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**Board Meeting Minutes – Nov. 14th, 2022**

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

General:

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| --- | --- |
| **Date:** | **November 14th, 2022** |
| **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:** | 19:49 (7:49 pm) |

Attendees:

|  |  |  |
| --- | --- | --- |
| Bob Cerelli (President) | Greg Bell (VP) | 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 November 14th, 2022, was called to order at 1800 hours (6:00 pm) by Bob Cerelli

Roll Call:

Board Members present were: Bob Cerelli, Rick Gardner, Dave Herman, Bob Heymann.

Marc Reckmann( Fire Chief) Karen Apple, (minutes)

Changes to Agenda:

None.

Public Comment:

None.

October 10th, 2022 Board Meeting Minutes Approval:

October 10th, 2022 Minutes: Dave Herman moved to approve the minutes. It was seconded by **Bob Cerelli** Allwere in favor, none opposed, motion carried.

**Treasurer’s Report -**The treasure’s report was written by Bill Cote. Highlights are summarized below in Bill’s Report. Chief went over everything since Bill is not able to be here to read over it.

**Bills –** Rick asked what assured partners are, and the Chief stated insurance. Bob Cerelli did ask about the amount of everything that is out in the bay. Also asking about the 7 on board and gearing up. Dave asked if there was a dry suit for everyone, and Jason stated yes. Jason stated, “everyone is in charge of their own suits”. Rick asked if dry suits are new and -Yes, they are new to us, we have never had them before, we only had wet suits. Good to pay the bills

**Correspondence –**

none

**Monthly review of board policies –** Back to the same two we have been working on, we took out Columbus Day for personal policies.

Policy 5 we can finish, removed Columbus day as holiday.

Policy 4 – The chief learned that the cards for Costco membership, and similar cards we need a policy that allows the individual to use their personal reward card and earn the points when it does not make sense for the District to have such cards. No person shall use their personal credit card for district business as the district has credit cards. Use of a personal credit card for District business and then asking for reimbursement would be a financial gain to the individual as the are receiving points on the card when the district has credit cards available. Rick asked if this was recommended by SDAO, yes, it was per the Chief.

Rick moved to approve policy 4 & 5 and Dave Seconded. All were in favor, none opposed, motion carried

**Call response –** Chief stated we had 47 calls in Oct. The interesting thing to the chief was the diff in losing summer staff. Our call times dropped significantly. Not having that one extra person here. The fire response went up due to the tones. It is paying off and it is a good change. We still struggle at night. Most of the time it is the duty officer that goes. Jason stated regardless duty officer will be coming to the station at night.

Old Business:

 Strategic Plan – Bob stated the way he visions this going is the SWAT and how this will be, 2nd page strategic levers are things we can control on the board example hiring partnerships we pursue. Making sure volunteers are close to the fire station, we never finalized this. Bob feels like now is a good time to finalize our plan. What he requests is email feedback on looking at the SWAT. Provided the same or separate email on providing services, this is a chance to get everyone’s opinion. Chief sat down with Jason, and they are going to sit down with the entire dept without chief and Jason’s input. Bob asked that everyone respond to this. It could be that everything we have now could be just fine. Bob can make any changes that are needed after everyone meets and responds. Rick states he struggles with this because of this process in a commercial business. He does not understand why we are doing this. We are already defined because of regulations already in place. So, he is struggling with the environment and looking at that. Bob explained why it is important, in case someone leaves, and we need a guideline, a common frame look. For Rick, he feels like this just does not work but Chief and Bob feel like this is good for the entire group and how things are going. It is just about Strategy. Chief feels like when the SWAT comes in is that the plan starts to look at the weaknesses. Bob stated this is just an exercise to get everyone’s thoughts. Where do we see our future going?? What is changing ahead of us?? Bob is committed to going out to the community and getting their thoughts. The deadline is 3 weeks for this to happen, that way our next board meeting it can be discussed.

 Volunteer housing – Chief feels like we made a great process with what we have done. The County commissioner has approved it. Chief will meet with Mike Moquin for structure, and the prep work for a manufactured home to go on the land. We will be able to start the process of getting a home on the land. We are now able to move forward with our housing plan. Rick stated he would like to see a timeline put together; the Chief does not know what that is yet. Chief is just concerned we have more and more calls there with no housing. We need housing so we can get more volunteers. This is a huge need, per Chief. Bob agrees with Rick to start a timeline. Rick is just concerned because no one agrees on anything down there, we just need to be prepared for the many questions. Chief feels like he is on the track but needs to know the cost and how we are going to pay. Bob did state there is already talk of housing down there. There is a plan of putting 50 cottages up, this is in the planning stages. Chief said there is 87 acres, Rick stated there is no water up there and he is not sure how that will work.

 Banking changes -

Talked last month about moving to electronic pay. Rick feels like this would be ok on standard monthly bills ACH is not automated. Get that on an ACH system and then others we can continue to do standard checks with 2 signatures. Bob would like to go through which ones we could put on ACH, for example, Power, water normal monthly bills. Chief states anything over 5000.00 should require authorization. We need to be able to still record the bills and keep track. Rick stated, “does anyone of an objection to moving forward”? Chief started talking to SDAO and hardly anyone is writing checks. Bob does have an issue with getting too far away from the Board. He wants the 5-man group to look at all the bills. Chief stated we only have 2 people signing so not everyone sees all the checks going out now. Chief went over on how the bills get paid and the timeline for getting them paid on time. Bob stated we need a running list of ongoing bills. Dave stated this is a way of keeping fraud and someone going out and buying anything without board approval. Rick would like to hold off and think over this due to his past and he can see how this could go wrong. Checks give you a paper trail per Rick. Chief stated that we still would get 2 signatures per our system, not the banks. We will continue to move forward with this and continue to have future discussions on this subject. Chief asked that Rick please close out the Columbia Bank account.

 Civil Service Commission – Chief went over 3 applications, and he would like to go over them with the board. The 3 are Kathy Higgins. Scott Hudson and Linda Sweeney. We would like to appoint them tonight so we can move forward with this. Rick moved to move forward; Bob seconded everyone in agreement. Chief will be meeting with them. The Chief will report back to the board after the first meeting with the new Civil Service committee.

New Business:

 Surplus 1993 Ford Brush – Chief said we got it from NAPA 2 years ago, and we would like to move with a surplus on it. Paid 5000.00 and put money into it to sell it for around 7000.00

Bob moved to approve the surplus, seconded by Dave. All in favor, none opposed. Motion carried

 Review of the finding of facts for approval of CM/GC – Brian Knight went over the facts; Brian is our architect, and we are just looking for approval to move forward. We are free to move forward if no community comment. The next step would be looking for a general contractor. Bob asked if this s a process or if this the RFP. Bob asked Brian where his business was from. Brian stated he is located out of Vancouver Washington. Brian did the first assessment of the grant. Bob asked where the method is, and the only thing we are agreeing to is the general contractor. We are hiring based on qualifications. Bob asked if Brian was the owner’s rep, his role is to do whatever is needed to do from start to finish. Brian functions as the owner’s rep. He oversees the entire project. He is the design team, not the builders. This is just a legal thing for this process to move forward. We already have the 1.9 million grant. This is a cost-plus contract.

Bob C. moved to approve the use of the Construction Management/General Contractor method of the construction contract. It was seconded by Bob H. Allwere in favor, none opposed, motion was carried.

Reports:

 Chief’s Report – staffing- chief can’t say enough about critical staffing, going through the hiring process, we really need 2 people per day. We have the money for one person a day. The final interview is tomorrow for hiring one per day. 2 grants for 2 people a day. In 2024 we will be going to the levy to sustain two people per day. It is getting tough just not enough people. Volunteers just are not here, they are busy. Bob stated if we have two is that enough to cover everything? Chief said yes that is enough. Rick asked just so he is following correctly – are we now finding that we need 2 people per day, yes that is correct per Chief. This is a change from 6 months ago… we need 2 people now we need 2 per day. There was talk of 6 but now that is necessary. We should find out about grants in December. Dec. 1 and Dec 15th. If we get both grants that would be great. 3 people per call per Jason. Rick asked how critical volunteers are, and Chief and Jason, both said it is VERY important to keep volunteers so yes, we still need housing for the volunteers. Jason stated the standard is 15 people which we do not have. We need more people for that scene. Right now, if we had only the 3 volunteers on the scene they can’t go into the fire until the seaside shows up BUT if we had 4 or 5 people o the scene, we could get in there and save, Looking at Rope rescue and Surf rescue, we need volunteers always. We need to hire in case volunteers don’t show up. One other comment from the chief the trend we have seen over the last 3 months mutual aid just not showing up. We are seeing less and less, and now we have added Gearhart. Going to second alarms just to get people. At the SDAO conference, the Chief went to everyone is seeing this trend.

Radio system waiting. Rescue late Jan. One big thing for recruitment is per OSHA we need a physical that is only done in Portland. We are going to start doing the physicals at CMH

The Awards Banquet is on Feb. 18th it would be nice to have the board there this year.

Rick stated on Sunday the call in Arch Cape no one had keys to get through the gate. The Chief now has a set of keys. Bob is going to bring that up in the board meeting in Arch Cape.

 Division Chief Report – Jason spent a lot of time training with Andrew. Moving right along. One other person coming on board. 2 volunteers. Andrew does live in Portland but does stay the nights here. Went to jet ski training with sheriffs on the Willamette which was great. Bob asked if Jason felt comfortable with trailers and towing. Jason would like a new trailer. Serviced in Portland. Training is moving right along

**Board of Directors Reports:**

* ***Cerelli.*** Nothing to report.
* ***Gardner*.** Nothing to report.
* ***Herman.*** Nothing to report.
* ***Bell.*** Nothing to report.
* ***Public.*** Nothing.

Good of the Order/Public Comment:

Adjourn:

* Adjourned at **19:49** hours (7:49 pm).
* Next Board meeting, December 12th,2022
* Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD Date: