



# Cannon Beach

## Rural Fire Protection District

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## BOARD MEETING MINUTES – JANUARY 11, 2021

### General:

Date:	January 11, 2021
Time:	18:00 hours (6:00 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:00 (6:00 pm)
Adjourned Time:	19:14 (7:14 pm)

### Attendees:

<input checked="" type="checkbox"/> Garry Smith (President)	<input checked="" type="checkbox"/> Bob Cerelli (Vice President)	<input checked="" type="checkbox"/> Mark Mekenas (Treasurer)
<input checked="" type="checkbox"/> Rick Schafer (Member)	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input type="checkbox"/> Nicole Bales (Astorian)	<input checked="" type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Jason Smith (Div. Chief)	<input type="checkbox"/> Other	<input type="checkbox"/> Other

### Call to Order:

The Cannon Beach RFPD Board meeting for January 11, 2020 was called to order at 18:00 hours (6:00 pm) by Board President, **Garry Smith**.

### Roll Call:

Board Members present were: Garry Smith, Dave Herman, Rick Schafer, Bob Cerelli, and Mark Mekenas.

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

### Changes to Agenda:

Reckmann requested addition of "Goals" and "Conflagration" in New business section. **Cerelli** motioned to approve agenda as presented with changes. **Herman** seconded and all were in favor.

### Public Comment:

None provided.

### November 9, 2020 Board Meeting Minutes Approval:

It was moved by **Mekenas** to accept November 9, 2020 board meeting minutes as presented and seconded by **Cerelli**. None opposed, all in favor and motion carried.

### 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 reminded us we are at the half way mark in the fiscal year so budget spend should be approximately 50%, generally speaking. No questions. Smith commented on how nice it is to see the previous year next to current year.
- b. **General fund:** Total Budget for the year at 55%. We have collected about 92% of property tax revenue for the year. Anticipated to fall short of revenue because assistance from grant revenue. Spent only 37% of personal services. Good shape there. Page 3. Operational, expended 38% of this category. Equipment maintenance 37% spent. Building maintenance 46% of this category. Education and Training only 27% spent. Professional services 56% of budget. Page 4. Protective equipment 18% of budget spent. Advertising 31% spent. Expenditures at 40% spent. No transfers done yet between accounts.
- c. **Chief fund:** Read without any questions.
- d. **Property Tax Revenue.** Read as written. Smith asked what the highlighted \$3640.42 was. Bill explained this is extra money we've received, not paid. Based on a refuted tax, which was held until settled. Once settled, tax amount was released.

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

### Bills:

The bills register was reviewed by individuals. Smith indicated he assumed the checks for Drais and Bellman are related to housing. Reckmann confirmed this was correct. Smith asked why the child services division was being paid. Reckmann explained it was child support withholding order for a volunteer. No other questions. **Cerelli** motioned to approve to pay Bills, motion seconded by **Herman**. All in favor, none opposed. Motion carried.

### Correspondence:

None.

### Old Business:

- **Annexation progress report.** All letters gone out. We have received approximately ½ back. Hope is we'll have everything back in next couple of weeks. Just waiting on them to return paperwork and checks. Smith asked if we are going to pay for those who have not sent payment. Reckmann responded that it would be discussed next meeting as to next steps if we're not receiving back.
- **Strategic Plan.** We reviewed. We've completed 19 items, and currently working on 18 action items. There are four that we turned into annual checklists (job descriptions, etc.). Three action items are on hold (waiting on financial and covid limitations, e.g. public education). Waiting on financial.

- **Radio system.** Reckmann indicated they were talking about switching over to the new system today but hadn't heard anything as of meeting. They've installed the hardware. Soon, they will start dispatching off of both systems. This will test the new system prior to committing to decommission old system. We will test pagers for better reception. After testing, will reprogram pagers to hit the new repeater. Plan is first of February we'll switch over to the new system. There's a hiccup with the SMB towers. The new owner wants a lot more money. Original agreement with Warehouse was we could put our infrastructure on tower and not be charged. Warehouse sold property and agreement did not transfer. The new owners want \$1800 / month. Mitch negotiated it down to \$1250, which is considered reasonable price. This cost would get divvied up between different jurisdictions. Reckmann indicated this was somewhat planned, and he increased the dispatch budget costs in anticipation. Schafer asked who owns the property now. Reckmann indicated Lewis & Clark Timber, and SMB owns tower that is charging us. Mark Morgans was trying to get the original contract (but does not have the specifics about the no charge on the tower), to be considered. Garry expressed concern in not having formal agreement documented for future to protect against increases if property continues to be sold or they can increase at their discretion. Needs to be formal document. Reckmann indicated this is being worked on towards that specific end. Chief further provided that this is mostly a private tower issue vs. ODOT-owned towers. ODOT being government, we can have an intergovernmental agreement, but not the case with Private Towers. We have to use private towers because they're in more suitable locations for functionality and accessibility. Sheriffs are on the same towers we are on. State police are on ODOT ones. Goal is to get on Neahkahnne mountain.
- **Board Policies.** Three policies were sent out: 1:3 Preparation of Policies; 3.1 Board of Director Qualifications; and 3.2 Director Responsibilities.
  - 1.3: No opposition to adding 2-year cycle review.
  - 3.1: Smith raised concern with term limitations working with our electoral body. Smith and Mekenas indicated there will be two open positions as they are not running next term. Reckmann indicated he would get open positions publicized. Regarding minimum number of meetings to attend, Smith indicated he thought 75% (allows missing 3) of meetings might be a good number, but indicated this should be open for discussion and formal voting. Chief made clear that placing in policy does not allow for dismissing any board member. Removing board member can only be done through formal recall process. Intend behind placing it in this policy is to create a good standard and expectation of board conduct. Smith indicated he doesn't have any problem with term limits, and Herman and Cerelli agreed with caveat that it's sometimes difficult to find individuals to run for these positions so we can change if it becomes difficult to attract people to run. It was agreed that this is something to revisit after publicizing the two positions to understand response volume.
  - 3.2: Mekenas indicated #12 was very important and well worth the time (12. Attend SDAO Director's Academy). It was further agreed that the Board President would be the likely person to provide orientation. Reckmann recommended bringing SDAO in for orientation. All agreed.
  - 3.3: Include change to review every two years.



### New Business:

**Meeting Dates:** Reckmann indicated that currently we have the meetings to occur the second Monday AFTER the second Sunday. He proposed to revise this for simplicity and to help facilitate using calendar software to schedule to be the second Monday of the month instead. Smith agreed and all were in consensus.

**Bill Paying Method:** Reckmann explained we're encouraging all volunteers to use direct deposit, as some checks have never been deposited which creates an accounting problem with coordinating IRS reports as well as extra admin overhead in getting signatures. Reckmann continued we would like to look at paying the standard bills, e.g. utilities via automatic pay to gain further efficiencies. Board members agreed to Direct Deposit as a benefit. Further discussion was given to auto paying bills. Issues raised by Smith and others included concern over vendors pulling monies without our approval and a general lack of control. Herman and Reckmann commented they haven't owned a checkbook in years and that they pay through online means. Bill Cote brought up he has customers that pay their utilities this way and its fine but wonders about the issue with getting some payments cancelled before they are paid, as example, rents to landlords. More clarity would need to be brought to understanding the pros and cons, but for now the interest is not in automating other payments other than direct deposits for volunteers.

**Budget Committee.** Reckmann indicated Dave Pastor passed away and Leann Thompson's term has expired leaving two vacancies on Budget Committee. Technically, chief believes we are supposed to advertise this on Facebook, at the post office, on website, etc. Smith asked if we have term limits. Chief indicated he's not seen anything in writing. Last year with expirations, chief went back to individuals to ask them to serve again. Schafer if any of the outgoing members be interested in budget committee. Smith confirmed to advertise.

**2020 Goals Progress.** Reckmann referred to page 22 in packet and believes goals are being achieved and making progress. Read number one which was decision made to evaluate the recommendations from strategic plans. This is being done on ongoing basis. Number 2, chief indicated we've built and improved relationships. Number 3, chief indicated we have increased volunteer roster despite the pandemic. We have 7 new volunteers. This will always be a work in progress, as we plan for attrition. Number 4, retaining current volunteers will be a goal for 2021. Smith indicated he thought this would be a good thing to get Jason involved in engaging volunteers, mentioning events and outside participation. Chief agreed that this year this will be a focus, e.g. Fire Corp. Number 5, working to improve financial stability of district is making progress with passing Levy. We will continue to work with city on money from tourism. We will continue to look into a cost recovery program on public lands. Chief indicated Seaside lost jet ski in surf trying to rescue 3 guys out having a good time. Whether we bill them or the state parks, we need to recover some of these costs. A goal for this year is to really work on cost recovery billing. Schafer asked how Clackamas County does it on Mt. Hood. Schaefer indicated that the Sheriff's department charges people for rescuing them on Mount Hood but unfamiliar with mechanism to bill. Smith agreed we need to recover costs, but how? Chief indicated it's done through a resolution. There's a process to go through. It generally can be submitted to homeowners' insurance. Comes off liability insurance. Smith indicated he thought that individuals on mount hood had to sign a legal permit around their liability obligations.

Chief reiterated with a resolution that outlines the fee schedule, it would then be up to us to enact that and bill. Bezwick and I are working on something to bill straight to State Parks versus individuals. Chief indicated his plan is to meet with state parks in 2021 and get some resolution. Schafer indicated State Parks may be hesitant to bill individuals. Chief explained that this was changing. They (Park Rangers) are doing more citing and fines getting a little more assertive. Smith summarized the group does not have a problem with going forward on billing for services. Number 6, we have continued to improve enhancing rescue capabilities. This year was busy with rescues. We have several calls where the rope team has been deployed this year. Water rescue has improved and had several saves due to the increased work with Lifeguards, and neighboring agencies.

Sheriff's dept search and rescue. They charge people. To be rescued. Marc Reckmann... Personal bill. Done through a resolution, adopt a fee schedule, and up to us when we ... and there is some process to go through. Chris Beswick and I were trying to do it through state parks. We haven't been able to meet with them and do it. Plans for 2021 to work on that project. Garry... have to sign a permit, and if you do, you'll get charged for what you cause.

Garry .... Keeping volunteers engaged. Thinks it would be a good time to get Jason involved with fun activities, broadcast out in the community. Make a volunteer want to volunteer. Reckmann... support team. Efforts/goals this year. Quite a bit of interest in that. Going to work to get that going. Steve Moon and Daryl Walker is interested.

Last one ... enhance rescue capabilities. We've done it... started working on rescue orders. This year was busy with rescues. Water rescues ... definitely change how we respond to water rescues. I think that really showed itself this year. We had several ... due to our immediate teamwork. We pulled a number of people out of the surf. We've done a good job and need to continue.

**2021 Goals.** Chief made several recommendations to continue to improve strategic plan of the district, increase volunteer roster, develop student program, work to improve financial stability of district, look at public and private grants, and enhance response capabilities. We're working on a couple grants right now for Association. Association will spend about \$15,000 on donation for surf rescue, donated specifically for surf rescue, buying two Lucas devices at \$16,000 each. Association looking at buying Utility Terrain Vehicle (UTV)'s. A lot of money coming back into the department. Looking at improving rope rescue and training. Our goal is to have a limited surf rescue where we can launch the jet skis. We will never have enough people to do it on our own, but we'll be able to respond more. Smith asked regarding grants that Association is responding appropriately as a 501c3. Chief indicated Association has done a great job, sending out thank you letters to an amazing response to donations in lieu of the Ham Dinner. Roughly, \$80KFge was donated. They're buying some rescue manikins, two Lucas devices at \$16,000 each. There's a lot of money going into the Association and Association is giving back into the District.

**Conflagration Participation/Response.** Reckmann would like to get back on the incident management team, and now that we have Jason on board feel more comfortable participating. Chief is not interested in going out of state, but would like to participate in-state and looking for permission. Members indicated support. Reckmann indicated he'd like to get brush rig back out but want to make sure our district's covered.



Smith asked about the policy for participation. Reckmann would like to revisit that policy. It's basically out 14 days.

## Reports:

### ➤ *Chief's Report:*

**Metrics:** In comparing call volumes, November doubled calls, for no real reason, e.g. storms. December was average. Our call volume continues to increase on average 5.6% each year. The other telling metric is the out of district pie charts. Shows a trend we'll continue to see less residents and more tourism calls. District definition includes people who may not live in town but own property. This high % (74%) points to a significant response to people who do not pay taxes in District absorbing CB Fire resources.

Looking at the types of calls, 51% are medical. We plan to do deeper dive next month to pull out differentiating between rescues vs. EMS. Chief indicated he thinks we'll be surprised at the number of rescues. Schafer asked what "good intent calls" in which Reckmann explained illegal campfires on the beach. Chief pointed out that in September we can see where we increased our calls due to severe weather calls.

**Annexations:** As previously mentioned, we will make calls to those we've not received response. We have it to the state by March 31.

**Grants:** We received \$247k from CARES act. Funding was over before Jan 31 deadline because State ran out of money. Hose and Nozzle Grant is almost done with \$1200 left in grant, which we will use in adopters. We're working on another county-wide radio grant. Reckmann will author. We will host ½ and Astoria will host ½ for \$2 million and try to replace all radios county-wide. We tried doing this last year but was unsuccessful. Working to do it again this year and will submit by mid-February.

**Prepared Food Tax:** Presented to the City Council on December 14 at their retreat, and believe it went well. Chief went through how a district is funded and what are the District shortfalls. Chief showed call logs by year 2012 to 2020. Presented district vs. non district; tax rates by nearby cities in comparison to Cannon Beach; increases to call volume yet not increases to revenue. Presented the difference between us and the rest, noting specifically we are spending a lot of money to respond to non-district vs. residents who are paying the taxes. Requested they due a 5%. Two council members supported. One likes it but doesn't like it being on the shoulders of the city. The other two council members didn't say they supported it, but they agreed with what the problem is and what has to happen. Was encouraged that they are willing to consider it but wanted to wait through the winter before they would promote it. It stopped short of saying they would put it on November ballot, but that seemed the just of it. They were not comfortable "enacting" it but wanted it to go to a vote. Chief asked for questions before moving on. Smith indicated Chief did a good job presenting information but was suspect the City Council was on board with it but time will tell. Reckmann indicated he felt there was traction on it with Council.

Smith indicated if we are to get any traction information will need to be taken to the public advertising campaign with the facts in the presentation.

**Division Chief:** Jason started and hitting the ground running.

**Hydrants:** Ran out of good weather. Huge undertaking. Going forward won't be nearly as big an undertaking. Public works is really happy at the job the two guys have done towards hydrants. We plan to finish up in spring.

**Building:** Moved office around. Network complete. New technical vendor. Arch Cape generator may need to be replaced. Brian Smith is working on cost of replacing generator. Getting parts is problem. Now waiting two months for helmets. Terminated cleaning contract. If we can keep up with it, we're good. If we can't, we'll go out to bid.

A lot of building going on in Arch Cape. It's weekly that I'm getting building plans to review. I think if the city goes through limiting size of cannon beach will drive more people to arch cape. I do wonder about Arch Cape and the water system and how much it can sustain. Chief asked Cerelli if he wants to add any information. Cerelli indicated he believed they are on track for enough water. He indicated there are two more houses going up on Picture Window Lane. A couple in Falcon Cove are building.

**Apparatus:** Annual maintenance. 3225 had a lot of problems. We will replace with the Hughes engine. More problems than 3227. It will be the one to go. Exhaust manifold's cracked bring carbon monoxide into the cab. Pump leaking. It will be the one to go. Tomorrow the ladder truck will go to Springfield. 3226 repaired from elk damage.

Smith commented that it was a good report and asked for any questions for Marc. Herman initiated a welcome to Jason and was joined by other members.

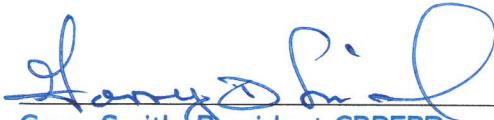
#### **Board of Directors Reports:**

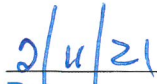
- **Smith.** Nothing to report.
- **Cerelli.** Nothing to report.
- **Mekenas.** Nothing to report.
- **Herman.** Welcome Jason.
- **Schafer.** Nothing to report.

No other comments.

#### **Adjourn:**

- **Smith** motioned to adjourn which was seconded by **Schafer**. Adjourned 19:14 hours (7:14 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for February 8, 2020

  
Garry Smith, President CBRFPD

  
Date: 2/11/21