to their fires more, but they're going to come here more for our surf and rope rescues. It's a really good partnership. We really need them on rope and surf rescues because we don't have a fully certified surf rescue team currently. It's a really good partnership.

Marty Harris added that the house across the street from her had a fire and the street is 15 feet wide. Seaside fire district was there, and they were friendly, sharing, helpful and reassuring. A positive experience. Chief added we all work very well together.

Jim Kingwell indicated it was a perfect Segway to question on the line item for mobilization and conflagration. He wondered does the \$65K have to do with payments received from us responding to outside the District? Chief explained that the \$65K is for having an amount in the general budget which allows volunteers to get paid while waiting for reimbursement. We have to pay our volunteers \$15/hour for first 40 hours. Then we pay time and half. We have to pay and wait for reimbursement. The only thing we will send to mobilizations is the brush truck because of the limited brush trucks to cover the County. The Brush truck is billed around \$65/hour. We have five people we can send but will only send two at a time and only one of the paid staff at a time. Chief is also signed up to be one of the strike team leaders from the County.

Reckmann would like to ask if there was anything besides percentage personnel vs. opex and balance sheets that the budget committee would like to see included in next year's budget book? Marty Harris indicated this budget book was such a big improvement. Kim Bosse indicated she was impressed. Chief responded thank you to everybody and thank you to Deb DiStasio.

Jim Kingwell, Budget Committee Chair, turned meeting back to Garry Smith, CBFire District Board President.

Smith thanked volunteers on Budget Committee for taking their time and listening. "We appreciate all your efforts". Garry Smith also thanked CBFire District board members, Chief Reckmann and Deb DiStasio have done amazing things in the last two years for this District to get cooperation with neighbors, cities, and general public. Smith indicated he was very pleased with the way things are going. Smith added, if we could get our volunteers squared away and housing, we'd have a solid District with little to worry about.

Smith asked if there was a motion to adjourn. It was motioned by **Mark Mekenas** to adjourn. **Rick Schafer** seconded the motion. All in favor. None opposed.

#### Adjourn:

- District Budget hearing is scheduled during next Board meeting on June 15, 2021.
- Meeting was adjourned at 17:21 (7:31 pm).

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Garry Smith, President CBRFPD

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Date:





## Suppression Cost Recovery Billing

Approved: 09/25/201706/14/2021  
Superseded: 09/25/201707/10/2005  
Next PR Due: --

### Relative Information:

~~Fire suppression services are generally funded through tax receipts received from property owners within the jurisdictional boundaries of the District. There are three specific situations in which the District may bill for the cost of suppression services:~~

- ~~1. State Mobilization: When the governor declares the Emergency Conflagration Act and enacts the State Mobilization Plan, agencies that send resources outside their district may bill the State in accordance with a fee schedule established in the Mobilization Plan.~~
- ~~2. Fires in Unprotected area: If the Fire Chief or designee has been authorized by the Board to respond and extinguish fires found in unprotected areas and the fire is deemed to cause an undue jeopardy to life or property, the agency may bill the property owner in accordance with procedures established by the State Fire Marshal's Office.~~
- ~~3. Incidents involving an airplane crash or on a transportation route where the District receives no other direct tax: For these situations in which the individuals/property owners pay no taxes, the District may bill the recipient for the services rendered in accordance with procedures adopted by the State Fire Marshal's Office.~~

~~The District has established procedures to identify such incidents and has billing procedures that are in accordance with State Law.~~

~~In the event an "EXEMPT" employee responds to one of these situations, the employee shall receive overtime at a rate on 1.5 times the hourly rate after an 8 hour work day (Monday – Friday) including weekends. The hourly rate is converted from an annual salary and adjusted to include retirement, medical/dental insurance, workers comp, etc.~~

~~Cannon Beach Rural Fire District is funded by District residents. There are number of incident responses occurring outside the district. These incidents require equipment and personnel for medical, fire and life safety response. To recoup some of these costs, CB Fire is adopting a cost-based fee policy and procedure.~~

~~This policy applies to all CBFire personnel. In most, but not all cases, the owner or driver of the vehicle will incur the bill. All costs billed in association with personnel and equipment shall be billed at a rate in compliance with the "Cannon Beach Rural Fire Protection District Ordinance No. 21-01" billing schedule. Whenever there is more than one party involved in the incident, each party shall split the billed for services received.~~

### Procedure



**Suppression-Cost Recovery Billing**

Approved:	<u>09/25/201706/14/2021</u>
Superseded:	<u>09/25/201707/10/2005</u>
Next PR Due:	--

A "Cost Recovery Standard Operating Guideline" (SOG) will cover the step-by-step procedure that accompanies this Policy and will be maintained in the Fire/Rescue Protocols Guideline book.

**Policy Statement:**

It is the policy of Cannon Beach Fire District to charge, as authorized by the District Board of Directors, fees to non-District residents for emergency responses in accordance "Cannon Beach Rural Fire Protection District Ordinance No 21-01". It shall be the policy of the Board of Directors of The Cannon Beach Fire District to bill for suppression costs when authorized by State Law. The fees will be documented and maintained in the Standard Operating Guidance (SOG).

**Cross References:**

Oregon Revised Statutes      ORS 478.310; Rural Fire Protection Districts Response to fire or public safety incidents outside its own territory by district or Municipality  
    ORS 476.280-476.290; State Fire Marshal; Protection From Fire Municipal fire departments and rural fire protection districts authorized to extinguish fires in unprotected areas.





# Policy 6.6

## Suppression Cost Recovery Billing

Approved: [09/25/201706/14/2021](#)  
Superseded: [09/25/201707/10/2005](#)  
Next PR Due: --

### Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/10/2005	Revisions not tracked.	
09/25/2017	Revisions not tracked.	

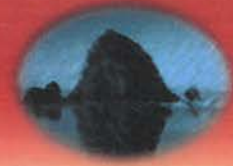
### Periodic Review History

Periodic Review Date	Review Comments
<a href="#">6/14/2021</a>	<a href="#">Changed Policy 6.6 title from Suppression Billing to Cost Recovery. Replaced all content to align with Ordinance 21-01.</a>



# Cannon Beach Fire & Rescue

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



## Agenda Action Report Board Meeting June 14, 2021

### Correspondence

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🔥 None

### Review of board policies

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- 🔥 6.6 Billing for services
  - Complete redo of policy

### Old Business

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🔥 None

### New Business

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- 🔥 Resolution 21-04, adoption of 2021-22 budget
  - Budget committee approved the budget on May 13,2021
  - Minor modifications to budget as sent out in packet to conform with budget law regarding the purchase of the engine.
- 🔥 Resolution 21-05, Adoption of the Clatsop County Multi-Jurisdictional Natural Hazard Mitigation Plan
  - Has been in process since 2018 to review.
  - This is the first-time fire districts have been involved
  - Needs to be adopted to ensure federal money in the even of a disaster

**Cannon Beach Rural Fire Protection District  
Resolution 21 - 04**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Cannon Beach Rural Fire Protection District hereby adopts the budget for fiscal year 2021 – 2022 in the total of \$3,776,547 now on file at the Cannon Beach RFPD, 188 Sunset Blvd., Cannon Beach.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021 for the following purposes:

**General Fund**

<u>Organizational Unit or Program:</u>	
Fire & Emergency Services	943,630
<u>Not Allocated to Organizational Unit or Program:</u>	
Debt Service	65,000
Transfers Out	60,000
<b>Total</b>	<b><u>\$1,068,630</u></b>

**Community Warning System Fund**

<u>Organizational Unit or Program:</u>	
Fire & Emergency Services	<u>5,000</u>
<b>Total</b>	<b><u>\$5,000</u></b>

**Debt Service Fund**

Debt Service	108,769
<b>Total</b>	<b><u>\$108,769</u></b>

**Fire Chief Fund**

<u>Organizational Unit or Program:</u>	
Fire & Emergency Services	<u>226,014</u>
<b>Total</b>	<b><u>\$226,014</u></b>

**Apparatus & Equipment Reserve Fund**

<u>Organizational Unit or Program:</u>	
Fire & Emergency Services	<u>1,679,677</u>
<b>Total</b>	<b><u>\$1,679,677</u></b>

**Capital Projects Fund**

<u>Organizational Unit or Program:</u>	
Fire & Emergency Services	<u>20,000</u>
<b>Total</b>	<b><u>\$20,000</u></b>

