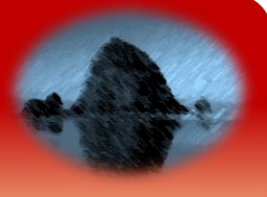




Cannon Beach

Rural Fire Protection District

188 SUNSET BLVD • PO BOX 24 • CANNON BEACH OR 97110
(503) 436-2949 • EMERGENCY: 9-1-1 • WWW.CBFIRE.COM • INFO@CBFIRE.COM



MEETING AGENDA November 8, 2021

(2nd Monday of every month)

1800hrs (6pm)

Due to COVID, public will only be allowed Via Zoom

Board may go into Executive Session per ORS 192.660 as needed

- Call to Order
- Roll call
- Changes to Agenda
- Public Comment
- Approval of October 11, Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
- Old Business
 - Volunteer housing
 - Change Banks – update
 - Financial Planning – discussion
 - Board Vacancy
- New Business
 - COWS
- Reports
 - Chief's Report
 - Training Chief report
 - Board of Directors
 - Cerelli
 - Herman
 - Gardner
 - Bell
- Good of the Order/Public Comment
- Adjourn---
- Next Board Meeting, December 13, 2021

Zoom information

- <https://zoom.us/j/96909730187>
 - Meeting ID: 969 0973 0187
 - +1 253 215 8782 US (Tacoma)

Agenda Action Report


Board Meeting November 8, 2021


Correspondence

 None

Review of board policies (included in separate document)

 Process presentation

 2.4 District management

 3.7 Vacancies

Old Business

 Volunteer Housing


- On hold for 6 months as found out Arch Cape station is not inside Arch Cape Sanitation District and needs to be annexed

 Change banks

- Update

 Financial Planning

- 10 year outlook presentation

 Board Vacancy (see separate document)

- Three applications
 - Freedman
 - Heymann
 - Simons

New Business

 COWS (see Separate document)

- Insurance liability
- Expense to maintain
- Where do we go with the system



BOARD MEETING MINUTES – OCTOBER 11, 2021

General:

Date:	October 11, 2021
Time:	18:03 hours (6:03 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:03 (6:03 pm)
Adjourned Time:	19:42 (7:42 pm)

Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP) Zoom	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<input type="checkbox"/> Rick Schafer (Member)	<input type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input type="checkbox"/> Other (Les, Public) Zoom	<input checked="" type="checkbox"/> Bill Cotes (CPA) Zoom
<input checked="" type="checkbox"/> Jason Smith (DC) Zoom		

Call to Order:

The Cannon Beach RFPD Board meeting for October 11, 2021 was called to order at 18:03 hours (6:03 pm) by Board President, **Bob Cerelli**.

Roll Call:

Board Members present were: Bob Cerelli, Greg Bell (Zoom), and Rick Gardner.

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

Changes to Agenda:

Chief Reckmann indicated he was going to present the minutes to the special and executive meeting, but since Greg Bell is not here, asked if it should be postponed. Board indicated to cover in next meeting. **Gardner** moved to accept agenda. Motion was seconded by **Bell**. All were in favor, none opposed. Motion carried.

Presentations:

None provided.

Public Comment:

None.

September 13, 2021 Board Meeting Minutes Approval:

Gardner indicated he has two changes: 1) Greg Bell was at last meeting. This was corrected prior to meeting in original documentation. 2) Gardner asked that on New Business Changes, he would like minutes to reflect that he commented Lewis & Clark Bank in Seaside had not closed their branch in response to Chief being told it had by Lewis & Clark Bank. With those changes implemented, **Gardner** moved to accept the minutes. **Bell** seconded and all were in favor. None opposed. Motion carried.

Treasurer's Report:

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

- a. **Statement of Net Position (Balance Sheet).** Read by Bill Cote as written and presented. We're $\frac{1}{4}$ (25%) way through year.
- b. **General fund:** Read as written and presented. Should be at 25% in expenses. Gardner asked Bill what month the taxes come in. Cote responded end of October, November, and December. By the time December is over, we should have collected 80% of the taxes. Gardner asked when we get paid by Klamath Falls for conflag, where will it show up? Cote responded that it would show up on conflag income. Cote continued we've incurred expenses but haven't received any revenue yet. Rick asked how we're billed for dispatch services. Cote indicated we're billed once a year, annually. Cote explained that on the line titled "Total Expenses" is our legal budget and it shows we've expended \$271,436.69 so far, which is at 28.8% (25% is $\frac{1}{4}$ year). He further explained, we are allowed to go over up to 10%. If we are getting close, we may have to do a supplemental budget through most likely a board resolution. Rick asked whether we have to do a budget resolution even though we may expect extra income. Cote responded yes. It's based on our expenditures. If it's more than 10% of our annual budget (not just expenditures), we have to go through budget process again for supplement approval. Cote continued that this is monitored regularly to ensure we don't have budget violations. Rick indicated he's still struggling with nomenclature asking what we're showing under "Other Income, Beginning Fund Balance" is showing the starting cash position. Cote responded yes. Rick continued likewise, "Net Income" at the end of the year is our ending cash position. Cote responded that's right.
- c. **Fire Chief fund:** Read as written and presented.
- d. **Cash per Fund:** Read as written and presented. Gardner asked he understands that this shows activity, plusses and minus, but do we have an annual budget for apparatus and equipment. Cote responded, yes, we these funds have their own budgets, but since there's no activity, Cote doesn't present detail, only summary. Gardner asked if there was any planned activity this year in them. Cote and Chief responded yes. Gardner indicated as treasurer he would like to have a copy to understand. Cote indicated he would provide and email to all. Cote asked chief if he plans on buying an Engine this year. Chief responded yes Rescue will come out, approximately \$250K. Gardner asked Cote sometime, he'd like to sit down and work with him on long range financial. Cote requested doing this after October 15, due to workload. Gardner asked to target November.

