



# 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 May 9, 2022

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

1800hrs (6pm)

Join in person or on zoom

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

- Call to Order
- Roll call
- Changes to Agenda
- Public Comment
- Approval of March 14<sup>th</sup> Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Call response
- Old Business
  - COWS
  - Dispatch Issues
  - Strategic plan update
    - 2022 Goals
  - Volunteer housing
- New Business
  - Audit
  - Resolution 22-02 Transfer of funds
  - Budget overview
- Reports
  - Chief's Report
  - Division Chief report
  - Board of Directors
    - Cerelli
    - Herman
    - Gardner
    - Bell
    - Heymann
- Good of the Order/Public Comment
- Adjourn---
  - Next Board Meeting, June 13, 2022

### Zoom information

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

Meeting ID: 969 0973 0187

+1 253 215 8782 US (Tacoma)

POSTED: 5 / 2 / 2 0 2 2



# 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 – APRIL 11, 2022

### General:

Date:	<b>April 11, 2022</b>
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:	19:07 (7:07 pm)

### Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President) Zoom	<input checked="" type="checkbox"/> Greg Bell (VP) Zoom	<input checked="" type="checkbox"/> Rick Gardner (Treasurer)
<input type="checkbox"/> Jason Smith (DC) Zoom	<input type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Karen Apple (Minutes)	<input checked="" type="checkbox"/> Bob Heymann	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom

### Call to Order:

The Cannon Beach RFPD Board meeting for April 11, 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, CBFDD), Karen Apple (Minutes) and Bill Cote (CPA).

### Changes to Agenda:

None.

### Public Comment:

None.

### March 14, 2021 Board Meeting Minutes Approval:

February 14 Minutes: **Bob Cerelli** moved to approve the minutes. It was seconded by **Greg Bell**. 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.
- b. **General fund:** Read as written and presented No questions on General fund
- c. **Fire Chief fund:** Read as written and presented. No questions on Fire Chief fund
- d. **Cash per Fund:** Read as written and presented. Greg Bell asked if we were ready to close out on Columbia Bank, Chief stated Yes, just waiting one more month to be sure everything has cleared and looked good. Bob Cerelli asked how Fibre Federal was going and Bill stated everything was going fine.

### Bills:

Bills were reviewed by Board. Greg Bell asked about the \$900.00 for grounds work, the chief stated that is the norm for both stations.

### Correspondence:

none

### Monthly review of board policies:

Will begin Board SOP's for the next Board Meeting. Deb will have a lot to talk about next month. Deb will have a presentation for May to go over everything.

### Call response:

Had 7 fire calls, 28 EMS calls, and 1 mutual aid call in the month of March. Chief talked about response and goals. When the plan was talked about the 7 min response time and that it would not be achievable at this time until we are fully staffed. Chief feels like phase one is where we are right now. 71% of the time in March we met phase 1. We received 7 fire calls. Was asked if 7 min was standard, and the Chief stated Yes, it is. Asked if 7 fire calls were a lot for the month and Chief stated no it was not. 90% is the goal for the 7 min. Staffing was talked about. Hoping by July student program would be in place.

### Old Business:

- **COWS.** Chief said not a lot has happened, but he did have some meetings with Whelan Engineering. Chief met with Gary Smith and Rick Hudson, went over, and looked at the siren system to move forward with the city council, City is planning on taking over the system, Operation, and maintenance of them. Only 2 would be left in Arch Cape that we would take care of the maintenance. Waiting for the report to come back from Whelan Engineering to find out what each tower needs to get it totally operational. One goal was to tie it into the Seaside system, but after reviewing it is way too expensive. The next step is meeting with Day Wireless about Tillamook head repeater to reach from Seaside Dispatch. The goal is to have dispatch set them off. Greg Bell when we get to a point to look at Arch Cape Towers Greg Bell would like to know what the % of the short-term rental money is that is taken in and that is maybe something that it can be used.
- **Dispatch.** The meeting is on the 2nd and 4<sup>th</sup> of the month. Chief stated it is going to be a long road. Everyone is still participating.

- **Strategic Planning.** Chief has nothing new. The public presentation went well. Chief stated that there were 13 people that showed. Chief wants to take more control and do it a little differently for next month. Great feedback. Everyone thought it was great information. Was put into a powerpoint that went great. Presentation is done upstairs via zoom. 4 or 5 different people showed up on zoom. The whole idea behind doing zoom was getting even more people here. Chief puts it out via FB and in the Post Office and shared it with other community members that spread the word. That seem to go well doing it that way. Rick Gardner started going through the forms review and asking if we are at a point where we can look at the process and all agree on the next performance management plan that we can talk specifically about ideas and get everyone on the same page. Chief is unsure how he would want that formulated. Bob Heymann has a few ideas in mind on how he would like that to go. Everyone agreed that Rick, Greg, and Chief will all sit down and start to go over those ideas. That way performance evaluations will be a little easier moving forward.
  
- **Executive Session: Volunteer Housing. Time in:18:33 Time out: 18: 48**

#### New Business:

- **Lifeguard IG and City.** Sent it in to the attorney for review. Chief stated really what the Attorney added was in sections 3 and 4, the attorney did add a lot to both of those sections, one of those being- In Services to be provided, the Attorney Added “times” into it. One of the Biggest concerns that Greg Bell has is when Jason was talking about the fire dept being on the beach and if a call comes in and we need to leave. We would not be there to perform an action and then the Fire Dept. can have a possible lawsuit and that is a concern. It could be negative media exposure as well. Bob Cerelli agreed that this is a concern/issue, and it could be a legal issue. Chief stated once we are on the beach, we would not leave the beach, we will not leave the beach unless we must. But if we must leave the beach, we will just bring it back to where it was, we would not be reducing the level. No one was going to be there, to begin with. We are providing a service - for if they are not there, it is not staffed. We are filling in a time frame in which no one would be there anyway. Chief spoke to 2 of the lifeguards that will be there Friday through Monday. They stated there would always be 2 of the city lifeguards on duty with us. Our volunteers are not being compensated for lifeguarding. Could we Pay them through our part-time program? \$17.00 an hour. Chief stated we would pay them through the part-time program and then we would bill the city for that. Chief feels like this is a great program. The Program will extend year to year provided we need to. Rick Gardner Moved to approve. It was Seconded by Greg Bell, and All were in Favor. Motion carried.

#### Reports:

- **Chief's Report:**
  - ***Calls.*** Nothing to report
  - ***State Parks Billing for Service.*** Parks are not going to pay. This is going to move forward with the county and sheriff's dept. to come up with a solution.
  - ***Strategic Plan.*** Nothing to report

- **Grants.** The entire bay is full of radios, installed on the 26<sup>th</sup>. Grant should be completed by end of the budget year.
- **Hydrants:** Falcon Cove and half of Cannon Beach is done and them just maintained. 13 hydrants in Arch Cape. The city pays us to take care of them.
- **Tax:** Prepared food tax, city grants program point of sales system. Only one person submitted the grant application. Only one person showed they needed help and it will be about \$1800.
- **Apparatus:** 3225 hopefully in service on Wed to go into service. Spent Sunday afternoon here and got most of everything we needed to be completed. Chief feels that will help with staffing. People sign up and feel like they want to respond. Lots of excitement towards that right now. Chief talked about increasing money for responding. 14 volunteers to go into that pool. If it is staffed by 3 people per night, it will drive response times down. During the day we should get a good response as well.
- **Building:** Nothing to Report
- **Radio:** Saved hundreds of thousands of dollars on radios because jumped on a separate bid.
- **Chief Vacation:** Nothing to Report
- **DEQ:** Nothing to Report
- **New Engine-** Chief wants guaranteed delivery date but hoping by Wednesday 3225 will be Inservice.
- **Budget -** Committee is in place. Budget committee meeting is on May, 19<sup>th</sup>,2022.
- **Questions? No further questions**
  
- **Training Chiefs Report.**  
Training report reviewed. Jason did all the iPads that are now in service. The state came in and looked at all the iPad's and liked what we are doing with them. The state is going to follow what we have in the plan.

#### Board of Directors Reports:

- **Cerelli.** Sand down on Beach Ave has completely failed. State Park employee really enjoys driving on the beach at low tide. Neighbors want to put up a gate to get him to stop driving on it during Low Tide. You can see his tracks and that inspires others to follow. It is becoming a problem. The neighbors don't understand why he can drive down to the beach. Last few high tides it has failed. There are a few big rocks. Talked about possibly using the new white truck to get on the beach.
- **Gardner.** Nothing to report.
- **Herman.** Nothing to report.
- **Heymann.** Nothing to report.
- **Bell.** Nothing to report. Will text and come by to sign.
- **Public.** Nothing.

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

None.

#### Adjourn:

- **Greg Bell** motioned to adjourn which was seconded by **Bob Heymann** Adjourned 19:07 hours (7:07pm).
- Minutes submitted by Karen Apple.
- Next Board Meeting is scheduled for May 9, 2022.

---

Bob Cerelli, President CBRFPD

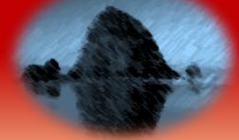
---

Date:



# Cannon Beach Fire & Rescue

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



## Agenda Action Report Board Meeting May 9, 2022

### Correspondence

---

None

### Review of board policies

---

Consolidation underway. See attached documents

### Call Response

Of the 40 calls, counted 32, other 8 were duty officer only

Phase 1 (response within 7 minutes)			Phase 2 (Arrive within 7 minutes)		
Type	Number	% Met	Type	Number	% Met
Fire	7	71%	Fire	7	57%
EMS	18	67%	EMS	18	50%
Rope Rescue	2	100%	Rope Rescue	2	50%
Surf Rescue	2	100%	Surf Rescue	2	0%
Mutual Aid	3	67%	Mutual Aid	NA	NA

### Old Business

---

- COWS
  - No update, waiting for new budget year
- On-going dispatch issues
  - Consolidation meeting 2<sup>nd</sup> and 4<sup>th</sup> Thursdays
  - Dispatch centers are splitting back to separate centers May 9<sup>th</sup>
- Strategic Planning
  - Nothing new to report, will continue to move toward goals
- Volunteer housing
  - Nothing new

### New Business

---

- Audit is available for review
- Resolution 22-02 Transfer of funds to equipment reserve fund
- Budget overview and distribution of 2022-23 budget book.

# Policy Simplification Project **RECAP**



As you may recall...

We are here →

Going here →

### Currently

- 64 Policies
- Committed to reviewing 2 SOPs per month
- 2-year review cycle for all SOPs, however...
- 64 will take 32 months (2.7 years, not 2) to review
- Meaning: Unable to meet 2-year review cycle.
- Many SOPs use 2 pages for 2 paragraphs of info. Need to minimize.

### Agreed to ...

- Reduce # by consolidating “like” topics.
- 10 Consolidated Policies (↓ SOPs by 84%)
- 152 Pages (↓ Pages by 43%),
- Reviewing 1 consolidated SOPs per Meeting (=10 months)

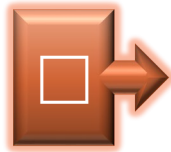


- Adding Disaster Recovery SOP/Plan

# Roadmap to SOP Completion

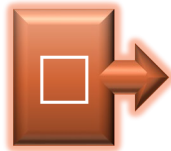
---

- For SOPs 1, 2, and 3



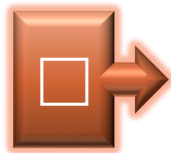
Consolidate into new format, with no change to content (as content is current) ... and Approve.

- For SOPs 4, 6, 7, 8, 9, and 10



Consolidate, Revise, Review, and Approve.

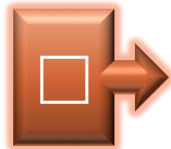
- For SOP 5



Topics are consolidated, content is current and approved. No change other than reformat ... Approve.



- For SOP 11



Create new content, review, and approve. Disaster Recovery Plan.

# SOP's Updates



## New

## Previous

1  District Formation

- Fire District History (2.1)
- Mission Statement (2.2)
- Org Structure (2.3)

**Consolidate topics into One Doc, sign**

2  Policy Management

- Board Policy Manual Purpose (1.1)
- Scope and Application (1.2)
- Preparation of Policies (1.3)

**Consolidate topics into One Doc, sign**

3  Board of Directors

- Board Appointments (3.6)
- Board of Director Qualifications (3.1)
- Responsibilities (3.2)
- Duties (3.5)
- Code of Ethics (3.3)
- Conflict of Interest (3.4)
- Vacancies (3.7)
- District Elections (3.9)
- Meetings (4.0: 4.1-4.8)
- Director Expenses & Reimbursement (3.8)

**Consolidate topics into One Doc, sign**

5  Personnel Policies

- Human Resources

**Topics Consolidated, update format, sign**

= Review is Current  
 = Review Past Due

# SOP's Updates



## New

## Previous

### 4 Finance

- Compliance w/Local Budget Law (6.1)
- Funds and Financial Policies (6.2)
- District Audits (6.3)
- Fees for Obtaining Public Records (6.5)
- Cost Recovery (6.6)
- Investments (6.7)

**Consolidate, Revise,  
Review and Approve**

### 6 District Mgmt.

- District Management (2.4)
- Strategic and Long Range Planning (7.2)
- Legal Counsel (7.8)
- Contract Review and Purchasing (7.6)
- Training Programs (8.2)
- Ordinances and Resolutions (3.10)
- Public Records Access (7.5)
- Annexations (7.4)

**Consolidate, Revise,  
Review and Approve**

### 7 Fire Prevention

- Safety and Loss Prevention (8.5)
- Fire Safety Code (9.2)
- Fire Prevention (9.1)

**Consolidate, Revise,  
Review and Approve**

= Review is Current  
 = Review Past Due

# SOP's Updates



## New

## Previous

8  Asset Mgmt.

- Asset Management (8.1)
- Fixed Assets (6.4)
- Disposition of District Property (7.7)
- Station and Facility Maintenance (8.4)
- Vehicle and Apparatus Maintenance (8.3)
- Use of District Vehicles (7.1)
- Uniforms (7.3)

**Consolidate, Revise,  
Review and Approve**

9  Ops -  
Emergency

- EMS Response and Transport (10.5)
- Response into Unprotected Lands (10.1)
- Hazardous Materials Response (10.4)
- Automatic Mutual Aid (10.3)
- Infectious Disease Control (10.6)
- State Fire Service Mobilization Plan (10.2)

**Consolidate, Revise,  
Review and Approve**

10  Firefighter Assn

- Volunteer Firefighter Association (10.2)

**Consolidate, Revise,  
Review and Approve**

11  DRP



- Disaster Recovery Plan/Procedure

**Create, Review and  
Approve**

= Review is Current  
 = Review Past Due



## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

## Table of Contents

FIRE DISTRICT HISTORY .....	1
MISSION .....	2
ORGANIZATION STRUCTURE .....	3

## FIRE DISTRICT HISTORY

The Cannon Beach Rural Fire Protection District (Cannon Beach Fire and Rescue) was formed in 1947. The District is a non-profit, municipal corporation formed under Oregon Revised Statutes. District boundaries start at Highway 101 / Highway 26 junction and run south to and includes a portion of the northwest tip of Tillamook County in Falcon Cove. The boundaries are long and narrow and include approximately 6 square miles and contract coverage for the ocean shore and Ecola State Park.

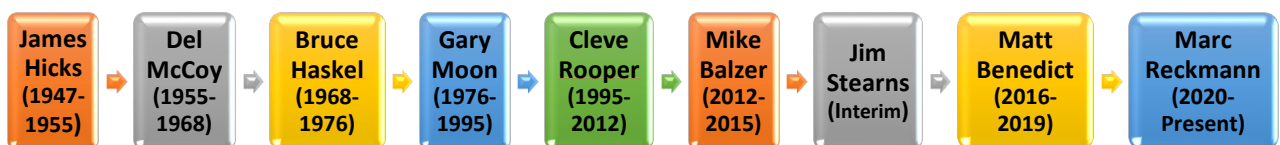
The first fire station was built on land acquired from Clatsop County. It was located in the 200 block of North Spruce Street. At the time it was acquired it was swamp land. The volunteer firefighters filled the land and built the fire station. This building remained the main fire station until 1996 when a satellite station in Arch Cape was built to serve the southern portion of the Fire District. The station was donated to the Fire District in the 1960s by the Arch Cape Community Club. It was renovated in the mid-1980s. In 2012 a new satellite station was built at the north end of Arch Cape which moved out of the flood and Tsunami zones.

In 1985 Mike Graham was appointed the District Board Secretary and Fire Marshall and became the first paid employee of the District.

There have been relatively few fire chiefs in the District's history.

James Hicks was the first Fire Chief and served from July of 1947 until Del McCoy took over in September of 1955. He served until his sudden death in June of 1968 and was succeeded by Bruce Haskell. Chief Haskell served until March of 1976 at which time Gary Moon became Fire Chief. Chief Moon remained in that position until his retirement in 1995. In 1999 the District made the Fire Chief's position a full-time, paid position.

Cleve Rooper succeeded Gary Moon, becoming the first paid chief in 1999 and served until his retirement in 2011. Mike Balzer took over on January 1<sup>st</sup>, 2012 and served until 2015. The Board hired an interim chief, Jim Stearns, while they searched for a new chief. Matt Benedict was selected and hired in May of 2016 and served until his retirement in 2019. Marc Reckmann was then hired in 2020 to lead the district.





## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

The Cannon Beach area is a destination resort community, located on the northwest Oregon coast. With wide expansive beaches along the Pacific Ocean, huge rock formations and high cliffs, the Cannon Beach area draws many thousands of people each year. Because of the District’s “resort” orientation, population fluctuates greatly during the year. The majority of the District’s calls are medical.

Cannon Beach Fire District continues to meet the growing and ever-changing demands for fire and safety services throughout the District.

## MISSION

### Relative Information:

A mission statement is a broad general expression of why an organization exists. The strategic goals, organizational objectives, and action plans implemented by the District should be designed to accomplish this desired outcome. An effective mission statement should be no longer than one sentence, easily remembered, and clearly stated. It should serve as a guide for the members of the organization and a statement of the organizational purpose for the public.

### Policy Statement:

The mission statement as adopted by the Board of Directors of the Cannon Beach Rural Fire District is

#### Mission Statement

Dedicated to protecting life, property, and the environment for those who are living in and visiting the communities we proudly serve.

#### Vision Statement

To be the premiere fire and rescue agency on the Oregon Coast by setting the standard of excellence in training, prevention, protection, and service for all people and communities who call upon us in a time of need.

#### Motto

“Desire to serve, courage to act”

#### Core Values

##### CARING

Being responsive to the needs of customers, co-workers and the public. Demonstrating professionalism through mastery of skills and dedication to work. Performing work carefully and safely.

##### CITIZENSHIP

Be a good steward of public resources, using them only in support of the Fire District’s work. Performs work efficiently, effectively, and economically. Adheres to laws, rules and regulations.

##### COOPERATION

The ability to work willingly and effectively with associates, co-workers and the public. Communicating appropriately and showing dedication to teamwork principles. Contributing positively to the work environment.

##### INDUSTRIOUSNESS

Demonstrating strong work ethics through commitment to excellence in work, being reliable in attendance and meeting obligations. Is innovative, self-motivated, and solutions oriented.



## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

### INTEGRITY

Demonstrating principles such as trustworthiness, honesty and conformance to professional ethics. Performing one's duties to enhance the public trust, through making prudent decisions and moral.

### RESPECT

Recognizing the value of diversity and treating each person with dignity, fairness and respect. Demonstrating self-respect and regard for others and their property.

### RESPONSIBILITY

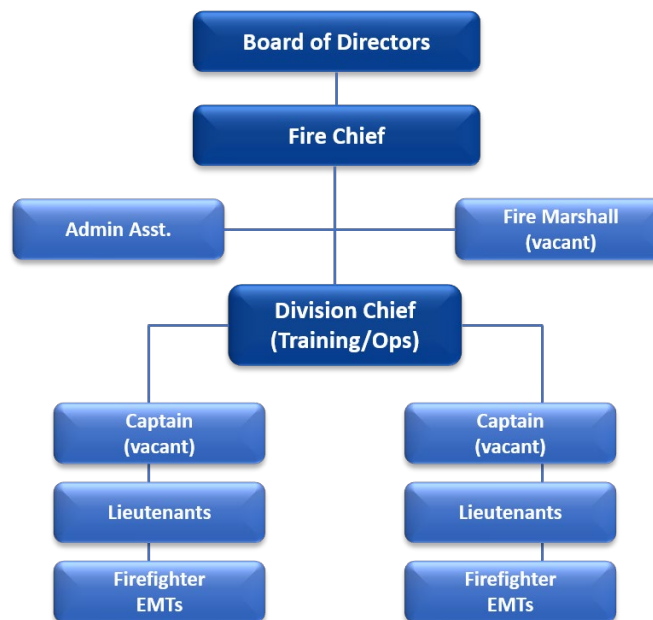
Being accountable for actions; cultivating customer trust through competence, courtesy, and honoring of responsibilities. Being dependable, timely, and mindful of how performance reflects on the Fire District.

## ORGANIZATION STRUCTURE

**Relative Information:** The purpose of an organizational chart is to illustrate graphically the reporting relationships within an organization and to provide a thumbnail sketch of the division of labor between job classifications. The organization chart also depicts the levels of management within an organization.

The Board of Directors adopts the organization structure. It is designed to facilitate the accomplishment of the goals and objectives of the District. The organizational structure should not be viewed as something that cannot be changed. The organization should view the structure as a method to promote efficient and effective operations. If changing circumstances indicate a different organizational structure would be more effective, it should be changed.

**Policy Statement:** The Board of Directors of Cannon Beach Fire District adopts the following Organization Structure:







**District Formation**

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

**Resources**

	Current	Optimal
<b>Total Full-Time Positions:</b>	4	8
<b>Total Part-Time Positions:</b>	0	0
<b>Total Volunteers:</b>	17	30
<b>Total Members:</b>	20	37
<b>Fire Chief</b>		
Fire Chief	1	1
<b>Div. Chief</b>		
Div. Chief	1	2
<b>Captain</b>		
Captain	0	2
<b>Lieutenant</b>		
Lieutenant	3	4
<b>NFPA Firefighter-2</b>		
NFPA Firefighter-2	10	37
<b>NFPA Firefighter-1</b>		
NFPA Firefighter-1	11	37
<b>Emergency Medical Response</b>		
<b>EMT Intermediate/Advanced</b>		
EMT Intermediate/Advanced	2	15
<b>EMT Basic</b>		
EMT Basic	8	15
<b>First Responder</b>		
First Responder	3	4
<b>Rope Rescue Technicians</b>		
<b>Rope Rescue Operation</b>		
Rope Rescue Operation	10	30
<b>Rope Rescue Tech</b>		
Rope Rescue Tech	10	30
<b>Surf Rescue Response</b>		
<b>Surf Rescue Tech</b>		
Surf Rescue Tech	5	30



**District Formation**

*Approved:* 05/09/2022  
*Superseded:* N/A  
*Next PR Date:* 05/03/2023

**Apparatus housed at the main station includes:**

App#	Loc	Yr	Make/Description	Life Xpect*	Replace Sched	Current Cost \$	Notes
3225	CB	2001	American Lafrance Type I	25	2028	650,000	New engine from Clackamas. Future is to replace with pumper tender
3226	AC	2006	E-One Fire engine – Type III	25	2034	565,000	Applied for grant to replace, if not then hope to replace in next year with used 2010 era that will better service area.
3227	CB	1995	Pierce Fire Engine – Type I	25	2022	550,000	Will be replaced with the engine that is on order
3249	CB	2016	Pierce Ladder Truck – Type II	25	2041	950,000	2014 Bond will be paid off in 2024
3251	CB	2015	Ford F-250 4x4 Rescue / EMS	15	2031	80,000	New Rescue ordered, 3251 will be repurposed staff vehicle.
3261	CB	2012	Chevy Suburban	15	2027	65,000	Staff/duty officer
3262	CB	2010	Toyota Tundra	15	2025	65,000	Staff/Utility
3263	CB	2019	Ford F-250 4x4 Duty Officer	15	2034	80,000	Used as Duty Officer vehicle
3266	AC	2001	Jeep Cherokee	15			Arch Cape EMS response
3269	CB	1998	Ford Explorer				Non-emergency training and errand
3276	AC	1993	Ford F350 Brush				Will be replaced by the SPRIRE grant vehicle
3277	CB	2014	Ford F-550 4x4 Brush Type VI	15	2029	225,000	2014 Joint purchase w/ City of CB
3291	CB	2004	Yamaha Wave Runner	10	2014	10,000	
3292	CB	2004	Yamaha Wave Runner	10	2014	10,000	



Cannon Beach Rural Fire Protection District  
Board of Directors Policies

# Policy 1.0

## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
<b>09-May-2022</b>	New Document Consolidating Existing SOPs: <ul style="list-style-type: none"> <li>• Policy 02.01 History</li> <li>• Policy 02.02 Mission</li> <li>• Policy 02-03 Org Structure</li> </ul>	Consolidated to minimize # of SOPs, group like topics, and reduce pages.

## Periodic Review History

Periodic Review Date	Review Comments
<b>09-May-2023</b>	



## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

## Table of Contents

FIRE DISTRICT HISTORY .....	1
MISSION .....	2
ORGANIZATION STRUCTURE .....	3

## FIRE DISTRICT HISTORY

The Cannon Beach Rural Fire Protection District (Cannon Beach Fire and Rescue) was formed in 1947. The District is a non-profit, municipal corporation formed under Oregon Revised Statutes. District boundaries start at Highway 101 / Highway 26 junction and run south to and includes a portion of the northwest tip of Tillamook County in Falcon Cove. The boundaries are long and narrow and include approximately 6 square miles and contract coverage for the ocean shore and Ecola State Park.

The first fire station was built on land acquired from Clatsop County. It was located in the 200 block of North Spruce Street. At the time it was acquired it was swamp land. The volunteer firefighters filled the land and built the fire station. This building remained the main fire station until 1996 when a satellite station in Arch Cape was built to serve the southern portion of the Fire District. The station was donated to the Fire District in the 1960s by the Arch Cape Community Club. It was renovated in the mid-1980s. In 2012 a new satellite station was built at the north end of Arch Cape which moved out of the flood and Tsunami zones.

In 1985 Mike Graham was appointed the District Board Secretary and Fire Marshall and became the first paid employee of the District.

There have been relatively few fire chiefs in the District's history.

James Hicks was the first Fire Chief and served from July of 1947 until Del McCoy took over in September of 1955. He served until his sudden death in June of 1968 and was succeeded by Bruce Haskell. Chief Haskell served until March of 1976 at which time Gary Moon became Fire Chief. Chief Moon remained in that position until his retirement in 1995. In 1999 the District made the Fire Chief's position a full-time, paid position.

Cleve Rooper succeeded Gary Moon, becoming the first paid chief in 1999 and served until his retirement in 2011. Mike Balzer took over on January 1<sup>st</sup>, 2012 and served until 2015. The Board hired an interim chief, Jim Stearns, while they searched for a new chief. Matt Benedict was selected and hired in May of 2016 and served until his retirement in 2019. Marc Reckmann was then hired in 2020 to lead the district.





## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

The Cannon Beach area is a destination resort community, located on the northwest Oregon coast. With wide expansive beaches along the Pacific Ocean, huge rock formations and high cliffs, the Cannon Beach area draws many thousands of people each year. Because of the District’s “resort” orientation, population fluctuates greatly during the year. The majority of the District’s calls are medical.

Cannon Beach Fire District continues to meet the growing and ever-changing demands for fire and safety services throughout the District.

## MISSION

### Relative Information:

A mission statement is a broad general expression of why an organization exists. The strategic goals, organizational objectives, and action plans implemented by the District should be designed to accomplish this desired outcome. An effective mission statement should be no longer than one sentence, easily remembered, and clearly stated. It should serve as a guide for the members of the organization and a statement of the organizational purpose for the public.

### Policy Statement:

The mission statement as adopted by the Board of Directors of the Cannon Beach Rural Fire District is

#### Mission Statement

Dedicated to protecting life, property, and the environment for those who are living in and visiting the communities we proudly serve.

#### Vision Statement

To be the premiere fire and rescue agency on the Oregon Coast by setting the standard of excellence in training, prevention, protection, and service for all people and communities who call upon us in a time of need.

#### Motto

“Desire to serve, courage to act”

#### Core Values

##### CARING

Being responsive to the needs of customers, co-workers and the public. Demonstrating professionalism through mastery of skills and dedication to work. Performing work carefully and safely.

##### CITIZENSHIP

Be a good steward of public resources, using them only in support of the Fire District’s work. Performs work efficiently, effectively, and economically. Adheres to laws, rules and regulations.

##### COOPERATION

The ability to work willingly and effectively with associates, co-workers and the public. Communicating appropriately and showing dedication to teamwork principles. Contributing positively to the work environment.

##### INDUSTRIOUSNESS

Demonstrating strong work ethics through commitment to excellence in work, being reliable in attendance and meeting obligations. Is innovative, self-motivated, and solutions oriented.



## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

### INTEGRITY

Demonstrating principles such as trustworthiness, honesty and conformance to professional ethics. Performing one's duties to enhance the public trust, through making prudent decisions and moral.

### RESPECT

Recognizing the value of diversity and treating each person with dignity, fairness and respect. Demonstrating self-respect and regard for others and their property.

### RESPONSIBILITY

Being accountable for actions; cultivating customer trust through competence, courtesy, and honoring of responsibilities. Being dependable, timely, and mindful of how performance reflects on the Fire District.

## ORGANIZATION STRUCTURE

**Relative Information:** The purpose of an organizational chart is to illustrate graphically the reporting relationships within an organization and to provide a thumbnail sketch of the division of labor between job classifications. The organization chart also depicts the levels of management within an organization.

The Board of Directors adopts the organization structure. It is designed to facilitate the accomplishment of the goals and objectives of the District. The organizational structure should not be viewed as something that cannot be changed. The organization should view the structure as a method to promote efficient and effective operations. If changing circumstances indicate a different organizational structure would be more effective, it should be changed.

**Policy Statement:** The Board of Directors of Cannon Beach Fire District adopts the following Organization Structure:





**District Formation**

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

**Resources**

	Current	Optimal
<b>Total Full-Time Positions:</b>	4	8
<b>Total Part-Time Positions:</b>	0	0
<b>Total Volunteers:</b>	17	30
<b>Total Members:</b>	20	37
<b>Fire Chief</b>		
Fire Chief	1	1
<b>Div. Chief</b>		
Div. Chief	1	2
<b>Captain</b>		
Captain	0	2
<b>Lieutenant</b>		
Lieutenant	3	4
<b>NFPA Firefighter-2</b>		
NFPA Firefighter-2	10	37
<b>NFPA Firefighter-1</b>		
NFPA Firefighter-1	11	37
<b>Emergency Medical Response</b>		
<b>EMT Intermediate/Advanced</b>		
EMT Intermediate/Advanced	2	15
<b>EMT Basic</b>		
EMT Basic	8	15
<b>First Responder</b>		
First Responder	3	4
<b>Rope Rescue Technicians</b>		
<b>Rope Rescue Operation</b>		
Rope Rescue Operation	10	30
<b>Rope Rescue Tech</b>		
Rope Rescue Tech	10	30
<b>Surf Rescue Response</b>		
<b>Surf Rescue Tech</b>		
Surf Rescue Tech	5	30

**Apparatus housed at the main station includes:**

App#	Loc	Yr	Make/Description	Life Xpect*	Replace Sched	Current Cost \$	Notes
3225	CB	2001	American Lafrance Type I	25	2028	650,000	New engine from Clackamas. Future is to replace with pumper tender
3226	AC	2006	E-One Fire engine – Type III	25	2034	565,000	Applied for grant to replace, if not then hope to replace in next year with used 2010 era that will better service area.
3227	CB	1995	Pierce Fire Engine – Type I	25	2022	550,000	Will be replaced with the engine that is on order
3249	CB	2016	Pierce Ladder Truck – Type II	25	2041	950,000	2014 Bond will be paid off in 2024



**District Formation**

*Approved:* 05/09/2022  
*Superseded:* N/A  
*Next PR Date:* 05/03/2023

<b>3251</b>	CB	2015	Ford F-250 4x4 Rescue / EMS	15	2031	80,000	New Rescue ordered, 3251 will be repurposed staff vehicle.
<b>3261</b>	CB	2012	Chevy Suburban	15	2027	65,000	Staff/duty officer
<b>3262</b>	CB	2010	Toyota Tundra	15	2025	65,000	Staff/Utility
<b>3263</b>	CB	2019	Ford F-250 4x4 Duty Officer	15	2034	80,000	Used as Duty Officer vehicle
<b>3266</b>	AC	2001	Jeep Cherokee	15			Arch Cape EMS response
<b>3269</b>	CB	1998	Ford Explorer				Non-emergency training and errand
<b>3276</b>	AC	1993	Ford F350 Brush				Will be replaced by the SPRIRE grant vehicle
<b>3277</b>	CB	2014	Ford F-550 4x4 Brush Type VI	15	2029	225,000	2014 Joint purchase w/ City of CB
<b>3291</b>	CB	2004	Yamaha Wave Runner	10	2014	10,000	
<b>3292</b>	CB	2004	Yamaha Wave Runner	10	2014	10,000	





Cannon Beach Rural Fire Protection District  
Board of Directors Policies

# Policy 1.0

## District Formation

<i>Approved:</i>	05/09/2022
<i>Superseded:</i>	N/A
<i>Next PR Date:</i>	05/03/2023

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
<b>09-May-2022</b>	New Document Consolidating Existing SOPs: <ul style="list-style-type: none"><li>• Policy 02.01 History</li><li>• Policy 02.02 Mission</li><li>• Policy 02-03 Org Structure</li></ul>	Consolidated to minimize # of SOPs, group like topics, and reduce pages.

## Periodic Review History

Periodic Review Date	Review Comments
<b>09-May-2023</b>	

**Cannon Beach Rural Fire Protection District**  
**Resolution 22-02**

**Resolution Authorizing the Transfer of Funds**

**Be It Resolved**, that the Board of Directors of the Cannon Beach Rural Fire Protection District, in accordance with the fiscal year 2020-21, hereby authorizes the following transfers of funds:

From the General Fund to the Apparatus & Equipment Reserve Fund in the amount of \$60,000.

This resolution was adopted at a regular board meeting of the Cannon Beach Rural Fire Protection District on May 9, 2022.

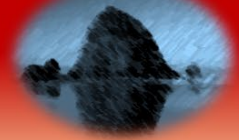
---

Bob Cerelli, Board President



# Cannon Beach Fire & Rescue

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



## Fire Chief Report Reporting Period: April 1 to April 30, 2022

### RESPONSE DATA

---

#### April calls

#### Call Volume Observations

- ✓ 40 calls in April 2022
- ✓ Average for April 2017-2021 is 33

### Projects and Administration

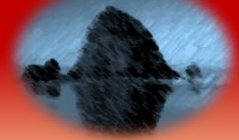
---

- 🔥 Significant calls or projects.
  - Getting busy in state parks
- 🔥 Strategic Plan: Working on meeting response plan
- 🔥 Grants
  - Radios:
    - Installation has started
  - 5" hose in service. Finishing project with adapters
  - AFG Grant Applications for:
    - Arch Cape engine
    - Fill station and fit tester
    - Hamlet Engine
    - Hamlet turnouts and air compressor
    - SCBAs and Engine for Elsie
  - Seismic Grant: Continue evaluating grant requirements to pre-implementation activities.
  - Applied for staff positions through SAFER Grant.
  - Applied for regional marking position (Gearhart, Hamlet, Cannon Beach); Gearhart hosted
- 🔥 Radio system:
  - Consolidation meeting 2<sup>nd</sup> & 4<sup>th</sup> Thursdays at 11. Talking about what it will look like, no formal plans yet. Dispatch centers separated, still working towards full consolidation
- 🔥 Prepared Food Tax: Moving towards implementation Jul 1.
- 🔥 Rescue: No chassis until 2023



# Cannon Beach Fire & Rescue

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



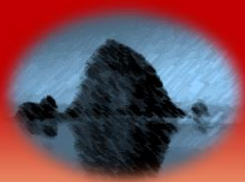
- 🔥 Hydrants: Flow is completed. Working on painting when weather is better
- 🔥 Building:
  - Windows ordered for tower
  - Tests completed for fuel storage
  - Working on estimates for next year to fix station speaker system
- 🔥 Apparatus
  - 3225 is in service
- 🔥 Prevention: Nothing to report
- 🔥 Meetings
  - County Fire Defense
  - City Staff
  - City Council
  - County Ambulance Service Area Committee
  - Communication committee
  - Desert with District 3<sup>rd</sup> Tuesday of each month
  - Dispatch Consolidation meeting
  - Met with Warrenton Fire, Hamlet Fire, and CCSO regarding state park response. Working on a better plan.
- 🔥 Recruitment: Ongoing. Working on Student program. Not having a lot of success with student recruitment county wide.
- 🔥 Chief vacation:
- 🔥 Upcoming Events:
  - 6/13/2022: Next Board meeting
  - Sand Castle Hamburgers June 11<sup>th</sup>
  - **BUDGET:**
    - ✓ 3/14/2022: Budget Committee Appointment.
    - ✓ 4/21/2022: Publish first notice of Budget Committee Meeting.
    - ✓ 5/5/2022: Publish second notice of Budget Committee Meeting
    - ✓ 5/19/2022: Budget Committee Meeting 6 pm
    - ✓ 5/26/2022: Second Budget Committee Meeting (if needed) 6 pm
    - ✓ 6/2/2022: Publish notice of Budget Hearing
    - ✓ 6/13/2022: Hold Budget Hearing
    - ✓ 6/13/2022: Board Meeting to adopt budget.
    - ✓ 6/27/2022: Submit tax certification document to Assessor and copy to County Clerk.



# Cannon Beach

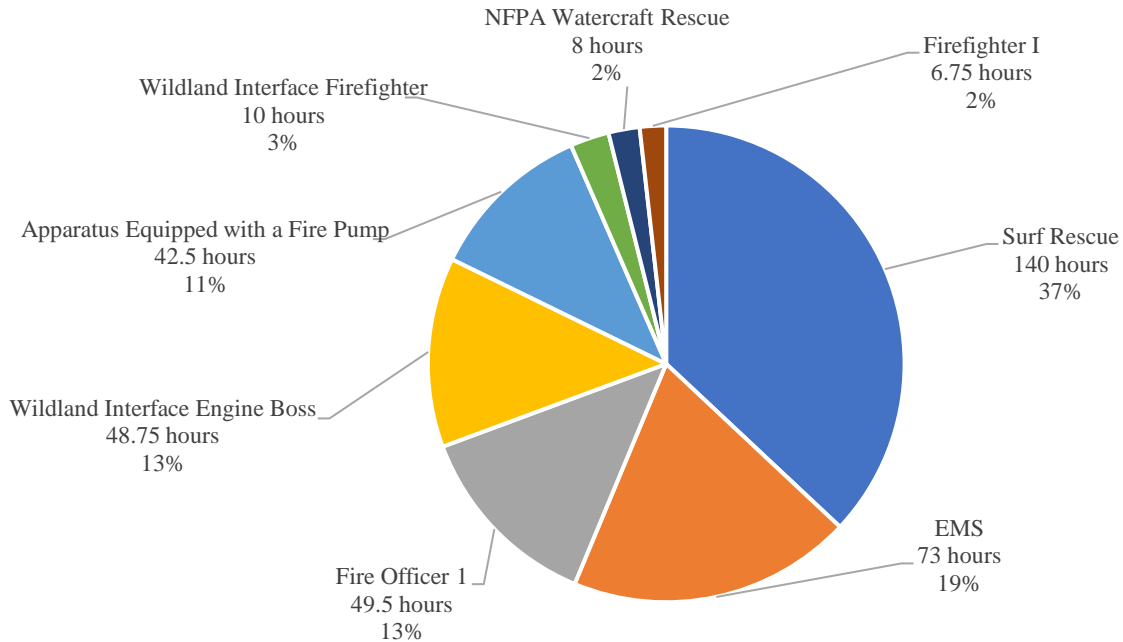
## Rural Fire Protection District

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



Hello,

The following is a brief training report for April 2022.



During the month of April, we were able to log our highest number of training hours that I've seen so far at 378.5 hours. This dramatic increase in training hours is partly due to a new electronic tracking system which allows personnel to log their training hours more easily. The other reason for the increase in training hours was the fact that multiple members attended both in-house and remote training classes.

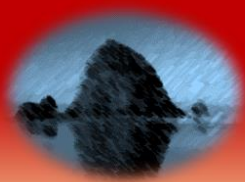
In preparation for our summer season, the surf rescue team members (DC. Smith, Lt. S.White, K. Slater, L. Anderson, J. Parker, and M. Williams) have been very busy with their training. For just over a month now, our personnel have joined with Seaside Fire and participated in a swim clinic taught by Carolyn Heymann at the Sunset Empire Pool. This swim clinic has helped to build our teams effectiveness and confidence in the water. Our surf team has also been meeting every Friday evening and lap swimming to build our swim endurance. Lastly, our surf team participated in a 3-day Red Cross Lifeguard training class put on by Jesse Parker (volunteer firefighter, and head lifeguard for Cannon Beach Lifeguards). During this training, we were able to become familiar with Cannon Beach Lifeguard equipment, operations, and procedures. We practiced victim rescues using our jet skis, rescue boards, and swim fins. We also completed an ATV driving course and reviewed how we will be able to integrate with the Lifeguards once we begin patrolling the beaches beginning May 13<sup>th</sup>.



# Cannon Beach

## Rural Fire Protection District

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



Some of the other classes that our members have been actively participating in this month are listed below:

- Emergency Medical Responder (EMR) – A. Osterhaus, W. Zeller
- NFPA Pumper Operator – L. Williams
- NFA Command and Control – Lt. S.White
- S-230/ 231 (NWCG Wildland Engine and Crew Boss) – Lt. S.White, L. Williams

As we move into May, our training will be primarily focused on preparing for wildland firefighting operations to include structure protection, rural water supply operations, and fire attack strategies. As part of this training, we are hoping to work with Hamlet Fire and Greenwood Management company to conduct training in the Lewis and Clark Timberland.