**Total APPROPRIATIONS, All Funds** **\$3,108,090**

**Total Unappropriated Ending Balance,**

<b>All Funds</b>	<b><u>\$668,457</u></b>
<b>TOTAL ADOPTED BUDGET</b>	<b><u>\$3,776,547</u></b>

**RESOLUTION IMPOSING AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of directors of the Cannon Beach Rural Fire Protection District hereby imposes the taxes provided for in the adopted budget at the rate of 0.3521 per \$1,000 of assessed value for permanent tax rate; and in the amount of \$109,530 for debt service on general obligation bonds; and at the rate of .54 per \$1,000 of assessed value for local option levies; and that these taxes are hereby imposed for the tax year 2021-22 upon the assessed value of all taxable properties within the District and categorized as follows:

	<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent tax rate	\$0.3521/\$1,000	
Local Option Tax Levies	\$0.5400/\$1,000	
General Obligation Bond Debt Service		\$109,530

The above resolution statements were approved and declared adopted on this 14th day of June, 2021.

\_\_\_\_\_  
Garry Smith, Board President

(21)

**Cannon Beach Rural Fire Protection District**

**Resolution 21-05**

**A RESOLUTION ADOPTING THE 2021 CLATSOP COUNTY MULTI-JURISDICTIONAL  
NATURAL HAZARD MITIGATION PLAN**

WHEREAS, natural hazards threaten life, businesses, property, and environmental systems in the Cannon Beach Rural Fire Protection District and throughout Clatsop County; and

WHEREAS, an understanding of the nature, extent, and potential impacts of natural hazards is the foundation for developing strategies to reduce or eliminate those impacts; and

WHEREAS, natural hazards mitigation planning is the process through which such understanding and strategies are developed and a process for implementation is established in the Cannon Beach rural Fire Protection District and throughout Clatsop County; and

WHEREAS, it is in the interest of Clatsop County and the cities and special districts located therein to undertake natural hazards mitigation planning and implementation together as coordinated planning strengthens communities and better serves all; and

WHEREAS, Clatsop County and the Cities of Astoria, Cannon Beach, Gearhart, Seaside and Warrenton previously prepared, implemented, and updated multi-jurisdictional natural hazards mitigation plans in accordance with the Disaster Mitigation Act of 2000. These plans were each approved by the Federal Emergency Management Agency (FEMA) for a period of five years; and

WHEREAS, the Port of Astoria, Clatsop Community College, Seaside School District, Sunset Empire Transportation District, Cannon Beach Rural Fire Protection District, Lewis and Clark Rural Fire Protection District, Knappa-Svensen-Burnside Rural Fire Protection District, Arch Cape Domestic Water Supply District, Arch Cape Sanitary District, and Falcon Cove Beach Domestic Water Supply District, each participated updating the 2021 Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan in accordance with the Disaster Mitigation Act of 2000, thereby developing their first natural hazards mitigation plans; and

WHEREAS, the 2015 Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan is the most recent and expired on July 23, 2020; and

WHEREAS, having a natural hazards mitigation plan developed in accordance with the Disaster Mitigation Act of 2000 and approved by FEMA is a prerequisite for local government eligibility for certain federal pre- and post-disaster mitigation funds; and

WHEREAS, adoption of the updated 2021 Clatsop County Multi-Jurisdictional Natural



Hazards Mitigation Plan is required for FEMA approval of the 2021 Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan and restored eligibility for certain federal pre- and post-disaster mitigation funds; and

WHEREAS, adoption of the updated 2021 Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan demonstrates the Cannon Beach Rural Fire Protections District's commitment to reducing or eliminating the potential impacts of natural hazards and to achieving the Plan's goals.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cannon Beach Rural Fire Protection District:

1. The Cannon Beach Rural Fire Protection District Board of Directors hereby adopts the recitals above in support of this resolution.
2. The Cannon Beach Rural Fire Protection District Board of Directors hereby adopts the Clatsop County Multi-Jurisdictional Natural Hazards Mitigation Plan.

This resolution was adopted at a regular board meeting of the Cannon Beach Rural Fire Protection District on June 14, 2021.

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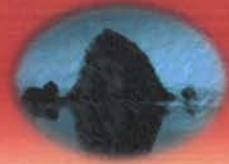
Garry Smith, Board President





# Cannon Beach Fire & Rescue

188 SUNSET BLVD · CANNON BEACH OR 97110  
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## Fire Chief Report

### Reporting Period: May 1, 2021 – May 31, 2021

#### RESPONSE DATA

This period captures data for first 4 months

#### 2021/2020/2019/2018 COMPARISON

##### Call Volume Observations

- ✓ Demonstrates the 4-year comparison between January, February, March and April.
- ✓ In 2021, 39% increase compared to previous year and 29% compared to previous 3-year average.



#### Projects and Administration



##### Significant calls or projects

- Lost Hikers
- Multiple MVA
- Water Rescue
- Multiple simultaneous calls



##### Strategic Plan

- Develop and adopt comprehensive written delegation of authority from the Board of Directors to the Fire Chief.
  - Working on this with board policies
- Develop and adopt a comprehensive set of board policies administrative rules and operating guidelines. Provide training to all district personnel on their use and application.
  - In progress
- Produce and distribute annual report of CBFR activities and accomplishments.
  - Very close to completed
- Produce and distribute a periodic newsletter to all district personnel.
  - This will be the next item after annual report
- Develop written guidelines for describing how to access critical incident stress debriefing services.







# Cannon Beach Fire & Rescue

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- Very high on priorities, currently leading a group to improve chaplain and CISM in the county
- Provide quality, comprehensive employee assistance program to all members of the district.
  - We have a program in place, continuing to improve
- Consider revising the purchasing authority limits of the fire chief.
  - This will be part of policies
- Capture information from the emergency incidents that allow an evaluation of public safety education efforts.
  - We are doing this with the new incident response software put in place in 2017
- Develop a more experimental approach to training that provides realistic simulations of emergencies as the primary form of learning
  - DC smith is making improvements on this

## Grants

- Radio grant submitted for entire county
- Submitted for type III engine, was not successful
- Wrote letters to legislators and governor supporting SDAO in getting more COVID funds

## Annexation

- All documents delivered to counties
- Clatsop County & Tillamook County documents accepted by state

## Radio system

- Nothing new to report

## Prepared Food Tax

- Met with businesses at Chamber of Commerce on March 3<sup>rd</sup>
- Met with City Council 3/15
- Hired EcoNorthwest to complete a study of taxable receipts, cost will be split with city, no more than \$5,000 total
- Estimated \$43,159,000 in sales in 2019
- Will be meeting with Bruce StDenis to discuss IGA to present to Council
- Attorneys have reviewed letter for ORLA and found it to be inaccurate
- ORLA has agreed that it is legal, now leading to beat it at election
- Public comment meetings

## Services Survey

- Look at draft of survey to send out asking about services possibly summer.

## Rescue

- Ordered, expected ETA July to October 2021

## Hydrants

- Only 1 left to paint. Have 2 volunteers that are willing and will be done this month
- IGA signed for next year. Will use same program and have summer help.

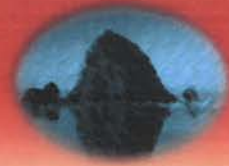
## Building





# Cannon Beach Fire & Rescue

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- Nothing to report



## Apparatus

- Working on electrical issues with staff rigs



## Prevention

- Everything opening, will be going back to inspections



## Meetings

- County Fire Defense
- City Staff
- City Council



## Recruitment

- Moving forward with recruitment for fall academy
- Flyers went out. Have some interest
- Student program starts July
- Reworking out of district program



## Chief vacation

- July 2-6
- July 16-19
- July 30- August 8



## Upcoming Events

- Next Board meeting 7/12/21





# Cannon Beach

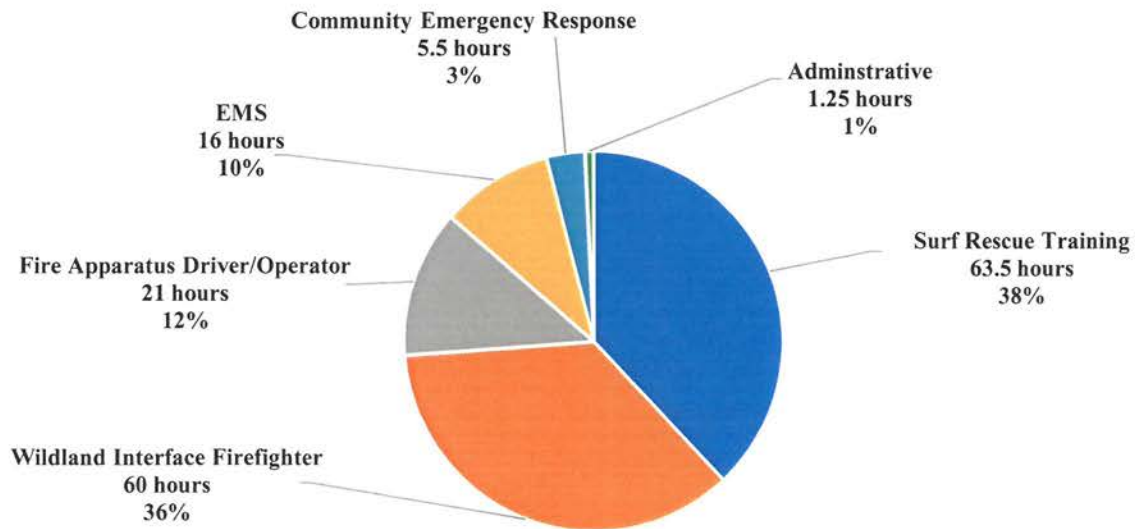
## Rural Fire Protection District

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Hello,

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



As was discussed at our last meeting, May and June are going to be focused on ensuring our personnel are ready for the upcoming summer months. As you can see on the graph, we have done just that with most of our training hours being focused on surf rescue and wildland firefighting operations.

To break down those hours a little further. During wildland firefighting operations, we have reviewed the equipment and operations of 3277 which is our brush apparatus. We made sure that all personnel are comfortable with operating the pumps, as well as equipment that is on it. We also reviewed structure protection tactics which will likely be an assignment that our personnel could face when on the scene of a large wildland fire deployment.

As for surf rescue operations, two of our members attended an extensive 2-week training program hosted by Seaside Fire Department. There, the personnel learned the skills necessary to become USLA certified Lifeguards. This training not only helped to strengthen the bonds between Seaside Fire and Cannon Beach Fire, but also with Cannon Beach Lifeguards who attended the training. By having this training, our personnel are now qualified to make entry into the water to effect rescues when conditions allow.

In addition to the above training, we also completed the required training needed to enable several of our members to drive district vehicles during non-emergency operations such as; running district errands and attending outside training classes.





# Cannon Beach

## Rural Fire Protection District

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Another rather important training accomplishment was the successful completion of the first-ever Fire Chaplain training program on the coast which was hosted by Cannon Beach Fire in conjunction with Cannon Beach Conference Center. We also assisted Cannon Beach PD with helping train their new CERT members.

Lastly, as we transition into June, we near the end of our second quarter of training. Looking at June's training schedule, we will be conducting more wildland training with the focus being on fire shelter deployments, handline construction, as well as progressive hose lay operations. Each of these trainings will be conducted within the Lewis and Clark Timber area which will allow our members to better learn our response area. We will be ending the month with a weekend drill that will include a water rescue involving our personnel and the Cannon Beach Lifeguards, as well as a rope rescue deployment.

Below is the Third Quarter training plan for your review.



### CANNON BEACH RURAL FIRE PROTECTION DISTRICT

#### 2021 TRAINING SCHEDULE



July			
Date	Lead Instructor	Training Topic	Location
7		Firefighter Association Meeting	Cannon Beach
14	LT. White	EMS	Cannon Beach
21		Aerial Waterway / Reverse Lay	Water Treatment Plant
28		Vehicle Extrication	Arch Cape
August			
4	DC. Smith	Rope Rescue Operation	TBA
11	LT. White	EMS	Cannon Beach
18		Water Shuttle Operations	TBA
25		Forcible Entry	Arch Cape
September			
1		Firefighter Association Meeting	Cannon Beach
8	LT. White	EMS	Cannon Beach
15		Annual Physical Abilities Test	Arch Cape
22		Ventilation Concepts	Arch Cape
25		SATURDAY Multi-Company Drill	Arch Cape
29		Ventilation Operations	Arch Cape

Quarter 3



\*\* Please understand that this training schedule is subject to change based off of operational needs. \*\*