Gardner motioned to approve financial reports. It was seconded by **Bell**. All were in favor, none opposed. Motion carried.

DiStasio clarified update to minutes with Rick Gardner's information.

Bills:

The bills register was reviewed. Bell asked question on Bill Cote contract, if that was a flat rate. Chief responded the \$1700 is per month. Board reviewed and had no further questions.

Correspondence:

Chief brought up the email resignation from Rick Schafer but indicated it was going to be discussed in new business under new Board Member appointment.

Monthly review of board policies:

Chief indicated we do not have any this month because we're in the process of consolidating many of them. Policy 3.7 - Filling Board Vacancies will be discussed in new business.

Old Business:

- **Volunteer Housing.** Chief indicated he had nothing to add to it at this time. It's related to zoning, and still working with Clatsop County. Wanting to do it in the EF Zoning.
- **Change Banks** – DiStasio indicated there is a form that needs to be completed by Board. Once signed, DiStasio will take to Bank for new bank account.
- **Financial Planning – discussion.** Chief indicated he doesn't really have anything but solicited from others. Gardner commented he thought what Chief presented was really good and he's still going through it. Chief brought up budget with LB forms which identified budget of apparatus and equipment reserve fund. Chief continued as far as the equipment reserve fund, we have a few items budgeted: upgrades to equipment. Last year we budgeted \$70K. We did a lot with this money. This year we've budgeted \$20K. This goes into upgrading different lighting and different components to apparatus. The Rescue will be purchased this year. The down payment on the engine is scheduled for March. The Radios and Hose Grants are what we will pay and we'll be reimbursed from FEMA, which is more of a passthrough. Rick asked whether these funds are strictly capital items? Chief responded yes. Gardner asked, if we do maintenance out of reserve? Chief indicated we do it out of Apparatus Maintenance line item. Gardner asked what our threshold was. Chief indicated \$5K. Chief continued under Cows we budgeted a little in case we have to buy speakers or something. Gardner clarified that we do annual budgets, so for capital equipment we have to plan ahead. Chief responded correct. Gardner continued, so if we had a 5–10-year financial forecast, we'd see how this \$600K, plus grants, bonds, etc., would be required to satisfy all future capital equipment, and that's what I want to talk to Bill Cote in terms of how we put that together.
- Chief showed LB-11 Capital Projects indicating this where we'd see building repairs. The two significant projects this year are building repairs and finishing up the network project. For building, there are windows we'll probably work on this year.

New Business:

- **Prepared food IGA.** The copy distributed is a clean copy. There were a couple of typos caught by City, sent back to Carrie and Chief to correct. Bell asked how their meeting went. Chief responded fine. Gardner asked when they vote to approve. Chief responded tomorrow night. Cerelli asked if we need to vote. Chief indicated we need to vote to approve IGA. **Gardner** moved to approve the IGA with the City of Cannon Beach. Motion was seconded by Greg **Bell**. All in favor, none opposed. Motion carried.
- **Board vacancy.** Cerelli indicated we received a letter of resignation from Rick Schafer so we need to start process to fill his spot. Chief indicated he attached Policy for discussion. Chief spoke to Clatsop County to make sure our policy does fit the way it's supposed to, which it does. Chief explained tonight, we have to designate in the minutes that the Board recognize we have a vacancy and we are going to advertise to fill it. What our policy doesn't say that we need to clear up, is how long a position will be advertised for, e.g. 30-day, 60-day? Chief recommended it post tomorrow and send mailer out like last time, then we can review them at the next meeting, if we have one applicant. If there's more than one application, then the board has to conduct interviews of candidates, and appoint in December. Gardner confirmed there were 5 board member positions, and we need 3 to conduct business, it seems like we should pursue another Board member. Board discussed and agreed to a 30-day requirement to be posted. The board has to declare there is a board member vacancy. **Cerelli** motioned to accept Rick Schafer's resignation and move forward with advertising for new board member. **Gardner** seconded. All in favor, none opposed, motion carried. Gardner asked what is done if no one applies. Chief explained there are two choices for the board: Soliciting candidates or running the board with four. Chief expects Bill Norton will put in for it as he was on budget committee.

Reports:

- **Chief's Report:**
 - **Calls.** September was average month. October is taking off with a Bang. For October, we already made average and we're only mid-month. We had a structure fire and have some things to work on, but nothing significant. We had a rope rescue and trail rescue today. This time of year, for muddy trails.
 - **Conflags.** Accepted our claim for Klamath Falls, we should receive the money soon.
 - **Billing for Services.** Received first check of \$904.18. A little bit of effort, but we're figuring it out.
 - **Strategic Plan:** Need to talk about future strategic plan.
 - **Grants:** Chief indicated meeting Thursday to evaluate radios to keep that moving forward. Clark Foundation giving \$30K to association for UTV, expected delivery late February. Submitted grant for EMS equipment. Working on grant for exterior lighting.
 - **Radio System:** Regarding Dispatch consolidation, Chief is leading the South County side of it. We tried tone test and it failed again, so we're not closer. We'll try again tomorrow with Motorola hopefully fixing problem.
 - **Rescue.** Waiting on dodge chassis.

- **Building.** Chief indicated we're waiting on drywall repair. No real issue with it. Will need to be sheet rocked. Gardner asked if this was covered under the \$10,000 capital. Chief indicated it will come out of budget maintenance. The Orford Street COWs speaker upgrade, will most likely come out of Capital.
- Gardner asked Board if it believes COWS is a long-term solution. Chief indicated he believes it is, but not in the state it's in right now. We're antiquated, has had a lack of maintenance. Gardner asked board if they feel it is Cannon Beach Fire District responsibility. Chief deferred to Cerelli. Cerelli stated for now it is our responsibility. We talked about having state parks joining us, but for now it is our responsibility. Gardner asked if the City of Seaside is responsible for theirs. Chief responded yes. Gardner continued indicating we have emergency services at the county, and all they do is coordinate. Chief indicated the only siren towers working today are us (Cannon Beach) and Seaside. Chief continued Warrenton started putting them up but they are not functional at this time. Cerelli indicated from what he has seen in the past, it is very laborious to keep these things running. In the past, Garry [Smith] pursued, and without his interest, it's going to be a difficult system to keep running. Gardner indicated his only experience, other than occasionally hearing the Wednesday's siren, is with the Japanese false Tsunami warning which he didn't hear at all. He only heard the fire trucks coming down the roads, when people basically went door to door, and was wondering what board felt about that. Cerelli indicated his preference is a simple siren that goes off, and that maybe we're too complicated. Cerelli indicated back to original question, "is it our responsibility?", probably not. It's a good nature thing, but as well we know we're doing a lot of stuff that isn't necessarily our requirement and within our financial means. Bell asked if it was our responsibility because of the arrangement we agreed to when we accepted the equipment. Cerelli responded the equipment was a donation, and not familiar with any agreement. Bell asked whether we or Garry has any kind of signed documents indicating we were going to do x-y-z. DiStasio indicated she thought she ran across something along those lines of an obligation [when researching for the annual report around the COWs system] and could look for this information. Bell indicated this was a good idea. Cerelli asked DiStasio to look it up. Gardner added that if it is our responsibility, we should fix it. If it isn't, find out who is and let them make decisions. He continued it sounds like we're kind of letting this thing drag out and it's basically falling apart. Typically, maintenance can get more and more expensive. Cerelli believes that there's no one else in line if we decide we're not going to maintain it. We've talked to the County. We've talked to the State Parks. Gardner asked if we've talked to the city of Cannon Beach. Chief indicated they look to us. Gardner asked if they think it's a good thing we're maintaining it. Chief responded if you talk to anyone they'd say, it's a good thing we are maintaining. Cerelli reiterated to DiStasio to find documents. Bell thanked DiStasio.
- **Apparatus.** The Ladder Truck is back. We had a lot of issues with it, such as transmission leak and computer issues. It was out most of the month but is back in service.
- **Meetings.** Chief is going to the Oregon Fire District Directors Association (OFDDA) Conference in November. Believe there are some good classes, and opportunities for networking. Chief registered Gardner into some virtual classes. If anyone else is interested, let chief know, he'll register. Gardner indicated some of the classes looked interesting and appropriate for some of

the issues we have. Chief found out that we can attend on a class-by-class basis, virtually, so there isn't a huge time commitment such as a weekend in Ashland.

- ***Upcoming events:*** November board meeting 11/8/21.
- **Training Chiefs Report.**
Read was presented by Division Chief, Jason Smith. Highlights include logging over 130 hours of training, collectively, with the group. Focus was given to ventilation this month borrowing the prop from DPSST this year. Purchased a lot of lumber for the exercise, but luckily the prop came with enough we could take back and get refund for most of lumber. Gardner asked what is a good turn-out in terms of volunteers? Smith indicated a good turnout would be everybody showing up but that hasn't happened in a while. Smith further indicated 5 attended Saturday and 5 on Wednesday with a couple of repeat attendees. Smith indicated training ebbs and flows with attendance.

Smith continued the next highest category of training was Firefighter officer training focusing on succession planning, future, and setting up leadership group. Smith indicated a good 2-hour discussion mostly on structure fires.

Smith indicated we are running a lot of calls without our lieutenants. Mostly Chief(s), Duty Officers, and firefighters. Training focus is being given to firefighters to give them the confidence and skill to take that call, run that call, resource it appropriately. Smith indicated believe is the first five minutes will dictate the rest of the incident. He will focus more attention on preparing the 'informal' leaders to eventually take on a formal role. Gardner asked how many lieutenants we have. Smith responded three. Smith continued, unless a Lieutenant is working Duty coverage, we rarely see them on calls. It places our firefighters in a position that they have to make those calls, so we want to prepare them to be successful in officer-like roles within the next year. Gardner asked how many candidates Smith has in mind for future positions. Smith responded at least three. Once we throw out this concept to people along with promotion, I'd like to think people would get excited and want to jump into it.

Bell asked from a purely legal exposure perspective, when we go on a call if the duty officers are making decisions, are we covered legally in case we're sued? Smith explained the highest-ranking officer assumes command of the incident. With the Duty Officer on the way, they can start making the decisions while in route and start giving orders, but we're still relying initially on the actions of the first arriving company. The overall incident will be run by the Duty Officer once they arrive on scene. Smith continued by formalizing the training, it will develop standardization and consistency in response.

Gardner asked if there was anything the board could do to help. Smith indicated not currently. He has a plan and path forward. It's just a matter of putting the classroom portions together and formalizing the steps. Bell asked if Smith would publish something around progress. Jason responded for sure. Smith continued that his goal is within the next year to run the Lieutenant test, and whoever wants to take it can take it. Whoever wants to participate in the company officer program, can opt in opt out. The two-fold part of the training would be to: 1. prepare them for the position, and 2. Give them all the same information we're going to assess

them on. Smith indicated he doesn't like teaching them to a test necessarily, but it gives them a tangible they can work with. Gardner asked if there were any perks that come with being a Lieutenant? Chief indicated it's pride, it's rank, it's authority. Chief continued that right now we give them an automatic 5 points on compensation. Depends what drives them, money or whatever. Gardner indicated different things drive different people. Smith continued that ideally, you have that authority on incident to make critical incident decisions which builds into pride and ownership in calls. Ideally, when it comes to promoting Lieutenants it would be nice to give them more authority on projects and make their own. Once Lieutenants are promoted it would be a matter of prepping them to take on the duty officer role. That in itself gives the ability to take home a vehicle and be the point person on responding to calls. That would draw some interest. Gardner reiterated if after thinking out this plan, if there's something that would help to incentivize the board can help you with, let them know. Smith indicated his appreciation. Cerelli thanked Smith. Smith indicated the goal for the next three months is put out a training survey to see what firefighters want in training. Then will start developing a training plan.

Board of Directors Reports:

- **Cerelli.** There's a couple of places that may come up as rentals in arch cape. Dale Mosby has a house people moved out of and he'd be more than willing to rent to fire fighters. Then Butch Coleman bought property down by the sewage treatment plant and he's willing to work out something for firefighters to rent. Cerelli asked Smith if he was interested in having the kite store for training as it is going to be coming down next few weeks. Smith requested getting information to Chief and they will make contact and figure it out.
- **Bell.** Nothing to report.
- **Gardner.** Nothing to report.
- **Herman.** Absent.
- **Public.** Nothing.

Good of the Order/Public Comment:

Ham dinner was well attended. Made over \$80,000. Well attended. Over 404 meals served. Ran out of cupcakes and sweet potatoes. Was a success.

Adjourn:

- **Gardner** motioned to adjourn which was seconded by **Bell**. Adjourned 19:42 hours (7:42 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for November 8, 2021.

Bob Cerelli, President CBRFPD

Date:



SPECIAL BOARD MEETING MINUTES – OCTOBER 5, 2021

General:

Date:	October 5, 2021
Time:	18:28 hours (6:28 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:28 (6:28 pm)
Adjourned Time:	19:09 (7:09 pm)

Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP)	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input type="checkbox"/> Jason Smith (DC) Zoom	<input type="checkbox"/> Other (Les, Public) Zoom	<input checked="" type="checkbox"/> Carrie Connelly (Attorney)

Call to Order:

The Cannon Beach RFPD Executive Board meeting for October 13, 2021 was called to order at 18:28 hours (6:28 pm) by Board President, **Bob Cerelli**.

Roll Call:

Board Members present were: Dave Herman, Bob Cerelli, Greg Bell and Rick Gardner.

Other attendees were: Marc Reckmann (Fire Chief, CBFDD), Deb DiStasio (Admin Assistant, CBFDD), and Carrie Connelly (Attorney with Local Government Law Group – on Zoom).

Carrie introduced herself as one of the attorneys at Local Government Law Group serving your District. She indicated she's been a municipal attorney since 1995 and started with Ken Jones.

Changes to Agenda:

None. **Rick Gardner** motioned to accept the agenda. Motion was seconded by **Greg Bell**. All in favor, none opposed, motion carried.

Presentations:

None provided.

Public Comment:

None.

Executive Board Meeting

Discussion Topic: Food Tax Internal Government Agreement (IGA) with City of Cannon Beach.

Bob Cerelli started the Executive Session by reading a statement:

"The Board of Directors for the Cannon Beach Rural Fire Protection District will now meet in Executive session pursuant to ORS 192.660(2)(f), which allows the Board to meet in executive session to consider information or records that are exempt by law from public inspection.

Representatives of the news media and designated staff will be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the meeting room."

Chief indicated at this time, he was going to stop recording.

- Entered into Executive Session was brought to order at 18:31 (6:31p)
- Closed Executive Session was closed at: 19:03 (7:03p)

Chief asked if there was any other discussion needed? Chief added that Carrie did an astronomical job with the contract. There was a point in meeting with City on IGA, we were prepared to walk away.

Good of the Order/Public Comment:

New Checking Account Requirements. Chief indicated as discussed last meeting we are changing banks. Deb made some forms requiring personal information needed by TLC Fibre Federal Credit Union that need to be completed by board members including Identification (copies of driver's license front and back), birthdate, residential address, phone numbers, emails, and signatures.

The board completed form, Deb collected, with two boards indicating they would have to bring their ID's tomorrow for copying. Deb indicated there are two forms, one is a signature log which we will retain as a potential auditing request for compliance purposes. The TLC Fibre Federal Credit Union form will be scanned and sent encrypted to TLC. Once verified TLC has information, forms and private information will be shredded.

Rick Gardner asked about timing and transferring money into new account. Chief indicated that we would have two banks for enough time to order checks and coordinate payments from the new checking account. Once everything is running accurately using the new account, we will close the old account. Rick will contact Bill to coordinate transfers. Chief indicated getting the new checking account is first step.

Rick asked if we followed up with Lewis and Clark bank. Deb relayed, Lewis & Clark said they were waiting on the fee structure from the group they're merging with but have not received it yet. They also indicated they use a 3rd party for Credit Cards. Chief indicated there were a lot of things they didn't have answers for or didn't do yet, so we continued with TLC Fibre Federal. Further, Chief reiterated that the first discussion with them they indicated they would not have a Seaside branch. Rick indicated he would provide that feedback to them.

Chief asked if there was anything else to discuss? Bob Cerelli asked if the Signature logs had to be completed now. Deb responded yes. Meeting was 7:09 adjourn.

Adjourn:

- **Greg Bell** motioned to adjourn which was seconded by **Dave Herman**. Meeting was adjourned at 19:09 (7:09 pm)

Bob Cerelli, President CBRFPD

Date:



EXECUTIVE BOARD MEETING MINUTES – OCTOBER 5, 2021

General:

Date:	October 5, 2021
Time:	18:31 hours (6:31 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:31 (6:31 pm)
Adjourned Time:	19:03 (7:03 pm)

Attendees:

<input checked="" type="checkbox"/> Bob Cerelli (President)	<input checked="" type="checkbox"/> Greg Bell (VP)	<input checked="" type="checkbox"/> Rick Gardner (Treasurer) Zoom
<input checked="" type="checkbox"/> Deb DiStasio (Minutes)	<input checked="" type="checkbox"/> Dave Herman (Member)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input type="checkbox"/> Jason Smith (DC) Zoom	<input type="checkbox"/> Other (Les, Public) Zoom	<input checked="" type="checkbox"/> Carrie Connelly (Attorney, zoom)

- Special Board Meeting was stopped at 18:30 (06:30p)
- Executive Session was brought to order at 18:00 (6:31p)
- Executive Session was closed at: 19:03 (7:03p)
- Special Board Meeting resumed at: 19:04 (7:04p)

Call to Order:

The Cannon Beach RFPD Executive Board meeting for October 5, 2021 was called to order at 18:31 hours (6:31 pm) by Board President, **Bob Cerelli**.

Roll Call:

Board Members present were: Dave Herman, Bob Cerelli, Greg Bell and Rick Gardner.

Other attendees were: Marc Reckmann (Fire Chief, CBFDD), Deb DiStasio (Admin Assistant, CBFDD), and Carrie Connelly (Attorney– on Zoom).

Discussion of Prepared Food Tax IGA with City of Cannon Beach:

Chief began discussion the background. This has been started out in May. Not a lot of progress was made. Finally, we started making a little progress with the city and we got Carrie involved. It started out with Dan Lawler and then continued with Carrie.

Carrie was instrumental in making this happen. Tonight, discussion will be given to what Carrie and Chief have done with the IGA, and make sure the Board is comfortable before the IGA is voted on by the City next Monday.

Greg Bell asked if anyone from CB City review IGA. Chief responded it has not gone to City Council but has been reviewed by the City Manager and city attorney. Greg asked who drafted the IGA. Chief explained it was a joint effort. Rick Gardner asked who their attorney was. Chief responded Ashley Driscoll.

Greg Bell asked in "Section 1.1 Distribution of Tax Revenue", what is "CBMC", Cannon Beach Municipal Code? Chief responded yes. Greg continued asking what would be the estimated annual revenue? Chief presented excel spreadsheet showing \$827,708 after admin is paid. It's estimated \$36 M in sales * 5% sales tax, 1.8 M, restaurants will get an amount and the remaining balance of \$1.7M will be split between the District and us.

Greg asked when it was decided that 5% was the right number for admin costs? Chief explained that the City want to hire a person to manage it and it's mostly their salary and expenses, which is how they came to \$80K, split between City and District will leave us paying \$40K admin costs.

Carrie Connelly indicated that the 5% at the time made sense the first few years, but should ratchet down. Ashley worked with Bruce to dive down into details of exactly what kind of costs the City will incur. Carrie continued that Ashley did a lot of research to her credit. Five percent is consistent with other agreements around the state. Chief added that originally the city was wanting the District to pay the entire admin amount, which was unacceptable and rejected. Through negotiations, we were able to get them to agree to split.

Greg Bell, referring to Section 1.3, a & c, asking for clarification: "Any grant writing will be agreed to in writing prior to implementation", "... research expenses will be agreed to in writing prior to implementation". This is agreed between City and District? Carrie responded yes. She added we want them to have to come to us before they incur anything that isn't unexpected. So, if it's unexpected and they have to defend the tax and couldn't have anticipated it, we're fine. We understand they need to incur those costs and we will share those with you, but keep us up to date, and tell us about them as soon as possible and share all the invoices with us. Anything else we need to approve in advance.

Greg, referring to Section 1.3, c, "The City will endeavor to discuss expenses with the District prior to implementation whenever practicable." Greg wondered if it shouldn't be re-written to state The City "will" discuss expenses prior to implementation? Greg asked if we argued that one. Chief indicated yes. Greg continued, so, the city can 'kind of' let us know if they want to. Chief added that this goes back to Carrie's statement about the city needing to defend itself. Carrie added that it might have been helpful to have seen the first version where none of our recommended changes came back accepted.

Greg continued, asking under Section 3, District Obligations, "Provided no changes in levy funding outside of the District's control, the parties agree that the PFT funds are to be used for services over and above what the District currently provides the residents and visitors" ...etc.... asked, what happens when our current Levies expire. Chief indicated that's where our clause "out of control" comes into play. Greg asked, so when they expire,

they don't get reinstated then we're going to use the funds to do the services we were providing. Chief responded, correct and same with grants. It's outside of our control. Originally that wasn't in there and we thought it unfair. If we try to go to a levy and fail, why should we be punished. Greg asked if this suggests that you have to continue to write grants. Chief responded he will continue to write grants separate of this agreement because it's in our best interest.

Bob Cerelli referring to 1.3, b, indicated there are a lot of pros and cons. Bob asked where it says "The City will keep the District advised", believes that someone will fight the tax. He asked whether it mean as a District we're going to be responsible for any costs incurred for fighting that legal challenge. Chief indicated, half of the expense. Greg added, it doesn't require approval. Indicates we are not going to ask permission, we're just going to do it. Bob continued that based on what he's heard that it's 50/50 whether it will pass. I have a feeling that on the restaurant side somebody is going to challenge. Greg indicated, or ORLA. Chief responded you're right to an extent. I think ORLA lost that battle already and they already tried to say it wasn't legal and recanted it was. Bob asked how the group felt about jumping into this [risk]? Rick indicated the money to defend it would come out of the top of the funds collected for that year, and then we split it with the City. He continued this isn't anything new, and the chances of this being overturned by the courts is minimal. Dave Herman added theoretically if it passed, and went to court, a lawsuit, it would be paid after the fact from funds because we don't have a bunch of money to be paying. Chief indicated the way it is written is it will be deducted before they cut the check to us. Carrie added the steps of deductions is collecting it, they divide it, take out the admin fees and qualified expenses. We also tried to say in no case you will ever owe money more than what is owed us in distributions. Carrie continued that we didn't get that expressly, but you never have to pass money to them, it will just be a tally against your distribution. Carrie indicated the assumption is you would defend it if challenged and didn't feel that was particularly controversial.

Rick Gardner indicated in Section 3, where it shows how we have use the money, is it the idea that we budget for this separately. Chief indicated not necessarily. We just need to show to the City what has changed from not having money to having money. How are we going to use the money. Greg added, but under 3.3 Audit that would be more specific right. Rick read it like we have to show them where the money went. Chief indicated we do, but that it would be easy enough to do under the budget. Rick continued as the treasurer we should be able to account for all the monies and expenses. Chief and Board agreed.

Greg, referring to section 3.2, under how we're required to present to city council, asking who is the city reporting to on how they are using their funds? Carrie indicated it would be the taxpayers. Carrie added they were pretty insistent that Mark or the representative will do the staff report and presentation, but they did want the board there. It will be a joint public meeting.

Greg referenced Section 6.2 indicating these two paragraphs looked the same. The Last sentence has CB fire and asked whether it should read the City of Cannon Beach? Carrie acknowledged this was an error and will be corrected. We'll add this typo to the list. Good close reading. We can always use the eyes because this went through several iterations.

Carrie asked if anybody wanted to talk about paragraph 4 Terms and Termination? Carrie indicated she wanted to make sure we had a chance to talk about the changes in boundaries and changes in formation so everybody has a good sense of what the process is going to look like if you consider a merger or consolidation. Carrie indicated she would let Marc handle the discussion. Chief indicated this is where Carrie's value was really felt. Conversation was brutal. Chief explained that what this means is if, for instance, we annex property like we did in Falcon Cove, it makes no change to this, for less than 10%. If we decide to merge with Nehalem, before we do that, they want us to come meet with the city and show how this \$800K is still going to impact the city of Cannon Beach. It really becomes up to the City at that point how much they're going to give us. Carrie indicated in the bottom line, chief was correct, except that it would be nice to know in advance. What was being proposed originally, is that if we move to merger, then the city would announce to you that we are terminating the agreement that we would learn after the fact. Now, at least there is a process in advance before we start the process, we're going to know in advance what the outcome is going to be to your income from taxes, which then helps with policy choices. To be fair, a merger could result in a different entity, it's fair for them to have some say over who they're going to be doing business with. Our goal was that this would be assignable to any entity, but did not win that fight.

Rick asked what the ballot measure said. Chief indicated it says 5% split with Fire District. Rick asked if that's voted on by the public, and the city wants to change that can they arbitrarily decide that's not going happen? Chief indicated that they can because they did not say what the split is. Carrie indicated that anything that is not in your agreement, but in their code, they can change because they maintain authority over their code. Nothing we can do about that. Rick indicated my question is this is a public vote. Can they change percentage of what's going to Fire District. Carrie indicated no because it's in that agreement unless a triggering event happens. A triggering event such as we're not using the funds correctly, they can terminate. Greg asked for clarification on triggering events are Section 4.3.a, b, or c, correct? Chief said to your point, the ballot measure says it will split the funds with the district. It does not state what percentage. That's the loophole. Rick asked in the ballot measure is this in perpetuity or is there a sunset. Chief responded no sunset. Chief continued it's until the council decides not to do it anymore in which we put that in there that it's not an option, or mutual agreement to terminate.

Dave Herman asked whether the City has the authority to cancel the food and beverage tax through a referendum. Carrie stated there is language in contract. We get 3 year notice and they cannot terminate without going through a dispute resolution process. These 4.3.b is states that they can only terminate without notice if they are legally prohibited by court order, which was a big win for District.

Carrie continued that anything that the voters approved once it's in the city's code, the council can change it, which is why we wanted to nail things down in the IGA which they can't change unless we agree to it.

Rick stated that this could pass and in the next council meeting they could terminate it and give us three years notice without cause. Carrie indicated this was true. Dave Herman indicated once referendum is in their code, they can do whatever they want. Carrie agreed just like any other ordinance, they just have to follow that ordinance process.

Greg indicated that's all his markups. Greg indicated he was pleased to know that we were involve and it was not just their lawyer.

President Bob Cerelli asked if there were any other we should pay attention to tonight, Carrie?

Carrie indicated she wanted to make sure everybody reads Section 8 so that we know that process. Also, section 9 we didn't have any say over this but it does get triggered several times. We were originally going to avoid mediation, but since thought it would not be a waste of time or money so we kept it in.

Greg directed question to Marc about Rick's earlier question, section 11.4 it does say we have to retain record for minimum of 6 years. Chief indicated originally, they wanted for us to maintain records indefinitely, but Carrie came back to 6 years. Carrie added that we were being held to a different standard, and we said no. Record retention is a good business practice and we're obligated by normal ORS standards.

Carrie asked Marc what are next steps? Marc explained this will go to the City Council for their review tomorrow night. It will be on our agenda Monday for us to vote on or give authority to sign. It will be on their meeting the 12th for the same thing. Carrie asked if Bruce was looking for us to come into public session to have any kind of feedback. Chief indicated no. Basically, the idea of this was for me to come out of it knowing we can move forward next Monday and have the opportunity to ask questions.

Carrie indicated if there were any other questions, to direct to Marc and they'll get them answered. With no further discussion, meeting was adjourned at 19:03 (7:03p) and directed back to Special Session.

Bob Cerelli, President CBRFPD

Date:

Treasury Report & Bill Pay

(See Separate Document)

Policy Simplification

(See Separate Document)

Board Vacancy

(See Separate Document)

COWS Information

(See Separate Document)

Fire Chief Report

Reporting Period: October 1, 2021 – October 31, 2021

RESPONSE DATA

October calls

Call Volume Observations

- ✓ 58 calls in October 2021
- ✓ Average for October 2017-2020 is 36

Projects and Administration



Significant calls or projects

- Wind storm
- Some question of why fire responds to trees down instead of ODOT or public works
 - Simply an availability issue, we are ready and able, ODOT has a lot of miles to cover
 - It is prevention, get trees out of road before a car hits it.



Conflagration

- Done for year, waiting on reimbursements



State Parks

- Met with State Parks
 - Contract is up December 31, 21
 - Offered district 5000-7500 a year with 3% annual increase
 - Currently get 1000 a year



Strategic Plan

- Worked on 10-year financial plan



Grants

- Radio grant awarded – Working on evaluating radios
 - Will take about 3 months to evaluate.
- Hose Grant awarded – Hose ordered
- Working on grant for exterior lighting
- AFG opens 11/8/21



Radio system

- All dispatching will be done out of Seaside beginning November 1

- South County will continue to be dispatched on current channel as the county dispatch channel does not work in Seaside and Gearhart.
- A committee has been formed with police, fire, and dispatch to discuss future of dispatch
- Leading the south county side of this project



Prepared Food Tax

- Vote is November 2nd
- As of 11/4, passing by 2 votes, final count my 11/10



Rescue

- Ordered, expected ETA December 2021
- Did preconstruction meeting, so getting closer.



Hydrants

- In process



Building

- Water leak from shower has created mold and rot above EMS room
- Leak fixed, working on rot, mold, and drywall
- Orford COWS tower, speakers fell. Working on replacement. Going to be inspecting all.
- Network and video put in Arch Cape



Apparatus

- Nothing to report



Prevention

- Time has not allowed



Meetings

- County Fire Defense
- City Staff
- City Council
- Joining the County Ambulance Service Area Committee.
- Communication committee



Recruitment

- Pushing student program
- Working on focusing on EMS/Rescue for recruitment



Chief vacation

- Be gone to OFDDA conference November 3-8



Upcoming Events

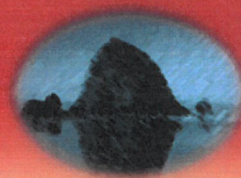
- Next Board meeting 12/13/21



Cannon Beach

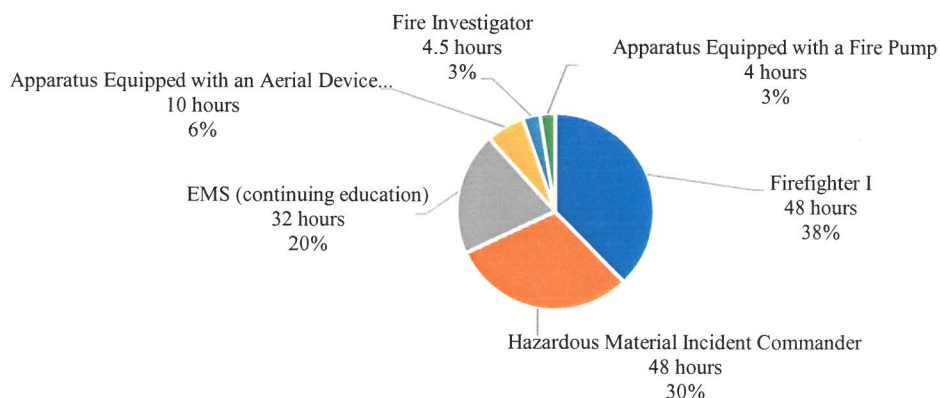
Rural Fire Protection District

188 SUNSET BLVD • PO BOX 24 • CANNON BEACH OR 97110
(503) 436-2949 • EMERGENCY DIAL 9-1-1



Hello,

The following is a brief training report for the month of October.



Just as quickly as it came, October flew by for our volunteers, but not before they logged some quality training. We started off the month with a review of our LUCAS automated CPR device. Following that was forcible entry training with our new door prop. This prop provided our members repeated hands on training, allowing them to hone their skills when it comes to forcing entry into residential structure.

We finished off the month training on an acquired structure (thank you Mr. Cerelli). These are always great training opportunities as they allow our volunteers to practice their skills on a real structure. Unfortunately, we were not able to practice with live fire, but we made the best of it by getting four different evolutions on two separate training days.

In addition to our drill night trainings, several of our members put in extra hours training. Eric has been able to complete all his online training for his Pumper Operator course and has logged several hours driving and will soon be practicing pumping on the apparatus. Nathanael has completed most of his online training and his driver training to be qualified to operate the ladder truck. Shaunna, Nathanael and DC were able to attend a county hosted Hazmat IC class during this time as well.

For the month of November, we are planning on covering EMS and Hazmat Operations training.

