



Cannon Beach

Rural Fire Protection District

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BOARD MEETING MINUTES – FEBRUARY 8, 2021

General:

Date:	February 8, 2021
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:	19:43 (7:43 pm)

Attendees:

<input checked="" type="checkbox"/> Garry Smith (President)	<input checked="" type="checkbox"/> Bob Cerelli (Vice President)	<input checked="" type="checkbox"/> Mark Mekenas (Treasurer)
<input checked="" type="checkbox"/> Rick Schafer (Member)	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input type="checkbox"/> Nicole Bales (Astorian)	<input checked="" type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Jason Smith (Div. Chief)	<input type="checkbox"/> Other	<input type="checkbox"/> Other

Call to Order:

The Cannon Beach RFPD Board meeting for February 8, 2021 was called to order at 18:00 hours (6:00 pm) by Board President, **Garry Smith**.

Roll Call:

Board Members present were: Garry Smith, Dave Herman, Rick Schafer, Bob Cerelli, and Mark Mekenas.

Other attendees were: Marc Reckmann (Fire Chief, CBFD), Jason Smith (Division Chief, CBFD), Deb DiStasio (Admin Assistant, CBFD) and Bill Cote (CPA).

Changes to Agenda:

Reckmann requested addition of two items not on original posted agenda. 1) change banks, and 2) purchase engine. **Cerelli** motioned to approve agenda as presented with two additions. **Schafer** seconded and all were in favor.

Public Comment:

None provided.

January 11, 2021 Board Meeting Minutes Approval:

Smith requested minor corrections. On page 4, "levy" not "level". Uncertain what UV stood for on page 5. Recommended it be spelled out first. Utility Vehicle (UTV). Below that, about 7 or 8 lines down, "roughly \$80 was donated for ham dinner" should be \$80K.

Smith continued with asking Question on Generator. He indicated it was confusing. Reckmann will talk about it today because he has more information. No further comments were presented.

It was moved by **Shafer** to approve January 11, 2021 board meeting minutes as presented and seconded by **Cerelli**. None opposed, all in favor and motion carried.

Treasurer's Report:

The Treasurer's Report was presented by Bill Cote as written. Highlights are summarized below.

- a. **Statement of Net Position (Balance Sheet).** Bill Cote, CPA, presented the financials as presented on Statement of Net Position. \$1,511,491 in checking savings. Up \$573,144 from one year ago. Fixed assets up \$95K from year ago. Leaving total assets at \$3,927,967. No questions were presented.
- b. **General fund:** Under budget \$879,509. Representing 56.5% of budget. To be on budget, should be under 58% which it is. Smith asked about Tillamook County being broken out separately. Chief to break out in next year budget for clarity. Chief commented that legal fees went up this year due to annexation. No transfers were made. No questions presented.
- c. **Chief fund:** Read as written without questions.
- d. **Cash per Fund:** Read as written without questions.
- e. **Property Tax Revenue.** Read as written without questions.

Smith asked for questions, none provided. **Mekenas** motioned to approve treasurers report. It was seconded by **Cerelli**. None opposed, all in favor and motion carried.

Bills:

The bills register was reviewed. Chief commented on DeJesus landscape being paid twice, due to no invoice being received in January. We will re-write contract to be more specific and less vague; and then send out RFP to bid. The Motorola line items are new pagers. No other questions. **Schafer** motioned to approve to pay Bills, motion seconded by **Mekenas**. All in favor, none opposed. Motion carried.

Correspondence:

None.

Monthly review of board policies:

Policy 03-01 (Board of Director Qualifications). Chief sought the guidance of Special Districts who highly recommended not placing term-limits into our policy because another district was sued. This is due to a "District" has no authority to dictate term limits. A city does have authority, but a special district has no authority. Chief continued that Special Districts thought that placing meeting practices and training was a good recommendation. Again, no teeth to it, but it's a good business practice. Smith asked if they indicated any problems running a 5-member board with only 3 members if during the election process for board members, no one runs. Chief spoke to Special Districts who indicated as long as you have 3 board members, you have a quorum. If no one runs for a board position during the exercise of elections, the quorum can find someone, bring them into a meeting and appoint them for a four-year term.

Smith asked for any further discussion on this. Board verbally approve the changes to 3.1. All approved.

Policy 03-05 (Board Officer Duties) reviewed. Chief indicated secretarial role be spelled out to be filled by Admin Assist, President changes include training all incoming board members, and then Treasurer ensure that the banking accounts are properly established and maintained. Smith asked for any comments. All members agreed with the changes.

Old Business:

- **Annexation progress report.** This week is devoted to following up with individuals. We still have the same 8. Bob Cerelli volunteered to help follow up with those in his area of Arch Cape. No other comments presented.
- **Radio system.** Moving rapidly forward according to Reckmann. Plan currently is to cut over to new towers March 1. We will be reprogramming radios to do this. We'll have all the code plugs ready and hitting every radio morning of March 1.
- **Budget Meetings.** Per Reckmann, budget meetings are on course. We sent out committee member vacancy notices to all mailboxes in district. Looking for a budget member and board member. We posted at post office and a mailer. Everybody should have received a notification for director and budget committee. Chief asked if anyone knew of interested party. None provided. Smith asked when first budget meeting was scheduled. Reckmann replied indicating it is scheduled for May 13, 2021.

New Business:

- **Resolution - Billing for Services:** Per Reckmann, the resolution was not completed. Chief is still working with Chris Beswick. Matt Verley started billing for Hamlet Fire District. Chief had a long talk with Ben Cox, who is also working on plan. Anything in Ecola State Park and Oswald West, we can bill. Hug Point and Arcadia we may not be able to bill, even though they are in fire district, but technically a state land cannot be in a fire district. We're also looking at the highways where we are waiting on further information before creating Resolution for Board approval. ORS is in place to allow us to do it. Cerelli commented that he would like to see two separate Resolutions. One for state highway and one for state parks. Chief agreed they represent two different billing problems. But we're mostly concerned with resource-intensive hours to respond to long duration incidents that tend to place a drain on the system. Chief plans to get resolution(s) for next meeting.
- **Fire Chief Review:** Contract indicates a six-month review and year review be conducted. We are at the year mark. Chief opened up to board asking how they wanted to proceed. Smith asked board members what they thought of how the 6-month review was conducted. Cerelli and Smith thought process of review went well but question of which review form to use. Chief said he would send forms to board and board will choose for next meeting.

- **Annual Report.** Chief explained we're working on the first Annual Report for CB Fire and are interested in board's feedback. Smith indicated that the building information and COWS section of antiquated system is incorrect. He indicated it was upgraded and only some parts may be outdated. Chief indicated that we rewrote several paragraphs. Mekenas indicated Deb did a nice job putting this together. He indicated Dave Herman is not vice president. Deb to make corrections. Chief indicated it will be publicized well. Smith indicated it would be good for community to know. Smith liked the recruitment piece that describes what is detailed. Smith further recommended including something to solicit volunteers.
- **Change Banks.** Chief spoke to CPA about changing banks. He's received multiple complaints and believes the service has worsened after they moved to Seaside. The Association has already transitioned to US Bank in Cannon Beach. Chief indicated by moving to US Bank, we have a lot more government account benefits. He added it will be a slow transition process but believe now's the time to do it with Mark in the role vs. new Treasurer needing more time to be acquainted to the role. Mekenas indicated it may not be as big of an effort as we think. Chief indicated we will have two accounts for a while until switching completely. No objections provided.
- **Purchase Engine.** Chief indicated he has a lot to discuss. Chief shared excel presentation to walk through apparatus plans on replacing with a goal getting on a rotation cycle. We should be replacing the large apparatus every 7 years to get on a staggered 25-year cycle of replacements. Chief outlined the first option indicating budget year, current reserve fund balance, the transfer money into the account each year. It goes on to display the Used Engine wanting to buy (2010 era), New Rescue, New Engine, and New Arch Cape engine replacement timing. Emphasis was given on purchasing to buy. This option buys a used Engine. The second option is we don't do anything until 2023-2024 and have enough money to buy a new Engine. We'll spend every bit of \$650,000. The Third option is leasing to buy a new Engine now, and over 5 years at \$120,000 payments, it would be paid off. We would receive the engine in July. It also would allow us then to take some of the reserve money to buy another second hand Engine, but it would commit us to making payments. Chief believes this may be the best option and opens the floor for discussion.

Cerelli questioned whether an Engine was needed. Chief responded that yes, an engine is appropriate but an particular urban interface engine would be more appropriate for the terrain and water capacity. Current water capacity of 3226 carries 300 gallons of water. The new one would carry 500 gallons tank. It's also designed for pump and roll, has 4-wheel drive, more maneuverable. Smith indicated he's concerned with buying used equipment. Chief agreed in some respects, but also has experienced it being much more difficult to find parts for the older equipment which is an issue.

If we buy used, will go through sanctioned dealers who certify for a year, typically. There are two dealers, with Gridley Mountain being one of them. Smith asked if we need all this equipment. Chief explained that ISO requires two engines here for pump capacity. We cannot count the ladder as pump capacity, or we'll use the rating for the ladder. Can't count for both. We need ladder to keep our insurance rating and because of hotels.

The Arch Cape engine (urban interface) yes, we need. The brush truck we need. We have to be able to serve and participate on conflagrations and also have a small amount of redundancy because things break. As far as staff vehicles, we're short. and amount of redundancy because things break. As far as staff vehicles, we're short of staff vehicles. We have what we need. One of the most important vehicles we have is the Rescue. The pick-up truck we're running right now is incredibly inefficient. Chief is looking to get a donated brush rig.

Smith indicated his point of view is he hates to buy used. Chief reiterated the goal is to get a staggered replacement cycle and replace with more functional choices. Cerelli indicated he trust that you know the business to know what you need, and our role is to provide funding. He believes it's not up to them to decide on equipment, they need to justify with options.

Schafer expressed confusion as to why we have so few fires, and Engines which are highly expensive. Perception is we need to be able to respond to fires, even though limited.

Chief asked if anyone had any concerns in going the lease route as prices will go up. Schafer expressed a question, what is the plan at the end of 5 years? Chief explained it's a purchase plan, and at the end of 5 years we own the vehicle. Taking 10 years over 5 years was discussed. Mekenas indicated he believes 5 years makes more financial sense, likes the idea of new particularly since we own it after five years, and supports the chief's decision. Ten years would be cheaper annually, but more expensive overall. Herman indicated if it sits within replacement matrix and budget, new would be the smartest way to go. But if not, used. As far as public perception side of it, the Levy was approved and we should not worry about number, but rather if we have what we need. Chief reiterated changing the specifications on apparatus, not changing the number to meet the functional operational needs of the community.

By next meeting, chief will have more hard information from Pierce Financing and others to present and for Board to make a decision.

Reports:

Chief's Report:

Response Data: We're up 17 calls from previous January. More visitors. We had one structure fire in town on Hemlock that went well, and structural fire in Seaside we brought engine.

Strategic Plan: Will be working item, not on agenda monthly.

Grants: About completed the 3 county-wide radio grants almost \$3 million, but limited to \$1 million at a time. Cannon Beach, Astoria and Hamlet is hosting one. Chief gathered all the data for all 3.

Food Tax: Chief met numerous times with council. Sent email after Dec 14 meeting encouraging progress and next steps but did not hear back. Chief would like to start getting Board participation to apply urgency/pressure by meeting with council.

They know the need. They know what we're trying to do and why. They have not pulled the trigger. If put on the ballet with some education, Chief believes it would pass easily. Chief solicited thoughts from the board. Board is in favor of meeting with Council. Chief will work on joint special meeting.

Rescue: Rescue is ordered and looking more at October 2021 versus August 2021 because of Covid impacting capacity. Still within the next budget year.

Hydrants: Still need to paint six in city. We're borrowing Nehalem's smaller tester, and going to Arch Cape Thursday to test the hydrants at arch cape. We're going to reflow using smaller tester.

Generator: We were able to get the generator fired up but still have issue with getting parts. Brian is still working on some parts for it. Has an oil pressure and electrical issue. Cerelli voiced thoughts that generators do not last that long on the coast. Maybe it makes more sense to replace vs. spending so much time and money in parts. Chief indicated Cerelli suggested looking at budget to replace it. Chief indicated there's money in capital reserve to do this.

Cleaning Contract: Looking at a new RFP for Cleaning Services with better contract than what we have. We will look at landscaping and janitorial contract. We'll re-write and tighten it up and send it back up with some better advertising. I think we can get some better bids on it. We're paying a lot for what we're getting. Not happy with the landscaping contract. We can terminate at will. Smith suggested terminating now since it's in the winter/dormant time. Chief said he would look at this.

Apparatus: 3249 should be back within the next couple of weeks from repairs and maintenance. 3277 brush rig had issue with Diesel Exhaust Fluid (DEF) tank. Matt Varley repaired it. Tried to take it to Portland, but they wanted two months to fix it.

Meetings. A lot of meetings. Chief is presenting tomorrow regarding presentation on Ecola Creek Forest Reserve. The city does not want to maintain the roads in that forest reserve. Chief, Rick Hudson and Mark Morgan are doing a presentation as to why they need to maintain roads.

Chief asked for any questions.

Training. Jason Smith indicated he will put together a plan split into quarters. His goal wasn't to make a bunch of changes, but more so to evaluate where we are, determine needs and execute on needs through training. Acquired site with structure due to be demolished. Were able to train for 3 days. Got 2 academy recruits through. Break windows and other scenarios. Discussions after training based on drills, reinforcing tactics and strategies making sure we're thinking the same thing that will lead to safety. Working on being equipped similarly to adjoining fire departments for consistency. We're getting some good headway. Smith asked if Jason found us to be what he expected vs. his larger department. Smith indicated started as a volunteer similar to Cannon Beach and missed it. Felt it was true heart. Breath of fresh air to come back here. Enjoy people, community, variety of work. Indicated we have areas to improve but we have a good attitude.

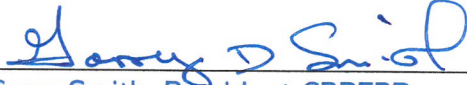
Board of Directors Reports:

- **Smith.** Nothing to report.
- **Cerelli.** Nothing to report.
- **Mekenas.** Nothing to report.
- **Herman.** Nothing to report.
- **Schafer.** Nothing to report.

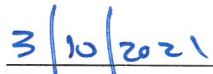
No other comments.

Adjourn:

- **Mekenas** motioned to adjourn which was seconded by **Cerelli**. Adjourned 19:43 hours (7:43 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for March 8, 2020.



Garry Smith, President CBRFPD



Date: