

**Cannon Beach Rural Fire Protection District**  
**Board of Directors**  
**Regular Meeting – January 8<sup>th</sup>, 2024 at 6:00PM**  
 Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR  
**MINUTES**

- **Call to Order**

- **Presiding:** Bob Heymann
- **Recording Secretary:** Karen Apple
- **Directors Present:** Heidi Dethloff, Bob Heymann, Jenee Pearce-Mushen, Dave Pietka, Dave Herman- VIA ZOOM
- **Staff Present:** Karen Apple, Marc Reckmann, Jason Smith

- **Public Comments and Correspondence** – **Eric Shoemaker** 3139 Pacific Cannon Beach Or 97110, Eric is here to Thank the Fire Dept for taking care of him when there was an emergency in the woods. He is very thankful for the help he received!

**Correspondence** – The Chief went over an email and social media post that has been received. An out of town (Warrenton resident) has put threats to put a lawsuit against The Chief and Shaunna over the video that was posted. The Chief has corresponded with the attorney and is staying on top of that subject.

- **Approve the minutes from Dec 11, 2023.**

Motion: approve min for Dec. 11 <sup>th</sup> , 2023		
Moved: Jenee	Seconded: Heidi	Approved 5-0

- **Status Reports**

- **Finance** - Reckmann (attachment A)
- **Call Response** – Reckmann (attachment B)
- **Operations and Training** - Smith (attachment C)
- **Projects** - Reckmann (attachment D)
- **Civil Service** – Reckmann (attachment E)

- **Business Items**

- **Appointment Budget Committee:** (Action)Tim Ramey has resigned, we have had 3 new people to appoint for the Budget Committee - Roy Morey, (who will fill one more term taking the place of Tim Ramey). Kim Bosse and Bill Norton

○ Motion: Appointment of Budget Committee - Roy Morey, Kim Bosse and Bill Norton		
Moved: Dave P	Seconded: Jenee	Approved 5-0

- **Discussion of beginning RFQ process for Arch Cape Fire Station addition** (Info) – Moving forward we are hoping to continue with the company we are already working with, The Chief is very happy with them.

- **Discussion of Lifeguard proposal** (Info) – We went to the City Council Meeting on December 12<sup>th</sup> to discuss the lifeguard proposal. One member of the council was very confused about the numbers that were given and asked that we come back with new numbers for clarification. The Chief went home and looked over the numbers and he saw the confusion she was having and will be going back to the City Council this Wednesday Jan 10<sup>th</sup>, to have further discussion and clarification so we can move forward with the lifeguard proposal.
- **Finalize and Approve Board priorities and meeting calendar for 2024-** (Heymann-Action) – See attached email from Bob for outline on calendar for 2024.

Jenee – Fire Prevention

Heidi – Marketing Networking

Dave H – County and State Initiatives

Dave P – Affordable Housing

Bob – Lifeguard Program

The above Persons will each take on each area of specialty and be bringing it to the board if needed. This will be the framework for our future meetings. If the Chief needs goals or objectives for the budget, he will be reaching out to each board member for assistance.

- **Discuss Chief annual evaluation process** (info) – The Chiefs annual review will be in February. Bob would like to see improvements in this process. The first part of the review will be from the Chief himself on a self-evaluation. The second part will be from the Board and collaboratives, The collaboratives will discuss with the board. The board will meet in an executive meeting without the Chief present. The board will have a discussion and write out a brief consolidation to hand to the Chief to read and then meet in a separate Executive Session. The Chief would also like to hear from each Board member as well. The Chief is also requesting that this evaluation process be put into a policy. Karen will be gathering email addresses and sending out an email to each collaborative introducing each board member and informing them that the board will be reaching out with questions. This will be done this week.

**The board went into Executive Session at 7:39pm pertaining to an employment discussion. Executive Session ended at 7:58pm**

- **Directors Comments**

- Dethloff: None
  - Herman: None
  - Heymann: None
  - Pearce-Mushen: CERT started Hybrid training and there are 28 volunteers on board.
  - Pietka: None
- Meeting minutes presented online by Apple and approved with minor changes. The meeting adjourned at 8:00pm.