

Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting – November 10th, 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 Apple
- **Directors Present:** Heidi Dethloff, Jennee Pearce-Mushen, Dave Herman, Dave Pietka
- **Staff Present:** Marc Reckmann, Jason Smith, John Jerome, Greg Munn (via Zoom)

- **Approve Agenda –**

*Add an amendment for lifeguard after finance

• Motion: Approve Agenda		
Moved: Heidi Dethloff	Second: Jennee Pearce-Mushen	Approved: 4-0

- **Public Comments and Correspondence** – None

- **Approve Oct 13th, 2025, meeting minutes** – (one change of Heidi being via zoom)

• Motion: Approve Oct. 13th, 2025, meeting minutes		
Moved: Dave Pietka	Second: Heidi Dethloff	Approved: 4-0

- **Status Reports**

- **Finance** – Attachment A-

Munn and Reckmann went over all finance please see attached. Munn stated it is going very well. There are no red flags at this point. Munn also stated that Springbrook is great for Fire Districts, he is very happy with it, and it is very user friendly. There is plenty of room for growth with Springbrook. Pietka asked if anyone in the public was to challenge our change from QB to SP is everything defensible? Munn stated everything is very defensible and it is very transparent. Munn also stated there is a lot of different reports that you can look at that can give you a “financial Story” that will give everyone a true snapshot of all the finances. It is a document management tool as well Detloff pointed out. Pietka did ask if we are using all the “tools” in SB and Munn stated we are using about 5%, so lots of room to grow and show history. Heymann asked if we can get end of month numbers on a report Munn stated yes, we can and yes it would be helpful for board education and occurred expenses. Heymann requested that it be added. Munn will reach out to SB to get that added. It would be two reports at that point for the board to review. Heymann is requesting that Munn send a few different “canned” reports to see and then fig out what the board would like to add for reports moving forward. Heymann asked if we can get previous years data so we can see Year to Year reporting, Munn stated Yes, we can do that and we can do that for each account code.

- **Long range forecast** – we have taken over all the invoicing and paying the bills (no longer sending to Bill). ACH is now being put in so moving forward with all BillPay to ACH. Reckmann went over our new procedure of different steps that the Auditors requested are being done. Things are moving forward nicely.

- **Contingencies** – Reckmann went over why we have the contingencies the way we do and his opinion on why we do it the way we do. Reckmann also went over risks on PERS.
- **Review of Annual Financial Audit** – Reckmann went over audit results and findings. Please see attachments. Our new Auditors from Accruity are very detailed. Heymann requested for Munn to explain what an audit is and how it is done. Munn went through the step-by-step process. Heymann asked if there was a way to challenge the Audit, yes there is per Munn.

- **Amendment for lifeguard -**
- **Call Response** – Attachment B
- **Projects** – Attachment C
- **Civil Service** – Attachment D
- **Apparatus /Facilities** – E

- **Business Items –**

- **Motion to except Audit-**

• Motion: Excepting Audit		
Moved: Jenee Pearce- Mushen	Second: Heidi Dethloff	Approved: 4-0

Lifeguard - Reckmann would like to move forward with getting towers. If the city does not help with payment Reckmann stated, the Vehicles for staff would be pushed out by at least one year.

- **(Amendment) moving forward for a guaranteed PO on 2 new lifeguard Towers, funding sources TBD -**

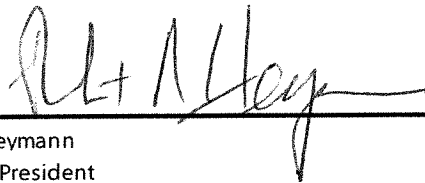
• Motion: guaranteed PO on 2 new lifeguard Towers, funding sources TBD, the amount not to exceed 170k		
Moved: Dave Herman	Second: Dave Pietka	Approved: 3 Dave Pietka, Heidi Detloff, Dave Herman, 1-Jenee opposed

- **Discussion of Arch Cape Fire Engine replacement** – Reckmann went over that we have talked about this for 2 years because this type of engine is hard to find. Smith did go to Texas to inspect one, but it does have a mechanical problem that would need to be fixed before we purchase it, Reckmann would like to do a contingency to move forward with purchase on this engine

• Motion: Motion to purchase Engine with a contingency of the seller fixing the mechanical issues before we purchase for 300K		
Moved: Jenee Pearce- Mushen	Second: Heidi Dethloff	Approved: 4-0

- **Arch Cape Fire Station update-** Reckmann wants to discuss at the next work session on Nov.25th. There were 12 agencies that showed interest. Reckmann asked if anyone on the board would like to sit in at that meeting. Pietka will be available via phone for questions and Pearce -Mushen will be part of that meeting as well.

- **Employee Handbook Review-** This will need to be read by all board members and each section reviewed and then a motion to approve. Reckmann would like to do this as soon as possible. Pietka would like Rebecca (HR) to go over this with the board. Or have Rebecca highlight each section that needs review. Herman does have a handful of questions to ask. Reckmann will ask Rebecca the board questions and concerns. Reckmann will give answers back to everyone on a copied email with all answers.
- **Chief Review Planning-** The board will email Heymann what they would like for the process.
- **Future meeting agenda items**
 - November 25th, 2025, work session – NO work session
 - **Director's Comments –**
 - Bob Heymann -
 - Heidi Dethloff -
 - Jenee Pearce-Mushen -
 - Dave Herman -
 - Dave Pietka -
- **Meeting adjourned at 8:33 pm –**

X 

Bob Heymann
Board President