



# Cannon Beach

## Rural Fire Protection District

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## BOARD MEETING MINUTES – OCTOBER 11, 2021

### General:

Date:	October 11, 2021
Time:	18:03 hours (6:03 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:03 (6:03 pm)
Adjourned Time:	19:42 (7:42 pm)

### Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP) Zoom	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<input 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"/> Other (Les, Public) Zoom	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom
<input checked="" type="checkbox"/> Jason Smith (DC) Zoom		

### Call to Order:

The Cannon Beach RFPD Board meeting for October 11, 2021 was called to order at 18:03 hours (6:03 pm) by Board President, **Bob Cerelli**.

### Roll Call:

Board Members present were: Bob Cerelli, Greg Bell (Zoom), and Rick Gardner.

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

### Changes to Agenda:

Chief Reckmann indicated he was going to present the minutes to the special and executive meeting, but since Greg Bell is not here, asked if it should be postponed. Board indicated to cover in next meeting. **Gardner** moved to accept agenda. Motion was seconded by **Bell**. All were in favor, none opposed. Motion carried.

### Presentations:

None provided.

### Public Comment:

None.

### September 13, 2021 Board Meeting Minutes Approval:

Gardner indicated he has two changes: 1) Greg Bell was at last meeting. This was corrected prior to meeting in original documentation. 2) Gardner asked that on New Business Changes, he would like minutes to reflect that he commented Lewis & Clark Bank in Seaside had not closed their branch in response to Chief being told it had by Lewis & Clark Bank. With those changes implemented, Gardner moved to accept the minutes. Bell seconded and all were in favor. None opposed. Motion carried.

### Treasurer's Report:

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

- a. **Statement of Net Position (Balance Sheet).** Read by Bill Cote as written and presented. We're  $\frac{1}{4}$  (25%) way through year.
- b. **General fund:** Read as written and presented. Should be at 25% in expenses. Gardner asked Bill what month the taxes come in. Cote responded end of October, November, and December. By the time December is over, we should have collected 80% of the taxes. Gardner asked when we get paid by Klamath Falls for conflag, where will it show up? Cote responded that it would show up on conflag income. Cote continued we've incurred expenses but haven't received any revenue yet. Rick asked how we're billed for dispatch services. Cote indicated we're billed once a year, annually. Cote explained that on the line titled "Total Expenses" is our legal budget and it shows we've expended \$271,436.69 so far, which is at 28.8% (25% is  $\frac{1}{4}$  year). He further explained, we are allowed to go over up to 10%. If we are getting close, we may have to do a supplemental budget through most likely a board resolution. Rick asked whether we have to do a budget resolution even though we may expect extra income. Cote responded yes. It's based on our expenditures. If it's more than 10% of our annual budget (not just expenditures), we have to go through budget process again for supplement approval. Cote continued that this is monitored regularly to ensure we don't have budget violations. Rick indicated he's still struggling with nomenclature asking what we're showing under "Other Income, Beginning Fund Balance" is showing the starting cash position. Cote responded yes. Rick continued likewise, "Net Income" at the end of the year is our ending cash position. Cote responded that's right.
- c. **Fire Chief fund:** Read as written and presented.
- d. **Cash per Fund:** Read as written and presented. Gardner asked he understands that this shows activity, plusses and minus, but do we have an annual budget for apparatus and equipment. Cote responded, yes, we these funds have their own budgets, but since there's no activity, Cote doesn't present detail, only summary. Gardner asked if there was any planned activity this year in them. Cote and Chief responded yes. Gardner indicated as treasurer he would like to have a copy to understand. Cote indicated he would provide and email to all. Cote asked chief if he plans on buying an Engine this year. Chief responded yes Rescue will come out, approximately \$250K. Gardner asked Cote sometime, he'd like to sit down and work with him on long range financial. Cote requested doing this after October 15, due to workload. Gardner asked to target November.



**Gardner** motioned to approve financial reports. It was seconded by **Bell**. All were in favor, none opposed. Motion carried.

DiStasio clarified update to minutes with Rick Gardner's information.

#### Bills:

The bills register was reviewed. Bell asked question on Bill Cote contract, if that was a flat rate. Chief responded the \$1700 is per month. Board reviewed and had no further questions.

#### Correspondence:

Chief brought up the email resignation from Rick Schafer but indicated it was going to be discussed in new business under new Board Member appointment.

#### Monthly review of board policies:

Chief indicated we do not have any this month because we're in the process of consolidating many of them. Policy 3.7 - Filling Board Vacancies will be discussed in new business.

#### Old Business:

- **Volunteer Housing.** Chief indicated he had nothing to add to it at this time. It's related to zoning, and still working with Clatsop County. Wanting to do it in the EF Zoning.
- **Change Banks** – DiStasio indicated there is a form that needs to be completed by Board. Once signed, DiStasio will take to Bank for new bank account.
- **Financial Planning – discussion.** Chief indicated he doesn't really have anything but solicited from others. Gardner commented he thought what Chief presented was really good and he's still going through it. Chief brought up budget with LB forms which identified budget of apparatus and equipment reserve fund. Chief continued as far as the equipment reserve fund, we have a few items budgeted: upgrades to equipment. Last year we budgeted \$70K. We did a lot with this money. This year we've budgeted \$20K. This goes into upgrading different lighting and different components to apparatus. The Rescue will be purchased this year. The down payment on the engine is scheduled for March. The Radios and Hose Grants are what we will pay and we'll be reimbursed from FEMA, which is more of a passthrough. Rick asked whether these funds are strictly capital items? Chief responded yes. Gardner asked, if we do maintenance out of reserve? Chief indicated we do it out of Apparatus Maintenance line item. Gardner asked what our threshold was. Chief indicated \$5K. Chief continued under Cows we budgeted a little in case we have to buy speakers or something. Gardner clarified that we do annual budgets, so for capital equipment we have to plan ahead. Chief responded correct. Gardner continued, so if we had a 5–10-year financial forecast, we'd see how this \$600K, plus grants, bonds, etc., would be required to satisfy all future capital equipment, and that's what I want to talk to Bill Cote in terms of how we put that together.
- Chief showed LB-11 Capital Projects indicating this where we'd see building repairs. The two significant projects this year are building repairs and finishing up the network project. For building, there are windows we'll probably work on this year.

### New Business:

- **Prepared food IGA.** The copy distributed is a clean copy. There were a couple of typos caught by City, sent back to Carrie and Chief to correct. Bell asked how their meeting went. Chief responded fine. Gardner asked when they vote to approve. Chief responded tomorrow night. Cerelli asked if we need to vote. Chief indicated we need to vote to approve IGA. Gardner moved to approve the IGA with the City of Cannon Beach. Motion was seconded by Greg Bell. All in favor, none opposed. Motion carried.
- **Board vacancy.** Cerelli indicated we received a letter of resignation from Rick Schafer so we need to start process to fill his spot. Chief indicated he attached Policy for discussion. Chief spoke to Clatsop County to make sure our policy does fit the way it's supposed to, which it does. Chief explained tonight, we have to designate in the minutes that the Board recognize we have a vacancy and we are going to advertise to fill it. What our policy doesn't say that we need to clear up, is how long a position will be advertised for, e.g. 30-day, 60-day? Chief recommended it post tomorrow and send mailer out like last time, then we can review them at the next meeting, if we have one applicant. If there's more than one application, then the board has to conduct interviews of candidates, and appoint in December. Gardner confirmed there were 5 board member positions, and we need 3 to conduct business, it seems like we should pursue another Board member. Board discussed and agreed to a 30-day requirement to be posted. The board has to declare there is a board member vacancy. Cerelli motioned to accept Rick Schafer's resignation and move forward with advertising for new board member. Gardner seconded. All in favor, none opposed, motion carried. Gardner asked what is done if no one applies. Chief explained there are two choices for the board: Soliciting candidates or running the board with four. Chief expects Bill Norton will put in for it as he was on budget committee.

### Reports:

- **Chief's Report:**
  - **Calls.** September was average month. October is taking off with a Bang. For October, we already made average and we're only mid-month. We had a structure fire and have some things to work on, but nothing significant. We had a rope rescue and trail rescue today. This time of year, for muddy trails.
  - **Conflags.** Accepted our claim for Klamath Falls, we should receive the money soon.
  - **Billing for Services.** Received first check of \$904.18. A little bit of effort, but we're figuring it out.
  - **Strategic Plan:** Need to talk about future strategic plan.
  - **Grants:** Chief indicated meeting Thursday to evaluate radios to keep that moving forward. Clark Foundation giving \$30K to association for UTV, expected delivery late February. Submitted grant for EMS equipment. Working on grant for exterior lighting.
  - **Radio System:** Regarding Dispatch consolidation, Chief is leading the South County side of it. We tried tone test and it failed again, so we're not closer. We'll try again tomorrow with Motorola hopefully fixing problem.
  - **Rescue.** Waiting on dodge chassis.



- **Building.** Chief indicated we're waiting on drywall repair. No real issue with it. Will need to be sheet rocked. Gardner asked if this was covered under the \$10,000 capital. Chief indicated it will come out of budget maintenance. The Orford Street COWs speaker upgrade, will most likely come out of Capital.
- Gardner asked Board if it believes COWs is a long-term solution. Chief indicated he believes it is, but not in the state it's in right now. We're antiquated, has had a lack of maintenance. Gardner asked board if they feel it is Cannon Beach Fire District responsibility. Chief deferred to Cerelli. Cerelli stated for now it is our responsibility. We talked about having state parks joining us, but for now it is our responsibility. Gardner asked if the City of Seaside is responsible for theirs. Chief responded yes. Gardner continued indicating we have emergency services at the county, and all they do is coordinate. Chief indicated the only siren towers working today are us (Cannon Beach) and Seaside. Chief continued Warrenton started putting them up but they are not functional at this time. Cerelli indicated from what he has seen in the past, it is very laborious to keep these things running. In the past, Garry [Smith] pursued, and without his interest, it's going to be a difficult system to keep running. Gardner indicated his only experience, other than occasionally hearing the Wednesday's siren, is with the Japanese false Tsunami warning which he didn't hear at all. He only heard the fire trucks coming down the roads, when people basically went door to door, and was wondering what board felt about that. Cerelli indicated his preference is a simple siren that goes off, and that maybe we're too complicated. Cerelli indicated back to original question, "is it our responsibility?", probably not. It's a good nature thing, but as well we know we're doing a lot of stuff that isn't necessarily our requirement and within our financial means. Bell asked if it was our responsibility because of the arrangement we agreed to when we accepted the equipment. Cerelli responded the equipment was a donation, and not familiar with any agreement. Bell asked whether we or Garry has any kind of signed documents indicating we were going to do x-y-z. DiStasio indicated she thought she ran across something along those lines of an obligation [when researching for the annual report around the COWs system] and could look for this information. Bell indicated this was a good idea. Cerelli asked DiStasio to look it up. Gardner added that if it is our responsibility, we should fix it. If it isn't, find out who is and let them make decisions. He continued it sounds like we're kind of letting this thing drag out and it's basically falling apart. Typically, maintenance can get more and more expensive. Cerelli believes that there's no one else in line if we decide we're not going to maintain it. We've talked to the County. We've talked to the State Parks. Gardner asked if we've talked to the city of Cannon Beach. Chief indicated they look to us. Gardner asked if they think it's a good thing we're maintaining it. Chief responded if you talk to anyone they'd say, it's a good thing we are maintaining. Cerelli reiterated to DiStasio to find documents. Bell thanked DiStasio.
- **Apparatus.** The Ladder Truck is back. We had a lot of issues with it, such as transmission leak and computer issues. It was out most of the month but is back in service.
- **Meetings.** Chief is going to the Oregon Fire District Directors Association (OFDDA) Conference in November. Believe there are some good classes, and opportunities for networking. Chief registered Gardner into some virtual classes. If anyone else is interested, let chief know, he'll register. Gardner indicated some of the classes looked interesting and appropriate for some of

the issues we have. Chief found out that we can attend on a class-by-class basis, virtually, so there isn't a huge time commitment such as a weekend in Ashland.

- **Upcoming events:** November board meeting 11/8/21.
- **Training Chiefs Report.**

Read was presented by Division Chief, Jason Smith. Highlights include logging over 130 hours of training, collectively, with the group. Focus was given to ventilation this month borrowing the prop from DPSST this year. Purchased a lot of lumber for the exercise, but luckily the prop came with enough we could take back and get refund for most of lumber. Gardner asked what is a good turn-out in terms of volunteers? Smith indicated a good turnout would be everybody showing up but that hasn't happened in a while. Smith further indicated 5 attended Saturday and 5 on Wednesday with a couple of repeat attendees. Smith indicated training ebbs and flows with attendance.

Smith continued the next highest category of training was Firefighter officer training focusing on succession planning, future, and setting up leadership group. Smith indicated a good 2-hour discussion mostly on structure fires.

Smith indicated we are running a lot of calls without our lieutenants. Mostly Chief(s), Duty Officers, and firefighters. Training focus is being given to firefighters to give them the confidence and skill to take that call, run that call, resource it appropriately. Smith indicated believe is the first five minutes will dictate the rest of the incident. He will focus more attention on preparing the 'informal' leaders to eventually take on a formal role. Gardner asked how many lieutenants we have. Smith responded three. Smith continued, unless a Lieutenant is working Duty coverage, we rarely see them on calls. It places our firefighters in a position that they have to make those calls, so we want to prepare them to be successful in officer-like roles within the next year. Gardner asked how many candidates Smith has in mind for future positions. Smith responded at least three. Once we throw out this concept to people along with promotion, I'd like to think people would get excited and want to jump into it.

Bell asked from a purely legal exposure perspective, when we go on a call if the duty officers are making decisions, are we covered legally in case we're sued? Smith explained the highest-ranking officer assumes command of the incident. With the Duty Officer on the way, they can start making the decisions while in route and start giving orders, but we're still relying initially on the actions of the first arriving company. The overall incident will be run by the Duty Officer once they arrive on scene. Smith continued by formalizing the training, it will develop standardization and consistency in response.

Gardner asked if there was anything the board could do to help. Smith indicated not currently. He has a plan and path forward. It's just a matter of putting the classroom portions together and formalizing the steps. Bell asked if Smith would publish something around progress. Jason responded for sure. Smith continued that his goal is within the next year to run the Lieutenant test, and whoever wants to take it can take it. Whoever wants to participate in the company officer program, can opt in opt out. The two-fold part of the training would be to: 1. prepare them for the position, and 2. Give them all the same information we're going to assess

them on. Smith indicated he doesn't like teaching them to a test necessarily, but it gives them a tangible they can work with. Gardner asked if there were any perks that come with being a Lieutenant? Chief indicated it's pride, it's rank, it's authority. Chief continued that right now we give them an automatic 5 points on compensation. Depends what drives them, money or whatever. Gardner indicated different things drive different people. Smith continued that ideally, you have that authority on incident to make critical incident decisions which builds into pride and ownership in calls. Ideally, when it comes to promoting Lieutenants it would be nice to give them more authority on projects and make their own. Once Lieutenants are promoted it would be a matter of prepping them to take on the duty officer role. That in itself gives the ability to take home a vehicle and be the point person on responding to calls. That would draw some interest. Gardner reiterated if after thinking out this plan, if there's something that would help to incentivize the board can help you with, let them know. Smith indicated his appreciation. Cerelli thanked Smith. Smith indicated the goal for the next three months is put out a training survey to see what firefighters want in training. Then will start developing a training plan.

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

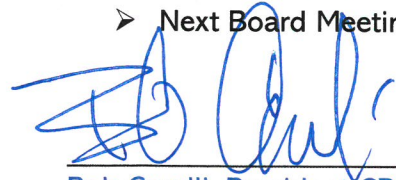
- **Cerelli.** There's a couple of places that may come up as rentals in arch cape. Dale Mosby has a house people moved out of and he'd be more than willing to rent to fire fighters. Then Butch Coleman bought property down by the sewage treatment plant and he's willing to work out something for firefighters to rent. Cerelli asked Smith if he was interested in having the kite store for training as it is going to be coming down next few weeks. Smith requested getting information to Chief and they will make contact and figure it out.
- **Bell.** Nothing to report.
- **Gardner.** Nothing to report.
- **Herman.** Absent.
- **Public.** Nothing.

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

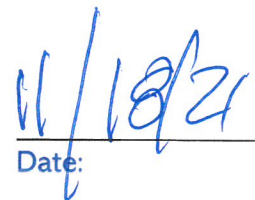
Ham dinner was well attended. Made over \$80,000. Well attended. Over 404 meals served. Ran out of cupcakes and sweet potatoes. Was a success.

#### **Adjourn:**

- **Gardner** motioned to adjourn which was seconded by **Bell**. Adjourned 19:42 hours (7:42 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for November 8, 2021.



Bob Cerelli, President CBRFPD

  
Date: