

**Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting April -13th, 2026, at 6:00PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES**

- **Call to Order**

- **Presiding:** Robert Heymann – Call to order 6:00pm
- **Recording Secretary:** Karen Paino
- **Directors Present:** Heidi Dethloff (ABSENT), Jenee Pearce-Mushen, Robert Heymann, Dave Pietka, Dave Herman (6:32pm joined meeting)
- **Staff Present:** Marc Reckmann, John Jerome, Karen Paino, Jason Smith (ZOOM), Greg Munn (ZOOM Greg left meeting at 6:57pm after finance communication was completed)

- **Approve Agenda – Add Speaking about Greg Munn for Finance Director**

• Motion: Approve Agenda		
Dave Pietka	Second: Jenee Pearce-Mushen	Approved 3-0

- **Public Comments and Correspondence** – None

- **Approve March 9th, meeting minutes –.**

• Motion: Approve March 9th meeting minutes		
Moved: Dave Pietka	Second: Jenee Pearce-Mushen	Approved: 3-0

- **Status Reports**

- **Finance** – Attachment A
 - Reckmann went over the class that Paino and he attended and passed on the information that they learned. Anything we go over in a board meeting is public knowledge and will be posted on the website. Heymann asked Munn if he agreed and he stated “Reckmann is correct” Anything discussed at a board meeting is going to be public knowledge. We do have an obligation to post 5 days prior to any meeting of what we will be discussing. Reckmann did go over the GASB laws for auditing, which was also discussed at the class that he and Paino attended. We will be creating a policy for this as well.
 - **Transition update** – Heyman would like to move forward with the GASB letter he sent to Reckmann who then shared the letter with the board. Heyman read his letter during the meeting so Munn could review and be up to date. Paino will add the letter to board packet. Heymann would like to move forward with accrual accounting this year. Munn spoke with his view on this. He stated that Accrual accounting is more complicated and time consuming and it will cost much more. Munn spoke on cash basis and how it is like a check book and that it is used by most of the districts. Springbrook only does cash-based accounting, if we did move forward with accrual accounting, we would need to switch to different Springbrook accounting software, which would be very costly. Munn’s recommendation is to stay with a cash base accounting.
- **Call Response** – Attachment B

- **Projects – Attachment C- All Highlighted areas on attachment are “NEW” items.**

- Reckmann went over Completed Loan application and submitted, he also had answers to questions from March Meeting
 - We will draw funds from the loan as needed, only paying interest on money drawn. When the project is completed, the remaining unused funds will go back to the state
 - The First payment due is December 1 following the project completed, likely spring 2027, first payment in the FY27-28 budget. • Interest on drawn funds will be added to first payment.
 - Can repay loan any time after first year of Moving into the 90-day review for Conditional use, scheduled and notified of the public meeting for April 30th 1 pm Arch Cape.
- Lead Lifeguard has started; city funding is helping with the cost (66%). Reckmann will be presenting to the budget committee moving forward for city funding.
- The Arch Cape Engine is at True North; they are working on the repairs needed.

- **Civil Service – Attachment D – None**

- **Business Items –**

- **Resolution 26-03, defining All-Capital Reserve Fund- ACTION**

- On March 31st, Reckmann and Paino attended an audit training and learned that not only do all reserve funds need an establishing resolution, but the resolution needs to define the permitted use of those funds, and this resolution now becomes part of the legal budget audit. The resolution establishing the fund does not outline permitted use of the funds.

• Motion: Resolution 26-03, defining All-Capital Reserve Fund		
Moved: Dave Pietka	Second: Jenee Pearce-Mushen	Approved 4-0

- **Hamlet RFPD Wildfire Staffing Grant IGA – ACTION**

- For the past 2 years Cannon Beach Fire has entered an IGA with Hamlet Fire to administer their Wildfire Staffing Grant. The grant is for \$35,000. 10% (\$3,500) is for administration of the grant. This grant allows Hamlet to staff their station through the summer. Strategies: Use the same process we have had for the last 2 years of bringing Hamlet volunteers on to our payroll, allowing our part-time and volunteers to also work at Hamlet, and then our full-time work on overtime at Hamlet as needed. Hamlet has signed the IGA.

• Motion: Hamlet RFPD Wildfire Staffing Grant IGA		
Moved: Dave Pietka	Second: Jenee Pearce-Mushen	Approved 5-0

- **Appoint budget officer – ACTION**
 - ORS requires the agency to appoint a budget officer by action or by policy. Our current policy does not appoint a budget officer. Strategies: Appoint Chief Reckmann as the budget officer for FY-26-27. Consider adding in policies that the Fire Chief will be the district budget officer.

• Motion: Appoint budget officer		
Moved: Jenee Pearce-Mushen	Second: Dave Pietka	Approved 4-0

- **FY 26-27 budget update – DISCUSSION**
 - ORS requires all budget committee (elected board and citizens appointed) to receive final budget documents at same time. Reckmann is not allowed to present a budget to the board before the full budget committee. However, the board is allowed to have input on the budget plan.

- **Surplus 2004 Ski trailer**

A few months ago, we purchased a new ski trailer that is better set up to launch the skis in the sand. With that new trailer the 2004 Mid-West trailer VIN 1MCGCLK14XA04824 is not needed.

Declare the trailer surplus and list on auction using GovDeals.

• Motion: Surplus 2004 Ski trailer		
Moved: Dave Pietka	Second: Jenee Pearce-Mushen	Approved 4-0

- **Policies update -DISCUSSION**
 - In 2021 we took about 80 policies and combined them with 8 policies. Now with the employee handbook in place, there are many sections of the policies that are not needed as policies, only as reference to the handbook.
 - Policies need complete refreshment. Several policies need to be added to conform to new budget laws. Start over with new set of policies, using the old policies combined as a framework.

- **Discussion of regular meeting dates – DISCUSSION**
 - Reckmann went over that when the board meetings started in 2017, they were on the 2nd Monday following the 2nd Wednesday. The idea of this was to give time for staff to prepare reports. In 2020 the meeting law was changed to make it, so the meeting dates had to be advertised as non-subjective (i.e. 2nd Monday or the x date of each month. Strategies: Noticing laws are getting stricter as well, and we are required to have meeting documents posted 5 office days prior to the meeting. When 1st is on a Monday staff does not have time to assemble monthly reports by the time needed to be posted.
 - **Recommendation:** Explore new meeting date beginning July 1 that will accommodate the notice laws and allow time for accurate information.

• Motion: Move the regular meeting dates to the 3rd Monday of the month starting in July-		
Moved: Dave Pietka	Second: Dave Herman	Approved 4-0

- **Greg Munn for Finance Director and overview of the financing-**
 - Reckmann will work with Munn and bring it back to the board in a future meeting

- **Future meeting agenda items -none**

- **Director's Comments –**
 - Bob Heymann
 - Jenee Pearce-Mushen – 12 days of earth happening right now. CERT is buying AEDs. Please come to the emergency training that is happening.
 - Dave Herman
 - Dave Pietka

- **Meeting adjourned at – 8:01pm**

X

Bob Heymann
Board President