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**Board Meeting Minutes – June 13, 2022**

General:

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| **Date:** | **June 13, 2022** |
| **Time:** | 18:00 hours (6:00 pm) |
| **Location:** | Cannon Beach Fire Station Board Room |
| **Brought to Order Time:** | 18:05 (6:05 pm) |
| **Adjourned Time:** | 19:32 (7:32 pm) |

Attendees:

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

Call to Order:

The Cannon Beach RFPD Board meeting for June 13, 2022, was called to order at 18:00 hours (6:00 pm) by Board President, Bob Cerelli.

Roll Call:

Board Members present were - Bob Cerelli, Bob Heymann, Greg Bell, and Rick Gardner.

Other attendees are- Marc Reckmann (Fire Chief, CBFD), Karen Apple (Minutes), and Bill Cote (CPA).

Changes to Agenda:

Signatures on TLC, Greg Bell, second Rick Gardner

Public Comment:

None.

May 9th, 2022 Board Meeting Minutes Approval:

May 9th Minutes: Rick moved to approve the minutes. It was seconded by Bob H. All were in favor, none opposed, motion carried.

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Treasurer’s Report:

The Treasurer’s Report was read as written by Chief Marc Reckmann. Highlights are summarized below.

* 1. **Statement of Net Position (Balance Sheet).** Read by Marc Reckmann as written and presented.
  2. **General fund:** Read as written and presented No questions on General fund
  3. **Fire Chief fund:** Read as written and presented. No questions on Fire Chief fund
  4. **Cash per Fund:** Read as written and presented

Bills:

Bills were reviewed by Board. No questions

Correspondence:

None

Policies -

Monthly review of board policies: Deb was on zoom to give a review on 2 of the consolidated ones, #2 and #3. Not many changes. On #3 it was per diem cost. Per Chief, the update was on the agenda, very old so updated to what is today. Also, the code of ethics per Deb looks good and appropriate to the board. Rick thought it looked very good but asked if the approval date should be changed to today’s date June 13, 2022. Bob to sign off. Everyone agreed Deb did a nice job!

Call response: Chief stated a total of 49 calls in May. When you look at the responses 8 of the calls were fire. (Fire alarm, natural gas, etc.) Things that the engine is going on. When you look and it says 50% of the time, we got a good response. Greg asked if it was the time is tone and the chief stated we responded to every call but not with the crew that we wanted. We want to be on the scene in 7 min. Bob H asked when you need to leave the station. Rick asked what our goal was, and the chief said 90% each month. A couple of positive surf rescues. (2 surf rescues made) We were right on. Had jet skis in the water and we have made huge steps with that. Our numbers don’t look great, but we are going in the right direction. Bob asked if it was our jet skis in the water, chief stated yes, it was our jet skis.

Old Business:

New Business:

* **Lifeguard IG and City.** Reports:
* ***Strategic Plan.*** *The Chief did some updates on the financial outlook. The first page of it is as we are today, renewing what we are today, and the addition is the prepared food tax. It shows hiring 3 firefighters and fire chief Marshall. We have been able to maintain. The first year is only a half of the year. The second page is in the 24-25 is upping the leavy to hire additional people. This is based on hiring 3 more. We would hire July 1, 2024. Just looking at the future. Greg asked if the increase is there. Chief Yes in the promotion of hiring,6 full-time firefighters, 2 on at a time, the chief stated this is just looking down the road. Rick asked why aren’t hiring 3 now, chief stated we don’t have the money right now. We have not seen the food income tax yet. Rick stated we are carrying over money, it looks like we can hire. Chief stated**he doesn’t**feel comfortable hiring without money in hand. He applied for the safer grant. Rick feels like we have the money. Greg asked when we will hire, and the chief stated by Jan. There are already 5 in our dept that will apply. We lose volunteers but the upside is they already live here. Bob asked about the 200K, Chief stated we have 2 years to see how the food tax looks. Rick asked about housing and how that plays into this. Chief stated that’s our #1 struggle right now and we are losing volunteers because of that. Chief stated this goes into the capital fund which can help with housing. Greg asked about hiring after 25 years, and what it looks like. Chief doesn’t know at this point he didn’t see us where we are now. Greg and Chief both stated we have a plan and Rick pointed out we have some dates.*
* **Health Insurance –** looking into getting less expensive insurance. We do belong to a group. We are paying less than the city is paying. There are rules we need to follow. We can’t just go out and get insurance from a different insurance company, there are certain rules that we need to follow Chief has reached out to Ehealth. When you start looking into the health insurance it starts to raise the cost. There really is no huge cost savings to switching over. And we are required to offer short-term and long-term life insurance. Chief stated the other thing about SDIS there are reports that need to be done and SDIS does those for us. If we change, we need to get those reports done so there will be an extra cost if we change insurances. Bob H. asked if any other depts are going that way. Rick stated that arche cape water went away from them and it was a big $ savings. Chief stated we can’t make any changes until Jan. We sign up in Oct and switch over in Jan. If that is what we decide to move forward with.
* **Signatures on Checks-** Rick talked about who can sign and that Marc does not have the capability to sign, and Rick doesn’t understand why he can’t. Chief has no standing with the bank and now we have now run into an issue with even getting a bill/invoice. Rick is the only one that can move money. Rick feels like Marc needs to be on as a signer. Marc stated one month ago he did not want to sign but now with the way things run he would like to see himself and Karen to be a signer. Marc stated that Karen needs to be able to speak with Fibre Federal. Bob H. asked how many checks do we sign and who has credit cards? Bob H. would like to know the policy on Credit Cards. $25000.00 is the overall limit. Things are moving to credit cards, but we do have a lot of checks that still need to be signed. The biggest issue that the chief sees is that Karen and Marc can’t even call and speak to Fibre Federal for statements. Bob stated he doesn’t like seeing that the board is the “watchdogs” and doesn’t like that idea. Rick stated we need to go talk to the bank. Rick has access to move money, but he is the only one. Bob H. feels like we should move away from check signing and do automatic. Rick would like himself and Marc to work on this month and figure something out. Bob H asked if our CC is through Fibre Federal Rick stated Yes. Everyone agreed to Rick’s plan. Greg is going to go along as well.
* **Chief’s Report**- Structure fire on larch great stop on it. Started in a garbage can**.**
  + ***Calls.***
  + *Radios are installed*
  + *We were rewarded with XXX we need to spend that by XXX we received 1.9 million. We are not changing the footprint of the station, but we are going to have the exterior fixed working from the outside in. Greg asked if the building will be usable during this. Chief stated not sure the bay is sinking down. Greg asked if we would end up with a bill? Chief stated No. The grant does have a perimeter. Bob stated this building won’t be able to be used during that time. Greg stated If it goes over 1.9 there is no use in starting the project. Chief stated the 1.9 is only the remodel, not the rehousing.*
  + *LIGHTING, bay doors, cutoff switches for bay doors Oregon energy trust*
  + *Bob H would like a better graph of each year. Chief stated yes, no problem he will add that graph.*
  + ***State Parks Billing for Service.***
  + ***Grants.***
  + **Hydrants**:
  + **Tax**
  + **Apparatus:**
  + **Building:**
  + **Radio:** Still going to move forward with it. *Our goal is within 2 years.*
  + **Chief Vacation:** Out-of-town camping
  + **DEQ:**
  + **New Engine-** still set up for Nov
  + **Budget** –
  + **Questions? No further questions**

*Staffing- when we look at that 8 live in the district and when looking at the roster 6 are the active ones. 2 that live out of the district do spend a lot of time here. Lost one volunteer due to military, and one resigned due to life changes. 15 in total volunteers. Bob H asked the 6 that are active how many are those going to apply to be full-time Chief stated 3 will. Chief stated some are getting burnt out. Rick asked about the housing and how many will need housing. Chief stated he sees 2 of them for housing in Arch Cape. Both Jason and Chief are going door to door talking to everyone they can. We have found 2 volunteers and one new student. They will continue to recruit. Chief is frustrated bcz you go and meet someone, and they are of age, and Chief will hear “I don’t have time, I have kids” There Is a global issue right now per chief. Chief stated going to continue to work on the student program-working with Astoria and Seaside. Greg asked about lifeguards and if they could be possible candidates. Jason has tried but no. we did get a grant to have someone here 7-7 four days a week. Chief feels like IF we had housing, we could get more volunteers here. Our staffing plan is to get 7 full days staffed. Chief doesn’t think we will have a problem staffing the summer program, July 1- Sept 30th. First come first serve grant. Seaside came in number one we are number 2*

*HOUSING- The first problem was the zoning issue. We have made progress on it. They do know we are putting in housing there. The sewer board doesn’t have an issue with that. We will cross it when we get there. Rick asked what is going to be zoned. The chief stated it is already zoned. Supporting the fire station. Chief hopes he can get 4 people housed there. Within the next 2 years. Greg asked if we are going to build or get a manufactured home. Chief didn’t get any push back but the 2 that gave push back before they were not there. Chief would like to see % of how often we go to Arch Cape. Rick asked if we could lay out the next 2 or 3 years and what it is going to look like. Layout and financials Rick feels like this is getting critical, Bob said absolutely by looking at call times and calls. Rick stated the city is going to want to know where $$ it is being spent.*

* Training Chiefs Report.Jason stated that the lifeguard training is going great, with full staffing May-June. Trained on the beach this weekend and they are starting officially today. Lots of hours logged in the pool and on the beach. Did a rescue and had a smooth rescue. Good outcome. Training has gone awesome.
* Wildlife annual training completed that.
* Bob asked about conflag
* Bob asked what does “as needed” for the lifeguard on station means? Jason explained how they would get paid through our program. We bill the city.
* Greg asked about CPR training for the public, Jason stated Yes, we can do that, but they need to do a refresher first before giving the class.

**Board of Directors Reports:**

* ***Cerelli.*** Nothing to report.
* ***Gardner*.** Nothing to report. Greg and Chief and Rick got together on a performance evals. Chief is hoping to have that by next month.
* ***Herman.*** Nothing to report.
* ***Heymann.*** Nothing to report.
* ***Bell.*** Nothing to report.
* ***Public.*** Nothing.

Good of the Order/Public Comment:

None.

Adjourn:

* Rick motioned to adjourn which was seconded by Greg Adjourned 19:32 hours (7:32pm).
* Minutes submitted by Karen Apple.
* Next Board Meeting is scheduled for July 11th, 2022.

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Bob Cerelli, President CBRFPD Date: