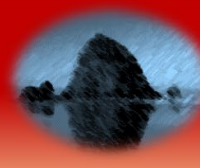




Cannon Beach

Rural Fire Protection District

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Cannon Beach Rural Fire Protection District

Board of Directors

Regular Meeting December 8, 2025, at 6:00pm

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

AGENDA

(posted December 4, 2025)

- Call to Order
- Approve Agenda
- Public Comments and Correspondence
- Approve November 10th board meeting minutes
- Status Reports
 - Finance
 - Transition update
 - Call Response
 - Projects
 - Civil Service
- Business Items
 - Approval of Audit corrective action plan
 - Resolution 25-03, Resolution to purchase used engine
 - Award of CM/GC contract for Arch Cape Fire Station
 - Employee Handbook Review
 - Surplus of 2017 Arctic Cat 4-wheeler
 - Executive session per ORS 192.660 (2)(i) to review and evaluate the employment related performance of the chief.
- Future meeting agenda Items
- Directors Comments
- Adjourn

Public is welcome to join in person or by Zoom.

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

Meeting ID: 969 0973 0187

+1 253 215 8782 US (Tacoma)

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

Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting – November 10th, at 6:00PM
 Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**

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

- **Approve Agenda –**

*Add an amendment for lifeguard after finance

• Motion: Approve Agenda		
Moved: Heidi Dethloff	Second: Jennee Pearce-Mushen	Approved: 4-0

- **Public Comments and Correspondence** – None

- **Approve Oct 13th, 2025, meeting minutes** –. (one change of Heidi being via zoom)

• Motion: Approve Oct. 13th, 2025, meeting minutes		
Moved: Dave Pietka	Second: Heidi Dethloff	Approved: 4-0

- **Status Reports**

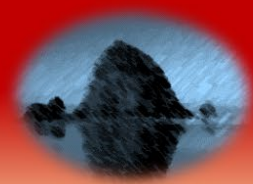
- **Finance** – Attachment A-
 Munn and Reckmann went over all finance please see attached. Munn stated it is going very well. There are no red flags at this point. Munn also stated that Springbrook is great for Fire Districts, he is very happy with it, and it is very user friendly. There is plenty of room for growth with Springbrook. Pietka asked if anyone in the public was to challenge our change from QB to SP is everything defensible? Munn stated everything is very defensible and it is very transparent. Munn also stated there is a lot of different reports that you can look at that can give you a “financial Story” that will give everyone a true snapshot of all the finances. It is a document management tool as well Detloff pointed out. Pietka did ask if we are using all the “tools” in SB and Munn stated we are using about 5%, so lots of room to grow and show history. Heymann asked if we can get end of month numbers on a report Munn stated yes, we can and yes it would be helpful for board education and occurred expenses. Heymann requested that it be added. Munn will reach out to SB to get that added. It would be two reports at that point for the board to review. Heymann is requesting that Munn send a few different “canned” reports to see and then fig out what the board would like to add for reports moving forward. Heymann asked if we can get previous years data so we can see Year to Year reporting, Munn stated Yes, we can do that and we can do that for each account code.
 - **Long range forecast** – we have taken over all the invoicing and paying the bills (no longer sending to Bill). ACH is now being put in so moving forward with all BillPay to ACH. Reckmann went over our new procedure of different steps that the Auditors requested are being done. Things are moving forward nicely.



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November 2025 Call Statistics

Calls for service by month/year:

	2021	2022	2023	2024	2025
January	47	41	29	56	52
February	33	32	30	41	56
March	28	36	45	49	54
April	44	40	55	46	62
May	49	49	54	65	72
June	52	45	61	66	69
July	67	75	95	107	88
August	60	82	74	89	105
September	26	81	64	67	75
October	58	47	49	41	50
November	32	38	41	62	52
December	36	68	50	81	
TOTAL for TYD	496	566	597	689	735

ANSWERS	# INCIDENTS	% of Total
Is this tourism related?		
No	25	48.08%
Yes	27	51.92%

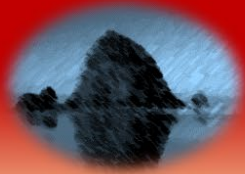
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.92%
Overpressure rupture, explosion, overhear - no fire		0.00%
Rescue & Emergency Medical Service	21	40.38%
Hazardous Condition (No Fire)	7	13.46%
Service Call	13	25.00%
Good Intent Call	7	13.46%
False Alarm & False Call	2	3.85%
Severe Weather & Natural Disaster	1	1.92%
TOTAL	52	100.00%



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Arch Cape vs. Cannon Beach area	# INCIDENTS	% of Total
Arch Cape	8	15%
Falcon Cove	2	4%
Other	1	2%
Cannon Beach	34	65%
Hamlet	7	13%

PSAP Call Date/Time	Last Unit Cleared Date/Time	Incident Number	Actual Incident Type Found (NFIRS)	Notes
11/2/2025 9:00	11/2/2025 9:20	CBFD2025-0684	550 - Public service assistance, other	
11/2/2025 20:14	11/2/2025 20:26	CBFD2025-0685	551 - Assist police or other governmental agency	
11/2/2025 20:23	11/2/2025 20:28	CBFD2025-0686	622 - No incident found on arrival at dispatch address	
11/3/2025 6:38	11/3/2025 7:38	CBFD2025-0687	321 - EMS call, excluding vehicle accident with injury	
11/4/2025 10:44	11/4/2025 11:21	CBFD2025-0688	412 - Gas leak (natural gas or LPG)	
11/4/2025 13:30	11/4/2025 15:00	CBFD2025-0689	364 - Surf rescue	
11/5/2025 10:08	11/5/2025 11:15	CBFD2025-0690	551 - Assist police or other governmental agency	
11/5/2025 13:09	11/5/2025 14:27	CBFD2025-0691	551 - Assist police or other governmental agency	
11/5/2025 14:14	11/5/2025 14:38	CBFD2025-0692	551 - Assist police or other governmental agency	
11/5/2025 15:50	11/5/2025 17:10	CBFD2025-0693	551 - Assist police or other governmental agency	
11/5/2025 17:11	11/5/2025 17:43	CBFD2025-0694	622 - No incident found on arrival at dispatch address	
11/6/2025 11:55	11/6/2025 12:54	CBFD2025-0695	444 - Power line down	
11/6/2025 12:51	11/6/2025 13:06	CBFD2025-0696	551 - Assist police or other governmental agency	
11/6/2025 13:10	11/6/2025 13:47	CBFD2025-0697	553 - Public service	
11/6/2025 14:51	11/6/2025 15:16	CBFD2025-0698	551 - Assist police or other governmental agency	
11/8/2025 9:32	11/8/2025 10:05	CBFD2025-0699	321 - EMS call, excluding vehicle accident with injury	
11/8/2025 12:33	11/8/2025 13:33	CBFD2025-0700	321 - EMS call, excluding vehicle accident with injury	
11/8/2025 12:57	11/8/2025 13:45	CBFD2025-0701	321 - EMS call, excluding vehicle accident with injury	
11/9/2025 10:23	11/9/2025 10:58	CBFD2025-0702	622 - No incident found on arrival at dispatch address	
11/9/2025 12:28	11/9/2025 12:47	CBFD2025-0703	745 - Alarm system activation, no fire - unintentional	
11/12/2025 12:10	11/12/2025 12:42	CBFD2025-0704	321 - EMS call, excluding vehicle accident with injury	
11/14/2025 8:29	11/14/2025 9:21	CBFD2025-0705	321 - EMS call, excluding vehicle accident with injury	
11/14/2025 17:13	11/14/2025 17:59	CBFD2025-0706	321 - EMS call, excluding vehicle accident with injury	
11/17/2025 17:14	11/17/2025 18:56	CBFD2025-0707	324 - Motor vehicle accident with no injuries.	
11/19/2025 17:45	11/19/2025 17:49	CBFD2025-0708	140 - Natural vegetation fire, other	
11/19/2025 20:22	11/19/2025 20:28	CBFD2025-0709	911 - Citizen complaint	
11/20/2025 12:34	11/20/2025 13:21	CBFD2025-0710	412 - Gas leak (natural gas or LPG)	
11/21/2025 0:46	11/21/2025 2:43	CBFD2025-0711	324 - Motor vehicle accident with no injuries.	
11/22/2025 18:06	11/22/2025 18:44	CBFD2025-0712	321 - EMS call, excluding vehicle accident with injury	
11/24/2025 8:17	11/24/2025 8:50	CBFD2025-0713	551 - Assist police or other governmental agency	
11/24/2025 11:32	11/24/2025 11:51	CBFD2025-0714	611 - Dispatched & canceled en route	
11/24/2025 13:21	11/24/2025 14:25	CBFD2025-0715	324 - Motor vehicle accident with no injuries.	
11/24/2025 21:45	11/24/2025 21:49	CBFD2025-0716	611 - Dispatched & canceled en route	
11/25/2025 14:56	11/25/2025 15:25	CBFD2025-0717	321 - EMS call, excluding vehicle accident with injury	

PSAP Call Date/Time	Last Unit Cleared Date/Time	Incident Number	Actual Incident Type Found (NFIRS)	Notes
11/26/2025 11:32	11/26/2025 12:03	CBFD2025-0718	321 - EMS call, excluding vehicle accident with injury	
11/26/2025 17:18	11/26/2025 17:44	CBFD2025-0719	745 - Alarm system activation, no fire - unintentional	
11/26/2025 20:56	11/26/2025 22:29	CBFD2025-0720	412 - Gas leak (natural gas or LPG)	
11/26/2025 23:39	11/27/2025 0:09	CBFD2025-0721	554 - Assist invalid	
11/27/2025 0:37	11/27/2025 2:09	CBFD2025-0722	412 - Gas leak (natural gas or LPG)	
11/27/2025 10:41	11/27/2025 11:50	CBFD2025-0723	444 - Power line down	
11/27/2025 12:54	11/27/2025 13:21	CBFD2025-0724	622 - No incident found on arrival at dispatch address	
11/27/2025 13:16	11/27/2025 14:04	CBFD2025-0725	321 - EMS call, excluding vehicle accident with injury	
11/27/2025 18:32	11/27/2025 18:40	CBFD2025-0726	611 - Dispatched & canceled en route	
11/27/2025 18:41	11/27/2025 19:00	CBFD2025-0727	444 - Power line down	
11/27/2025 19:04	11/27/2025 19:11	CBFD2025-0728	551 - Assist police or other governmental agency	
11/28/2025 9:53	11/28/2025 10:34	CBFD2025-0729	571 - Cover assignment, standby, moveup	
11/28/2025 18:23	11/28/2025 19:18	CBFD2025-0730	321 - EMS call, excluding vehicle accident with injury	
11/29/2025 4:14	11/29/2025 5:02	CBFD2025-0731	321 - EMS call, excluding vehicle accident with injury	
11/29/2025 13:41	11/29/2025 14:16	CBFD2025-0732	321 - EMS call, excluding vehicle accident with injury	
11/29/2025 14:00	11/29/2025 20:33	CBFD2025-0733	356 - High-angle rescue	
11/29/2025 19:21	11/29/2025 19:41	CBFD2025-0734	321 - EMS call, excluding vehicle accident with injury	
11/30/2025 11:19	11/30/2025 11:59	CBFD2025-0735	321 - EMS call, excluding vehicle accident with injury	

- **Contingencies** – Reckmann went over why we have the contingencies the way we do and his opinion on why we do it the way we do. Reckmann also went over risks on PERS.
- **Review of Annual Financial Audit** – Reckmann went over audit results and findings. Please see attachments. Our new Auditors from Accruity are very detailed. Heymann requested for Munn to explain what an audit is and how it is done. Munn went through the step-by-step process. Heymann asked if there was a way to challenge the Audit, yes there is per Munn.

- **Amendment for lifeguard -**
- **Call Response** – Attachment B
- **Projects** – Attachment C
- **Civil Service** – Attachment D
- **Apparatus /Facilities** – E

- **Business Items –**

- **Motion to except Audit-**

• Motion: Excepting Audit		
Moved: Jenee Pearce- Mushen	Second: Heidi Dethloff	Approved: 4-0

Lifeguard - Reckmann would like to move forward with getting towers. If the city does not help with payment Reckmann stated, the Vehicles for staff would be pushed out by at least one year.

- **(Amendment) moving forward for a guaranteed PO on 2 new lifeguard Towers, funding sources TBD -**

• Motion: guaranteed PO on 2 new lifeguard Towers, funding sources TBD, the amount not to exceed 170k		
Moved: Dave Herman	Second: Dave Pietka	Approved: 3 Dave Pietka, Heidi Detloff, Dave Herman, 1-Jenee opposed

- **Discussion of Arch Cape Fire Engine replacement** – Reckmann went over that we have talked about this for 2 years because this type of engine is hard to find. Smith did go to Texas to inspect one, but it does have a mechanical problem that would need to be fixed before we purchase it, Reckmann would like to do a contingency to move forward with purchase on this engine

• Motion: Motion to purchase Engine with a contingency of the seller fixing the mechanical issues before we purchase for 300K		
Moved: Jenee Pearce- Mushen	Second: Heidi Dethloff	Approved: 4-0

- **Arch Cape Fire Station update-** Reckmann wants to discuss at the next work session on Nov.25th. There were 12 agencies that showed interest. Reckmann asked if anyone on the board would like to sit in at that meeting. Pietka will be available via phone for questions and Pearce -Mushen will be part of that meeting as well.

- **Employee Handbook Review**- This will need to be read by all board members and each section reviewed and then a motion to approve. Reckmann would like to do this as soon as possible. Pietka would like Rebecca (HR) to go over this with the board. Or have Rebecca highlight each section that needs review. Herman does have a handful of questions to ask. Reckmann will ask Rebecca the board questions and concerns. Reckmann will give answers back to everyone on a copied email with all answers.
- **Chief Review Planning**- The board will email Heymann what they would like for the process.

- **Future meeting agenda items**
 - November 25th, 2025, work session – NO work session

 - **Director's Comments –**
 - Bob Heymann -
 - Heidi Dethloff -
 - Jenee Pearce-Mushen -
 - Dave Herman -
 - Dave Pietka -

- **Meeting adjourned at 8:33 pm –**

X

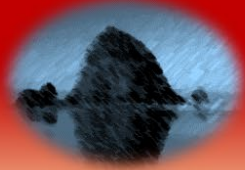
Bob Heymann
Board President



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STAFF REPORT

Audit Correction Action Plan

Agenda Date: December 8, 2025

Prepared by: Marc Reckmann, Fire Chief

Background

In the FY24-25 year end financial audit there were 5 deficiencies outlined by the auditor. The board reviewed these findings at the November 10th board meeting. Attached is the Plan of Action to correct these deficiencies. All have been corrected with new processes.

Recommendation

Board approve the plan of action and authorize the Board President and Fire Chief to sign the plan of action.

November 12, 2025

Office of the Secretary of State
Audits Division
255 Capitol Street NE, Suite 180
Salem, Oregon 97310

Plan of Action for Cannon Beach Rural Fire Protection District

Cannon Beach Rural Fire Protection District respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ended June 30, 2025. The audit was completed by the independent auditing firm, Accuity, LLC, Albany, Oregon. The plan of action was adopted by the governing body of the District at their meeting on December 8, 2025, as indicated by signatures below.

The deficiencies are listed on the subsequent pages; the adopted plan of action and timeframe for each are listed below.

- 1. Deficiency #1, The District's Local Government Investment Pool general ledger account had not been reconciled since September 2024.**
 - a. In FY 24-25 the District accounting was handled by a 3rd party contract. Beginning July1, 2025 Cannon Beach Fire District began bringing accounting in house. We have now have a contracted CFO and all statements are reconciled monthly.
 - b. This action has already been corrected.
- 2. Deficiency #2, Adequate segregation of duties in most areas was impractical due to the limited number of employees. The District has, however, developed alternative procedures, which mitigate this condition to some extent.**
 - a. The District has contracted with a CFO for oversight. We have brought accounting in house instead of a 3rd party. There is clear delegations of duties now including authorizations.
 - b. Already implemented
- 3. Deficiency #3. Preparation of Financial Statements in Accordance with a Other Comprehensive Basis of Accounting**
 - a. We do not have staff to correct this. We have contracted with a CFO that will help mitigate this.
 - b. CFO contracted in September
- 4. Deficiency #3. Lack of documentation of review and approval of bank statements and reconciliations.**
 - a. This has been corrected with new accounting practices. All accounts are reconciled monthly. .

b. Was corrected at audit.

5. Deficiency #3. Invoices should be reviewed and properly approved by someone other than the individual receiving and posting them, preferably by the Chief

a. This was being done, but it was not being initialed that it was being done. We have moved to a new financial system where all invoices are entered in the systems by the executive assistant, then the chief approved them to be paid.

b. System was implemented October 1, 2025

Signed by:

Robert Heymann, Board President

Date

Marc Reckmann, Fire Chief

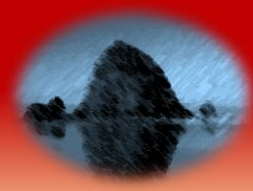
Date



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STAFF REPORT

Engine replacement

Agenda Date: December 8, 2025

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

In the FY26-27 budget plan there is money in capital to replace the Arch Cape fire Engine (3226). Earlier in the year the board authorized the surplus of the current engine and it is currently listed for sale with a broker.

Strategies:

In the past we have looked at some used engines, but nothing has worked out. When we asked the board to surplus the current engine, we said that at the time there was no plan for a replacement engine until we purchased a new one unless something came along that fit the needs and made financial sense. The type of engine that we are looking to put in the Arch Cape Fire Station is difficult to find in the used market that is still in a functional condition.

A new engine is estimating at ~\$630,000; compared to \$525,000 when we built the plan. Timeline to build new can be up to 36 months. We have began the process of investigating purchase of new, and looking a designs. Also still looking for used. On November 4, 2025 Kevin Slater and Jason Smith flew to Texas and looked at a 2018 Freightliner engine. The engine meets the needs of what we are looking for. We have made a agreement with the broker to purchase the engine for \$300,000 and trade in the 2006 GMC engine. The broker has agreed to repair the transferase. The board approved the purchase at the November 19th board meeting. Due to cost of this, the board needs to approve a resolution to purchase the engine as we are not going to a formal bid process.

Recommendation:

Approve resolution 25-03 and the purchase agreement for a 2018 interface engine.

RESOLUTION NO. 25-03

CANNON BEACH RURAL FIRE PROTECTION DISTRICT

**RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING THE PURCHASE OF
ONE USED COMMERCIAL PUMPER
FROM BRINDLEE MOUNTAIN FIRE APPARATUS**

WHEREAS, the Cannon Beach Rural Fire Protection District Board of Directors (“the Board”) desires to purchase, in accordance with District Rule E-15, one 2018 Rosenbauer Timberwolf Freightliner 4x4 4 Door Commercial Pumper; and

WHEREAS, District Exemption E-15 exempts the purchase of used personal property from competitive solicitation requirements, subject to certain findings; and

WHEREAS, in 2022 the District’s Board of Directors adopted a 20-year capital replacement plan that places all apparatus on a scheduled replacement cycle; and

WHEREAS, in the upcoming budget year the District is scheduled to replace a 2006 mini-pumper, but due to drastically rising costs and lead time, the District would struggle to purchase a new engine with in the capital budget and timeline; and

WHEREAS, the District has been searching for a used interface engine in serviceable condition for the past two years, during which time District staff have reviewed five engines—two of which were inspected in person. The first engine inspected in person was found to have an unrepairable mechanical defect; and

WHEREAS, the District has now located a 2018 interface engine in Texas that is in good, serviceable condition and meets the operational needs of the District. Brindlee Mountain Fire Apparatus has provided a quote of \$300,000.00, including the trade-in of the 2006 GMC minipumper being replaced, representing the greatest available cost savings to the District, while meeting all specifications necessary to ensure public safety and reliable service; and

WHEREAS, as required by District Rule E-15, the District did survey the field of manufacturers in order to ensure that purchase of the desired interface model is unlikely to encourage favoritism or substantially diminish competition; and

WHEREAS, purchase of this demonstration model avoids the need to conduct additional costly procurement procedures; and

WHEREAS, immediate delivery of the interface apparatus promotes the public interest in a manner that could not be realized by conducting a formal competitive

solicitation process for new apparatus, which would result in delivery after one to three months.

THEREFORE, BE IT RESOLVED that the Board hereby approves the purchase of one 2018 Rosenbauer Timberwolf Freightliner 4x4 4 Door Commercial Pumper, as further described on Exhibit A, from Brindlee Mountain Fire Apparatus, in an amount not to exceed \$300,000, and authorizes the Chief to sign a legally sufficient contract.

BE IT FURTHER RESOLVED that the District finds that this purchase is unlikely to encourage favoritism, is reasonably expected to result in cost savings to the District, and will not substantially diminish competition for public contracts because all known manufacturers of the fire apparatus meeting the District's requirements were researched and consulted with about District's intent to procure the desired apparatus.

BE IT FURTHER RESOLVED by the Board of Directors that the Board President or Fire Chief are authorized to execute and deliver all contracts and related documents, subject to review of legal counsel, as is determined required to carry out this procurement.

BE IT FURTHER RESOLVED that the recitals within this resolution, as well as material presented at the public meeting at which this Resolution was considered, are specifically adopted as findings of fact supporting this purchase.

DATED this ___th day of _____, 2025

Robert Heymann
President, Board of Directors

ATTEST:

Jenee Pearce-Mushen
Secretary/Treasure,
Board of Directors



Sales Agreement

Brindlee Mountain Fire Apparatus (Seller) hereby agrees to sell one 2018 Rosenbauer Timberwolf Freightliner 4x4 Commercial Wildland Pumper (Apparatus) to Cannon Beach Rural Fire Protection District - OR (Buyer) for the sum of \$300,000

Apparatus: 2018 Rosenbauer Timberwolf Freightliner 4x4 Commercial Wildland Pumper, Stock #: 20303, VIN: 3ALDG5FE1JDJS1808

Buyer Info: Cannon Beach Rural Fire Protection District - OR - PO Box 24, Cannon Beach, OR 97110

Seller Info: Brindlee Mountain Fire Apparatus - 15410 Hwy 231, Union Grove, AL 35175

Terms and Conditions of Sale:

Services Included: SELLER WILL COMPLETE ALL ITEMS LISTED IN THE INCLUDED ADDENDUM.

Trade-in: Buyer agrees to trade in one 2006 E-One GMC Mini Pumper, VIN: 1GDL6C1C96F400467

Payment and Title: Buyer will submit a 50% down payment of the sales price at the execution of this sales agreement. Buyer will make payment in full to Seller prior to the release of Apparatus for pick up or delivery. Seller will provide title free of lien to Buyer following receipt of payment.

FOB Seller, Freight Collect: Buyer assumes the responsibility of the Apparatus upon pick up by carrier or other designated representative. Seller is responsible for all freight charges.

Jurisdiction: This contract shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts of Marshall County, Alabama.

This agreement is valid for execution by: December 10, 2025.

Addendum: This addendum names the specific items to be completed on the Apparatus by the Seller.	
Contract Item	Description
4x4 Low inop	The problem causing the t-case to not shift into 4x4 low will be repaired.



Accept & Sign

Buyer

Signature:

Date:

Seller

Signature:

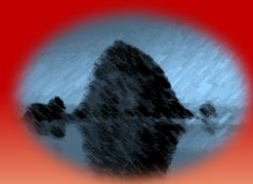
Date:



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STAFF REPORT

Arch Cape Station addition CM/GC contract

Agenda Date: December 8, 2025

Prepared by: Marc Reckmann, Fire Chief

STATUS

1.3 Million seismic grant secured

Hired WRK engineers as the architect/engineers

Had kickoff meeting with design team on October 14th

Issued RFQ for CM/GC on October 27th

Pre construction meeting November 5th 12 contractors attended

There were 6 proposals received. Fire Chief Marc Reckmann, Deputy Chief Jason Smith, Division Chief John Jerome, and Board Treasure Jenee Pearce-Mushen evaluated the 6 proposals and invited (2) proposals for interviews. December 3rd, P&C construction and Cove Built were interviewed by the above panel as well as Brian Knight from WRK engineering.

Recommendation:

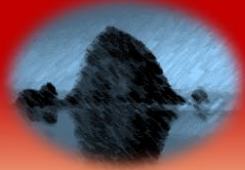
Based on the committee's scoring and interviews, it is the recommendation of the committee to award the contract to Cove Built. Cove Built is a local contractor that we feel not only can complete the project at a reasonable cost, but being a local company we are supporting our community.



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STAFF REPORT

Surplus 217 Arctic Cat ATV

Agenda Date: December 8, 2025

Prepared by: Marc Reckmann, Fire Chief

BACKGROUND

When the District took over the Lifeguard program all city owned equipment was transferred to the district. Over the last 2 years we have repaired or replaced lifeguard equipment. In 2024 we repaired and 2017 Arctic Cat ATV and used it throughout the season and replaced the UTV. In the beginning of the 2025 season the Jeep was replaced with a new Colorado. With the replacement of the UTV and the Jeep, the vehicles were more reliable and the 2017 ATV was not used in the 2025 season.

Strategies:

With the upgraded vehicles staff does not see the need to keep this ATV and recommends declaring as surplus

Recommendation:

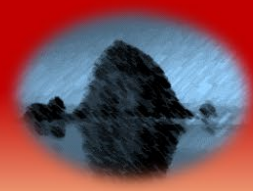
Declare the 2017 Arctic Cat ATV as surplus and allow staff to list on public auction.



Cannon Beach

Rural Fire Protection District

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STAFF REPORT

Chief Review Process

Agenda Date: December 8, 2025

Prepared by: Marc Reckmann, Fire Chief

STATUS

On November 18th Board President Bob Heymann sent the follow message to be forwarded to the board.

I'm following up on the Chief Review action item. Based on input from Jenee and others, I suggest the following process:

- At the December meeting, the Board will go into Executive Session (without you present) to develop a set of questions/prompts that will guide your self-evaluation.
- Between the December and January meetings, you will write a self-evaluation, which you will present to the Board at the January meeting.
- The Board will then go into Executive Session (without you present) at the January meeting to develop consensus feedback to your self-evaluation.
- I will document the Board's feedback and present it to you 1-1 prior to the February meeting.
- You will have a chance to respond at the February meeting before the self-evaluation and Board feedback get finalized in your annual review.

Procedures:

The notice of executive session was published. Executive session has to stay to topic. Minutes or recording must be taken, these are NOT public record but may be subpoenaed.

To be clear, for the board to go into executive session without me is not your choice, it is mine. ORS 192.660 gives me that right. I have to let you know 24 hours prior to the meeting that I am allowing you to meet without me. In this case you noticed me November 18th, I am waiving my right to be there. I am not sure about January at this time how I feel about not being included.