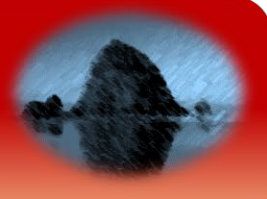




# Cannon Beach

## Rural Fire Protection District

188 SUNSET BLVD • PO Box 24 • CANNON BEACH OR 97110  
(503) 436-2949 • EMERGENCY: 9-1-1 • [WWW.CBFIRE.COM](http://WWW.CBFIRE.COM) • [INFO@CBFIRE.COM](mailto:INFO@CBFIRE.COM)



## MEETING AGENDA July 12, 2021

(2<sup>nd</sup> Monday of every month)

**1800hrs (6pm) - Also Via Zoom**

\*Board may go into Executive Session per ORS 192.660 as needed\*

- Call to Order
- Roll call
- Changes to Agenda
- Public Comment
- Swear in new board
- Approval of June 14, 2021 Budget Committee Minutes
- Approval of June 14, 2021 Board Meeting Minutes
- Treasurer's Report
- Bills
- Correspondence
- Monthly review of board policies
  - 4.01 to 4.08; all relating to meetings
- Old Business
  - None
- New Business
  - Election of Board positions
  - Decision of signers
  - Strategic Plan Update
- Reports
  - Chief's Report
  - Training Chief report
  - Board of Directors
    - Cerelli
    - Herman
    - Schafer
    - Gardner
    - Bell
- Good of the Order/Public Comment
- Adjourn---
  - Next Board Meeting, August 9, 2021

### Zoom information

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

## **OATH OF OFFICE**

**I \_\_\_\_\_ do solemnly swear that I will support the Constitution of the United States of America, and the Constitution and laws of the State of Oregon, and I will faithfully and honorably conduct myself in the office of Cannon Beach Rural Fire Protection District director to which I have been elected to the best of my ability so help me God.**



# Cannon Beach

## Rural Fire Protection District

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

## 2021-2022 BUDGET HEARING MINUTES JUNE 2021

### General:

Date:	June 14, 2021
Time:	18:01 hours (6:00 pm)
Location:	Fire Station Board Room
Brought to Order Time:	18:01 hours (6:00 pm)
Adjourned Time:	18:04 (6:05 pm)

### Attendees:

District Board Members	Other
<input checked="" type="checkbox"/> Garry Smith (President)	<input checked="" type="checkbox"/> Marc Reckmann (Fire Chief)
<input checked="" type="checkbox"/> Bob Cerelli (Vice President)	<input type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Mark Mekenas (Treasurer)	<input checked="" type="checkbox"/> Deb DiStasio (Minutes)
<input checked="" type="checkbox"/> Dave Hermon (Member)	<input checked="" type="checkbox"/> Jason Smith
<input type="checkbox"/> Rick Schafer (Member)	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Greg Bell (New Member)	<input checked="" type="checkbox"/> Rick Gardner (New Member)

### Call to Order:

The Cannon Beach RFPD Board Meeting Budget portion was called to order by President, Garry Smith, at 18:00 hours (6:00 pm).

### Roll Call:

**Board members present include:** Garry Smith (President), Bob Cerelli (Vice President), Mark Mekenas (Treasurer), and Dave Herman (Member). New 2021 Board Members present include: Greg Bell and Rick Gardner.

**Other Attendees present include:** Marc Reckmann (Fire Chief), Jason Smith (Division Chief) and Deb DiStasio (Admin-Minutes).

### Public Comment

No public comment presented.

### Minor Budget Adjustments:

Bill Cote made two minor budget corrections. As Bill Cote was not present, Chief indicated the impact isn't to the overall budget but to line items. He indicated:

1) One is where the money is budgeted for the debt services. We can't pay debt services out of a reserve fund. So, we had to reduce the amount going to reserve fund and budgeted debt services into the general fund.

The \$125K going into equipment reserve and \$65,000 coming out for debt service. So now it's \$60K going into reserve and \$65 going into debt services. Just a matter of where it's coming out of.

2) The second change was in regard to the grant funds for Apparatus Reserve Fund. The comment last year from budget committee is they wanted to see a separation of transfers to the equipment reserve fund of what is tax money and what is grant money. This was done, but in finishing LB Forms, Bill realized we can't have two transfers out of the same fund. So, we strictly budgeted the grant funds into the equipment reserve funds. So they won't be a need to transfer as transactions will occur in and out of this fund.

#### Discussion:

Smith solicited further discussions, questions or comments on budget changes and hearing. No questions or comments were provided.

#### Adjourn:

**Mekenas** motioned to adjourn, seconded by **Cerelli**, and all were in favor. None opposed. Hearing adjourned at 18:05 (6:05 pm).

---

XXXXXXX, President CBRFPD

---

Date:



# Cannon Beach

## Rural Fire Protection District

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(503) 436-2949 · EMERGENCY DIAL 9-1-1

## BOARD MEETING MINUTES – JUNE 14, 2021

### General:

Date:	June 14, 2021
Time:	18:05 hours (6:05 pm)
Location:	Cannon Beach Fire Station Board Room
Brought to Order Time:	18:05 (6:05 pm)
Adjourned Time:	19:17 (7:18 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 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 type="checkbox"/> Bill Cotes (CPA)
<input checked="" type="checkbox"/> Jason Smith (Div. Chief)	<input checked="" type="checkbox"/> Gregory Bell	<input checked="" type="checkbox"/> Rick Gardner
<input checked="" type="checkbox"/> Jan Siebert Ormond (Public)	<input type="checkbox"/> Other	<input type="checkbox"/> Other

### Call to Order:

The Cannon Beach RFPD Board meeting for June 14, 2021 was called to order at 18:05 hours (6:05 pm) by Board President, **Garry Smith**.

### Roll Call:

Board Members present were: Garry Smith, Rick Schafer, Mark Mekenas, and Bob Cerelli. Newly elected 2021-July Board Members present include: Rick Gardner and Gregory Bell.

Other attendees were: Marc Reckmann (Fire Chief, CBFD), Jason Smith (Division Chief, CBFD), and Deb DiStasio (Admin Assistant, CBFD). On Zoom was Garry Smith (President).

### Changes to Agenda:

None.

### Presentations:

None provided.

### Public Comment:

Jan Sierbert-Wahrmund, a longtime resident, had a question about the topic of annexation of two properties in Cannon Beach which came up at the meeting of Clatsop County Commissioners in May. She indicated there was a public hearing on it at the time which she didn't know about and wondered what it was about and what happened. Chief

responded by stating there three properties referring to may be one on Clatsop Lane, where it was noticed they are not in the Cannon Beach Fire District. There were two properties on the north entrance of cannon beach that were originally timberland property purchased by a private person, and they petitioned to annex into the district.

Ms. Sierbert-Wahrmund asked if there is a plan with that person to have a development there. Chief responded he had no idea. She asked what does it means when a property is outside of the fire district and then inside a fire district, property changes? Chief explained on undeveloped property it doesn't mean a lot of change in taxes. If they go to develop the land, Clatsop County won't provide permits without being covered under a fire district. If they have a fire and it's not covered under the district and we respond, it means we can go because we have a mutual aid contract with the forestry and we can also bill them for our services. Outside of the District, they would fall under the Oregon Department of Forestry. The annexation was voted in by the Board of Directors.

### Presentation

It was with gratitude the Chief presented a parting thank you placard to thank Garry Smith and Mark Mekenas for serving on Board. Mark has served from 2015-2021. Garry has served from 2013-2021. Garry and Mark indicated it has been a pleasure to serve.

### May 10, 2021 Board Meeting Minutes Approval:

There were no changes to Board Meeting Minutes. **Cerelli** motioned to approve as presented with no changes. **Herman** seconded and all were in favor. None opposed.

### May 13, 2021 Budget Meeting Minutes Approval:

**Mekenas** motioned to approve with no changes. **Herman** seconded and all were in favor. None opposed.

### Treasurer's Report:

The Treasurer's Report was presented by Chief Reckmann as submitted by Bill Cote who is unable to attend. Highlights are summarized below.

- a. **Statement of Net Position (Balance Sheet).** Chief Reckmann, read on behalf of Bill who could not attend the financials as presented on Statement of Net Position. No discussion presented.
- b. **General fund:** We should be about 85% through 2020-2021 Budget. We're well under that. Chief Reckmann pointed out the we will meet 100% of our Revenue for the next statement in all of our funds. We're going to have approximately \$24K of SAFER grant coming in. The professional services up due to needed legal services for annexation and food and beverage tax.
- c. **Chief fund:** We're way under material services. Rick Gardner asked if we are usually under budget every year. Chief responded, that is the plan. Chief went on to explain that a transaction recorded in legal notices was charged to the wrong category and that he thinks it should have been charged to a grant category, and that he will be going back to check on that with Bill Cody. Rick Gardner asked if there was someone, he could sit down with to understand the budget. Chief responded, Yes and referred him to Bill Cody, our CPA.
- d. **Cash per Fund:** Read as written without questions.
- e. **Property Tax Revenue.** Read as written without questions.

No further questions presented on financials. The budget register was reviewed. Cerelli motioned to approve financial report with the addition of the one change discussed by Chief above. It was seconded by Mekenas. All in favor, none opposed. Motion carried.

#### Bills:

The bills register was reviewed. Cerelli motioned to approve bill register as delivered, motion seconded by Mekenas. All in favor, none opposed. Motion carried.

#### Correspondence:

None.

#### Monthly review of board policies:

Policy 6.6. Billing for Services Policy was reviewed. Chief indicated it has been completely re-wrote based on ordinance. The billing is only for the highways at this point. Nehalem and Banks bills as well. We're using their system. It's not a big recovery but it will help offset costs. The ordinance was approved. This is the corresponding Policy. Cerelli made a motion to approve. Herman seconded the motion. All in favor, none opposed. Motion carried to approve Policy 6-6.

#### Old Business:

- None.

#### New Business:

- **Adopt Budget – Resolution 21-04.** Don't have to read resolution if it's posted. Mekenas made a motion to approve 21-04. Herman seconded motion. All voted in favor. Resolution passed.
- **Resolution 21-05.** Adopt Natural Hazard Mitigation Plan. Chief explained this is a county plan, County approved, now we need to adopt. This is a big thing because if we have a hazard, we can apply for federal assistance. Prior to this, we couldn't. Cerelli motioned to approve 21-05 and seconded by Mekenas to accept 21-05. All were in favor, none opposed, resolution approved.

#### Reports:

- **Chief's Report:**
  - **Calls.** Calls continue to increase 39%, up from previous month. Calls included: Lost hikers, Multiple MVA's, Water Rescue, Multiple simultaneous calls. The last hug point call, we had 3 simultaneous calls. Fortunately, we still had a couple of people in town and they ran those as well as Seaside responded. Rick Gardner asked if we get assist calls and track. Chief responded Yes. Any fire, rope or water call is automatic aid with Seaside and Nehalem. We go their direction for same thing.
  - **Strategic Plan.** Chief indicated this will be discussed in detail next month. Rick asked for a copy of the strategic plan. Chief to provide.
  - **Grants.** We weren't successful with the Type III grant. Radio grant submitted for entire county. Greg asked if we'd receive responses yet from legislatures. Chief indicated we wrote letters to legislators and governor supporting SDAO

in getting more COVID funds. No responses yet from legislators or governor. We've submitted three times now.

- **Annexation.** Clatsop County is done and approved by state. Tillamook has all the paperwork, but it hasn't gone through the commissioners yet in Tillamook.
  - **Radio System.** Nothing to report. Did changed over some equipment, took system down, pagers did not work. Tolovana is getting a generator for the repeater.
  - **Prepared Food Tax.** A lot of emphasis has been placed this last. Still moving forward. We had first public meeting last week. It will then go back to council. It is anticipated to be highly debated, but we're doing the right thing. Rick Gardner asked what happens if nothing is decided. Chief responded, Nothing. We stay the way we are. Nothing we can do legally as the District does not have authority.
  - **Rescue.** Ordered and expected ETA between July to October 2021.
  - **Hydrants.** Only 1 left to paint, then we start again in July.
  - **Building.** Nothing to report. Generator is in. The Arch Cape wireless network will be the next thing.
  - **Apparatus.** Working on electrical issues with staff rigs. Got this resolved this last week. Found out one electrical short was in the batteries (2 months old). Faulty batteries.
  - **Prevention.** Nothing to report.
  - **Meetings.** County Fire Defense, City Staff and City Council.
  - **Recruitment.** We're moving forward with recruitment for fall academy. Hosted CERT group which got potential for 3 more new firefighters. Flyers went out. We have some interest. We have potential for this fall for 2 new firefighters, and the spring two more new firefighters. Rick asked if we were netting or losing. Chief responded so far, we're netting. Chief indicated we started the Student program in July. This will guarantee us having at least one person so we can have coverage 24x7. Rick asked if they were living at the fire station during this 24-hour period. Chief responded since they live only 5 minutes away, they can stay at their place. As long as they don't miss calls, they won't have to live at station.
  - **Chief vacation.** Chief indicated he was supposed to be gone from July 2-6. He will no longer be gone. He indicated even if he were gone, Jason would be duty officer and highly capable of covering. Cerelli asked how the duty officer program is going. Chief indicated it was highly successful, and 100% confident. Jason added his satisfaction with the duty officer program indicating it gave some assurance of coverage and not having one individual getting inundated or burnt out. One of the reason in hiring second officer. Rick indicated he likes the fact the chief is here this weekend. Cerelli added since it lands on a Friday, Saturday, Sunday (weekend), there may be more activity. Chief reviewed the rest of his vacation. Chief added since the discussion was on the 4<sup>th</sup> of July, he asked the board if they thought last year was worse than it's been. Cerelli indicated he thought the worse thing was it was high tide. Chief indicated the worse thing that happened last year was there were people standing on the side of a mountain shooting mortars off the side of the hill. This year we had a talk to try and get someone down there.
  - **Upcoming Events.** Next board meeting 6/14/21.
- **Training Chiefs Report.** Overview of report provided by Jason. Jason indicated they are prepping for wildland season. Making sure personnel are ready to go. They're



training and applying deployment methods when the time is needed. We went over 3277 brush rig operations and location of equipment. This coming Wednesday we'll go to Louis and Clark and go through hands on operations of drafting out of Ecola Creek and progressive hose lay which is something we need to be proficient. Next Wednesday we'll be in Lewis and Clark going over a shelter deployment and be able to cut lines and defensively limit spread of fire. In surf rescue, Shaunna and Jason went through USLA certified lifeguard class where we essentially able to pass this lifeguards class. Last weekend we were in Rescue Water Craft (RWC) class which is getting used to our jet skis. We were supposed to go out on Sunday but it was cancelled due to weather. This class will be done on June 24. We did lake training, then we went out into the Columbia river to learn how to navigate in close quarters, and will eventually go out in the ocean and ride waves and not roll over.

Rick asked if CB is first responders here. Jason explained the lifeguard class he and Shaunna finished will enable them to assist the lifeguards with making entry. We could initiate rescue, and they back us up and visa versa. Our lifeguards do not have jet skis. We'll need to rely on Seaside and Nehalem to launch jet ski's for rescue. This will allow us to make entry and start rescue. Today we had a call at Indian beach for two missing surfers. Had Shaunna and I been there, we could have made entry. It allows us more flexibility to respond.

Herman asked about response in Arch Cape. Jason explained there has to be a minimum of two on the beach at all times, with one in the water and so they will be able to give aid to Lifeguards and it includes Arch Cape. A jet ski team would be two people. We need to get a third and fourth person to make us response capable. Cerelli asked if we have the same jet skis. Jason indicated we've been using them in the class. We were going to buy Nehalem's, but ours turned out to be in much better shape. Shaunna is doing some major updates to them. Nehalem's went to Gearhart.

Jason continued to explain the other part of training report is helping with CERT program. We run into some of these members on call. We work with a lot of people because we have an expanded area to support. Training Schedule starts in July, August, September. We're transitioning back to firefighter type trainer. We'll get some vehicles to cut up and practice extrication. Greg Bell asked if we ever partner with Banks? Jason indicated we work with the local tow companies to get vehicles to use for extrication drills. Chief indicated last year we did a South County exercise with a lot of various vehicles in training exercise.

Garry Smith asked for any questions. No questions remained for Jason.

#### **Board of Directors Reports:**

- **Smith.** Garry recusing himself from CB Electric bill. Wanted to say thank you to Rick Gardner and Greg Bell stepping up to the positions. Don't forget July 1, need to elect a new set of officers.
- **Cerelli.** Bob introduced Rick and Greg. Bob continued asking to see that the generator is on a monthly routine of testing for usability. Chief indicated it already was.
- **Mekenas.** On leaving the board, Mekenas indicated it's been a colorful trip. Up and down, sideways. Quite the experience to be involved in the fire department.

Something I won't forget. If I were to leave with one word for the new board members, it would be volunteers, volunteers, volunteers. Without volunteers this is one building. Keep in back of mind, of how it will affect the troops. He added with a smile that he'll look forward to teaching someone about the reserve transfers.

- **Herman.** Dave wanted to thank Mark and Garry for putting in all the time. District's lucky to have you guys to put in all that time and effort. Glad we got some new people now who stepped up and want to do it. Appreciate you guys stepping in and we'll miss you Mark and Garry.
- **Schafer.** Absent.
- **Public.** None.

Chief concluded that on that note, July 12, 2021 we'll need to vote-in officers.

**Good of the Order/Public Comment:**

No other comments.

**Adjourn:**

- **Mekenas** motioned to adjourn which was seconded by **Cerelli**. Adjourned 18:55 hours (6:55 pm).
- Minutes submitted by Deb DiStasio.
- Next Board Meeting scheduled for July 12, 2021.

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XXXXXXX, President CBRFPD

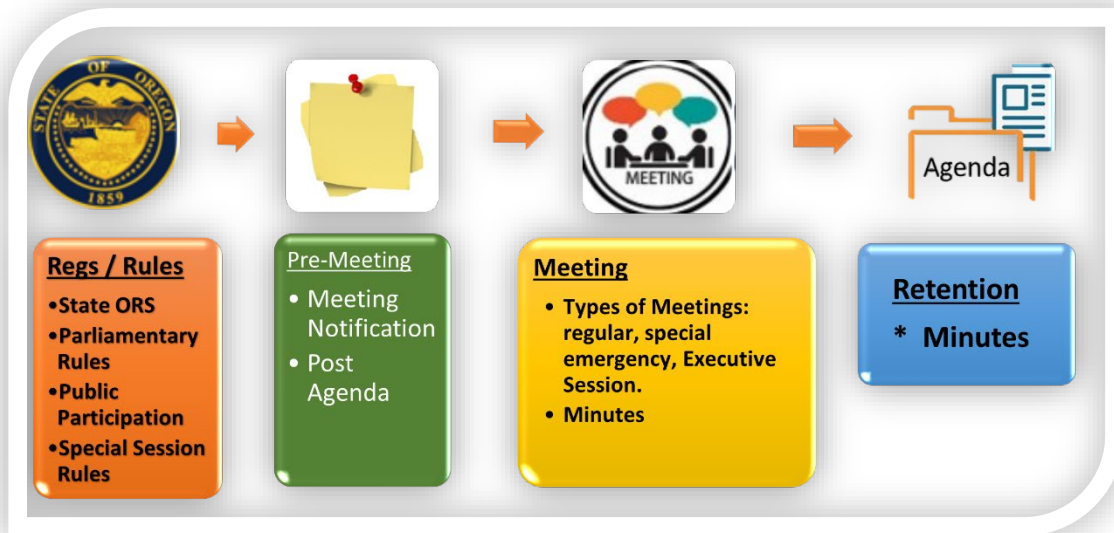
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Date:

**Cannon Beach Rural Fire Protection District**  
**Transaction List by Vendor**  
 June 15 through July 9, 2021

Type	Date	Num	Debit	Credit
<b>A AFFORDABLE CARPET CLEANING SERVICE INC</b>				
Check	07/02/2021	22043		875.00
<b>AIRGAS</b>				
Check	06/17/2021	22017		45.53
<b>AT&amp;T</b>				
Check	07/02/2021	22034		130.20
<b>AT&amp;T FIRST NET</b>				
Check	07/02/2021	22033		50.80
<b>BOUND TREE MEDICAL</b>				
Check	07/02/2021	22030		109.00
<b>CANNON BEACH DESIGN CO</b>				
Check	06/17/2021	22018		778.50
<b>Cascade Fire Equipment Co.</b>				
Check	06/24/2021	22026		240.00
<b>CHRIS BELLMAN</b>				
Check	06/15/2021	22014		1,700.00
<b>CLATSOP COMMUNITY COLLEGE</b>				
Check	07/02/2021	22031		6,776.00
<b>COLUMBIA BANK *9408</b>				
Check	06/17/2021	22015		4,774.33
<b>CURTIS</b>				
Check	06/24/2021	22027		426.31
<b>DAY WIRELESS SYSTEMS</b>				
Check	07/02/2021	22032		2,052.67
<b>DIVISION OF CHILD SUPPORT</b>				
Check	06/18/2021	22025		53.85
<b>Fastenal Company</b>				
Check	06/17/2021	22019		58.77
<b>FIRST BANKCARD 9704</b>				
Check	06/17/2021	22016		149.90
<b>GALLS, LLC</b>				
Check	07/02/2021	22035		486.05
<b>GREENSMITH LANDSCAPES</b>				
Check	07/02/2021	22044		900.00
<b>INTERNAL REVENUE SERVICE</b>				
Check	06/25/2021	ACH		726.88
Check	06/25/2021	ACH		3,242.10
Check	07/07/2021	ACH		3,426.60
<b>KNOX</b>				
Check	06/24/2021	22028		1,685.00
<b>LOCAL GOVERNMENT LAW GROUP</b>				
Check	06/17/2021	22020		808.50
<b>Oregon Department of Revenue</b>				
Check	06/25/2021	ACH		244.00
Check	06/25/2021	ACH		927.00
Check	07/07/2021	ACH		984.00
<b>PACIFIC POWER 11241861-002 1</b>				
Check	07/02/2021	22036		647.46
<b>PACIFIC POWER 11241861-005 4</b>				
Check	07/02/2021	22037		92.60
<b>PERS</b>				
Check	06/22/2021			18.20
<b>PROFESSIONAL HEALTH SERVICES, INC</b>				
Check	06/17/2021	22021		4,812.26
<b>QuickBooks Payroll Service</b>				
Liability Check	06/18/2021			3,296.89
Liability Check	06/21/2021			10,026.96
Liability Check	07/06/2021			10,512.32
<b>RECOLOGY WESTERN OREGON 1080068627</b>				
Check	07/02/2021	22039		49.48
<b>RECOLOGY WESTERN OREGON 1080275032</b>				
Check	07/02/2021	22038		302.28
<b>Special Districts Assoc. of Oregon</b>				
Check	07/02/2021	22040		12,148.48
<b>Steve's Maintenance</b>				
Check	06/17/2021	22022		120.00
Check	07/02/2021	22041		260.00
<b>SUNSET EMPIRE PARK &amp; REC DIST</b>				
Check	06/17/2021	22023		829.13
<b>U S BANK EQUIPMENT FINANCE</b>				
Check	07/02/2021	22042		164.12
<b>WALTER E NELSON CO</b>				
Check	06/24/2021	22029		41.37

## FRAMEWORK



## RELATIVE INFORMATION:

### Parliamentary Procedure (Archived Policy 4.5)

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way members interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The author of one text, Sturgis Standard Code of Parliamentary Procedure, states, "Technical rules should be used only to the extent necessary to observe the law, to expedite business, to avoid confusion, and to protect the rights of members."

The basic principles of parliamentary procedure that apply include:

1. All members have equal rights, privileges, and obligations
2. The majority vote decides all issues.
3. The rights of the minority are protected.
4. Each member has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before taking action.
5. The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of members or the laws.
6. Members shall be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
7. All meetings shall be characterized by fairness and good faith.

Several different model guides are available. The District has used The Standard Code of Parliamentary Procedure by Alice Sturgis for many years. Copies of the guide are available for reference through the District Business Office.

## Public Meeting Rules (Archived Policy 4.8)

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings be open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Public Meetings Law applies to all meetings. The law does not cover purely social gatherings, but Board members must be cautious to avoid any discussions of official business during such gatherings. Conference calls and other forms of electronic communications are specifically identified in the law. Notice for such meetings is required and the public must be given at least one location where its members may listen to the meeting.

The Law also requires that the District recognize and provide special accommodations as may be necessary to provide accessibility for persons with disabilities. See Public Access Rules.

The Law does not require that the public be present and/or be given the opportunity to participate in Board deliberations but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

## Nondiscrimination and Public Access Rules (Archived Policy 4.7)

Oregon Law requires all governmental bodies to ensure public meetings are held in locations accessible to the disabled, or, upon request of a hearing-impaired person, to provide an interpreter.

A hearing-impaired person must give the governing body at least 48 hours' notice of the request, provide the name of the requestor, and the sign language preference. A "good faith effort" to obtain the services of an interpreter includes, but is not limited to, contacting the Oregon Disabilities Commission or another agency that maintains a list of qualified interpreters and arranging for an interpreter to be at the meeting.

## Public Participation Rules (Archived Policy 4.6)

All Board meetings, except executive sessions, are open to the public. Although State Law only requires the Board to permit public participation during Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

Near the beginning of the meeting the Board President or presiding officer will ask if anyone in the audience wishes to comment on any agenda items or would like to address the Board on a different topic. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address. The presiding officer will then determine when and if the concern will be addressed. Any particular topic may be postponed to a later meeting to allow time to gather necessary information and/or to ensure adequate public notice of the topic.

The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave.

## Executive Sessions (Archived Policy 4.4)

“Executive session” is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is *closed* to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However, there is an additional requirement that the statutory authority and reason for the session must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given. The Board may not make any final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment of Personnel
2. Discipline of Public Officers and Employees
3. Medical Staff of a Public Hospital
4. Consultation with Labor Negotiator
5. Real Property Transactions
6. Exempt Records
7. Trade or Commerce
8. Litigation/Consultation with Legal Counsel
9. Performance Evaluations
10. Labor Negotiations

### Executive Session Checklist

ORS	Permissible grounds to hold Executive Session	Does <u>Not</u> Include
192.660 (2)(a) 192.660(7)	To consider the employment of an officer, employee, staff member or agent	Not for establishing hiring criteria. Not for filling vacancies on the board or committees. Not to discuss general employment policies.
192.660(2)(b)	To consider dismissal or discipline of or complaints against an officer, employee, staff or agent	Only if individual does not request an open meeting.
192.660(2)(d)	To conduct deliberations with persons you have designated to carry on labor negotiations.	
192.660(2)(e)	To conduct deliberations with persons you have designated to negotiate real property transactions	
192.660(2)(f)	To consider information or records that are exempt from disclosure by law, including written advice from your attorney.	
192.660(2)(h)	To consult with your attorney regarding current litigation or litigation that is more likely than not to be filed.	
192.660(2)(i)	To evaluate the performance of an officer, employee or staff member.	Only if the individual does not request an open meeting.

ORS	Permissible grounds to hold Executive Session	Does <u>Not</u> Include
192.660(8)		Not to review a dist. goal, operation or policy directive.
192.660(2)(i)	To negotiate under ORS Chapter 293 with private persons or businesses to acquire, exchange or liquidate public investments	

**Notice:** Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite the specific statutory provision(s) authorizing the executive session.

**Voting:** All final decisions must be made outside of the executive session. The public must have the chance to be aware of the final decision. A vote of the district board relating to information discussed in an executive session can satisfy this requirement. However, executive sessions may not be held for the purpose of taking any final action or making any final decision opportunity.

**When to Call:** Executive sessions may be called during regular meetings, special, or emergency meetings, for which proper notice has been given. Also, a meeting may be called which is only an executive session.

**Citing the Statute:** The presiding officer must first announce the statutory authority for the executive session before going into session.

**Media Representatives:** The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclosed matters discussed at the session; if such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session. The media includes news-gathering representatives (i.e., reporters) of the news media that ordinarily reports activities of the public body, or ordinarily report matters of the nature under consideration by the public body.

**Other participants:** Even though certain persons can be excluded from executive sessions, it does not restrict the authority of the governing body to invite persons not part of the board to attend executive sessions.

## Meeting Notices (Archived Policy 4.3)

Oregon Public Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board. Regular meeting notifications are seven days before meeting. Emergency meetings are 24 hours notification before meeting.

The law requires that notice be given to the media and to those who have stated in writing that they wish to be notified of every meeting. The notice must include a list of the principal subjects anticipated to be considered at the meeting. A reasonable effort must be demonstrated to be inclusive, but the law does not preclude the addition of items to the agenda that arose after the preparation of the agenda.

The Public Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Attorney General's Public Records and Meetings Manual."

## Meeting Agendas (Archived Policy 4.1)

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting. An agenda adds order to the conduct of regular business. Unless specifically established by the Board, an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. The agenda is flexible, and items may be added or omitted or changed at the discretion of the presiding officer.

While all meetings are open to the public, it is important to note that the meeting is a meeting of the Board of Directors. The presiding officer may or may not accept discussion, or the addition of new topics raised by the public.

The Fire Chief in consultation with the Board President normally prepares the Board meeting agendas. Regular monthly Board meeting agendas are prepared and mailed to the Board members prior to the meeting. The format of agendas for special, emergency, or executive meetings is dependent on the scope and order of business to be conducted. Sample Agenda located after cross references. The format for regular meetings includes the following major divisions:

- |   |                                   |
|---|-----------------------------------|
| 1. Call to order,                           | 9. Committee Reports              |
| 2. Approval of the Agenda                   | 10. Officers' Meeting             |
| 3. Approval of minutes of previous meetings | 11. Chief's Report                |
| 4. Approval of the Treasurer's report       | 12. Safety Committee Minutes      |
| 5. Approval of paid bills                   | 13. Callout Report                |
| 6. Pending Business                         | 14. Good of the Order             |
| 7. New Business                             | 15. Adjourn; Next regular Meeting |
| 8. Correspondence                           |                                   |

## Meeting Minutes (Archived Policy 4.2)

Oregon Public Meetings Law requires that minutes be taken for all public meetings. Minutes for regular and special sessions must be written. Executive session minutes may be kept in the form of a tape recording. Cannon Beach Fire District records and transcribes all meetings.

Minutes for public meetings must include a listing of:

1. Members present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any documents discussed at the meeting.

Ordinances and resolutions shall be read in their entirety in meetings unless posted with Agenda. Minutes of executive sessions are kept separately from minutes of public meetings and may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure.



## POLICY STATEMENT:

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to:

- a) prepare agendas for all regular meetings and for special and emergency meetings as necessary for the orderly conduct of business.
- b) tape record and prepare written minutes of all public and executive session meetings. Tape recordings will be maintained in the District records for a minimum of one (1) year. No executive session minutes may be disclosed without prior authorization of the Board.
- c) Advertise meetings in accordance with the Public Meetings Law and that, if notice cannot be or was not properly given, no business of the Board will be conducted.
- d) call, conduct, and record executive sessions in accordance with the Oregon Public Meetings Law. It shall further be the policy of the Board that Board members, Staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.
- e) observe the provisions of the Oregon Public Meetings Law and to ensure public notice, access, and special accommodations are provided.
- f) use "The Standard Code of Parliamentary Procedure" by Alice Sturgis as its primary rules of order.
- g) accept public comment from District patrons on issues of concern in accordance with the rules of parliamentary procedures and the guidelines established by the Board and the presiding officer of the meeting.
- h) ensure that all public meetings are conducted in locations accessible to the disabled and to make a good faith effort to accommodate the hearing impaired in accordance with State Law.

## CROSS REFERENCES:

- Oregon Revised Statutes: ORS Chapter 192.610 – 192.695
- Previous Board Policy Manual: Policy 4.1 – 4.8
- Attorney General's Public Records and Meetings Manual
- Sturgis, Alice, The Standard Code of Parliamentary Procedure, McGraw Hill Inc, New York, 1993

## Approval History

BOD Meeting Approval Date	Approved Revisions
07/12/2021	New document. Incorporated policies 4.1 through 4.8 into this policy.

## Periodic Review History

Periodic Review Date	Review Comments
7/12/2023	

## Signature

*Meaning: Your signature indicates as member and representative of the Board of Directors of the Cannon Beach Rural Protection Fire District and on behalf of the board, the board has read and agreed with the guidance provided within this Policy as approved in Board Meeting dated July 12, 2022.*

Date	Name	Signature



### **Background Information:**

An agenda is a list of specific items under each division of the order of business that the Board plans to discuss at a meeting. An agenda adds order to the conduct of regular business. Unless specifically established by the Board, an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. The agenda is flexible and items may be added or omitted or changed at the discretion of the presiding officer.

While all meetings are open to the public, it is important to note that the meeting is a meeting of the Board of Directors. The presiding officer may or may not accept discussion or the addition of new topics raised by the public.

The Fire Chief in consultation with the Board President normally prepares the Board meeting agendas. Regular monthly Board meeting agendas are prepared and mailed to the Board members prior to the meeting. The format of agendas for special, emergency, or executive meetings is dependent on the scope and order of business to be conducted. The format for regular meetings includes the following major divisions:

- |   |                               |
|---|-------------------------------|
| 1. Call to order,                           | 9. Committee Reports          |
| 2. Approval of the Agenda                   | 10. Officers' Meeting Minutes |
| 3. Approval of minutes of previous meetings | 11. Chief's Report            |
| 4. Approval of the Treasurer's report       | 12. Safety Committee Minutes  |
| 5. Approval to pay bills                    | 13. Callout Report            |
| 6. Pending Business                         | 14. Good of the Order         |
| 7. New Business                             | 15. Adjourn                   |
| 8. Correspondence                           |                               |

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to prepare agendas for all regular meetings and for special and emergency meetings as necessary for the orderly conduct of business.

### **Cross References:**

Sample Agenda Below

## **CANNON BEACH RURAL FIRE PROTECTION DISTRICT**

### **Agenda**

**October 10, 2005**

**7:00 PM**

**Call Regular Meeting to Order**

**Approval of the Agenda**

**Approval Minutes: September 12, 2005**

**Treasurer's Report**

**Bills**

#### **Pending Business**

1. Arch Cape Station Relocation Status
2. Firefighter/EMT Hiring Standards
3. Fire Station Memorial Status
4. Set date for Policy Manual Review

#### **New Business**

**Correspondence**

**Committee Reports**

**Officers' Meeting**

**Chief's Report**

**Safety Committee Minutes**

**Callout for September: 16 Medical and 5 Fire, \$0 loss**

**Good of the Order**

**Adjourn**

Next regular meeting: November 14, 2005

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New document.	
7/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
04/10/2017	Reviewed with no changes.
7/12/2021	Meeting policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

### **Relative Information:**

Oregon Public Meetings Law requires that minutes be taken for all public meetings. Minutes for regular and special sessions must be written. Executive session minutes may be kept in the form of a tape recording.

Minutes for public meetings must include a listing of:

1. Members present.
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
3. Results of all votes, including the vote of each member by name.
4. The substance of any discussion on any matter.
5. Subject to ORS 192.410 - 192.505 relating to public records, a reference to any documents discussed at the meeting.

Minutes of executive sessions are kept separately from minutes of public meetings and may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required. If the disclosure of material in executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure.

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to tape record and prepare written minutes of all public and executive session meetings. Tape recordings will be maintained in the District records for a minimum of one (1) year. No executive session minutes may be disclosed without prior authorization of the Board.

### **Cross References:**

Oregon Revised Statutes

Chapter 192; Public Meetings

Board Policy Manual

Policy 4.4; Executive Sessions

Policy 4.8; Public Meetings

Policy 7.7; Public Records Access

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
04/10/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

### **Relative Information:**

Oregon Public Meetings Law requires that public notice be given of the time and place of all public meetings, including regular, special, and emergency meetings. This requirement applies to all meetings for which a quorum is required even if the meeting is for the sole purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board.

The law requires that notice be given to the media and to those who have stated in writing that they wish to be notified of every meeting. The notice must include a list of the principal subjects anticipated to be considered at the meeting. A reasonable effort must be demonstrated to be inclusive but the law does not preclude the addition of items to the agenda that arose after the preparation of the agenda.

The Public Meetings Law provides specific detail related to content, timing, and distribution of required notices depending on the nature and type of meeting. The Board and Administrative Staff must be aware of and ensure notices comply with these standards. The State Attorney General's Office publishes and makes available through the Internet the "Attorney General's Public Records and Meetings Manual."

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District that all meetings are properly advertised in accordance with the Public Meetings Law and that, if notice cannot be or was not properly given, no business of the Board will be conducted.

### **Cross References:**

Oregon Revised Statutes

ORS 192.640; Public Notice

Attorney General's Public Records and Meetings Manual



## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
04/10/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

### **Relative Information:**

"Executive session" is defined by Oregon Law as any meeting or part of a meeting of a governing body, which is *closed* to certain persons for deliberation on certain matters. An executive session is a type of public meeting and must conform to all applicable provisions of the Public Meetings Law.

The meeting notice requirements for executive sessions are the same as for other public meetings. However there is an additional requirement that the statutory authority and reason for the session must be set forth. An executive session may be called during a regular, special, or emergency meeting for which notice has already been given.

The Board may not make any final decisions during any executive session. The Board may arrive at a consensus during the executive session, but a final vote must be made during the public portion of a meeting. The purpose of this requirement is to allow the public to know the result of the discussions.

Generally, an executive session is closed to all except members of the governing body, persons reporting to it on the subject of the executive session and the news media (with certain restrictions). The presiding officer must declare that the subject of the executive session is not to be disclosed.

Oregon Revised Statutes identify ten purposes for which an executive session may be conducted. The specific law should be reviewed in each instance to ensure the statutory restrictions and conditions are being met.

1. Employment of Personnel
2. Discipline of Public Officers and Employees
3. Medical Staff of a Public Hospital
4. Consultation with Labor Negotiator
5. Real Property Transactions
6. Exempt Records
7. Trade or Commerce
8. Litigation/Consultation with Legal Counsel
9. Performance Evaluations
10. Labor Negotiations

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to call, conduct, and record executive sessions in accordance with the Oregon Public Meetings Law.

It shall further be the policy of the Board that Board members, Staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

### **Cross References:**

Oregon Revised Statutes  
Board Policy Manual

Chapter 192; Public Meetings Law  
Policy 4.8; Public Meetings  
Policy 7.7; Public Records Access

## **EXECUTIVE SESSION CHECKLIST**

ORS	Permissible grounds to hold Executive Session	Does <u>Not</u> Include
192.660 (2)(a) 192.660(7)	To consider the employment of an officer, employee, staff member or agent	Not for establishing hiring criteria. Not for filling vacancies on the board or committees. Not to discuss general employment policies.
192.660(2)(b)	To consider dismissal or discipline of or complaints against an officer, employee, staff or agent	Only if individual does not request an open meeting.
192.660(2)(d)	To conduct deliberations with persons you have designated to carry on labor negotiations.	
192.660(2)(e)	To conduct deliberations with persons you have designated to negotiate real property transactions	
192.660(2)(f)	To consider information or records that are exempt from disclosure by law, including written advice from your attorney.	
192.660(2)(h)	To consult with your attorney regarding current litigation or litigation that is more likely than not to be filed.	
192.660(2)(i) 192.660(8)	To evaluate the performance of an officer, employee or staff member.	Only if the individual does not request an open meeting.  Not to review a dist. goal, operation or policy directive.
192.660(2)(i)	To negotiate under ORS Chapter 293 with private persons or businesses to acquire, exchange or liquidate public investments	

**Notice:** Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite the specific statutory provision(s) authorizing the executive session.

**Voting:** All final decisions must be made outside of the executive session. The public must have the chance to be aware of the final decision. A vote of the district board relating to information discussed in an executive session can satisfy this requirement. However, executive sessions may not be held for the purpose of taking any final action or making any final decision opportunity.

**When to Call:** Executive sessions may be called during regular meetings, special, or emergency meetings, for which proper notice has been given. Also, a meeting may be called which is only an executive session.

**Citing the Statute:** The presiding officer must first announce the statutory authority for the executive session before going into session.

**Media Representatives:** The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclose matters discussed at the session; if such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session. The media includes news-gathering representatives (i.e., reporters) of the news media that ordinarily reports activities of the public body, or ordinarily report matters of the nature under consideration by the public body.

**Other participants:** Even though certain persons can be excluded from executive sessions, it does not restrict the authority of the governing body to invite persons not part of the board to attend executive sessions.

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
04/13/2015	Reviewed with no changes.
05/15/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

### **Relative Information:**

Rules of parliamentary procedure provide the means for orderly and expeditious disposition of matters before the Board. They govern the way members interact with each other. To facilitate decision-making, a simplified and flexible approach to parliamentary procedure is helpful. The author of one text, Sturgis Standard Code of Parliamentary Procedure, states, "Technical rules should be used only to the extent necessary to observe the law, to expedite business, to avoid confusion, and to protect the rights of members."

The basic principles of parliamentary procedure that apply include:

1. All members have equal rights, privileges, and obligations.
2. The majority vote decides all issues.
3. The rights of the minority are protected.
4. Each member has the right to understand every proposition presented for decision, and to engage in full and free discussion of the proposition's advantages and disadvantages before taking action.
5. The simplest and most direct procedure for accomplishing a purpose shall be observed, as long as it does not violate the rights of members or the laws.
6. Members shall be protected from abuse by visitors, spectators, and other participating in the Board's activities, by use and enforcement of orderly processes.
7. All meetings shall be characterized by fairness and good faith.

Several different model guides are available. The District has used The Standard Code of Parliamentary Procedure by Alice Sturgis for many years. Copies of the guide are available for reference through the District Business Office.

### **Policy Statement:**

*It shall be the policy of the Board of Directors of Cannon Beach Rural Fire District to use "The Standard Code of Parliamentary Procedure" by Alice Sturgis as its primary rules of order.*

### **Cross References:**

Attorney General's Public Records and meeting Manual, Appendix C

Sturgis, Alice, The Standard Code of Parliamentary Procedure, McGraw Hill Inc, New York, 1993.

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
05/15/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

### **Relative Information:**

All Board meetings, except executive sessions, are open to the public. Although State Law only requires the Board to permit public participation during Public Hearings, it is the practice of the Board to accept comments from the public on agenda topics or other related concerns.

Near the beginning of the meeting the Board President or presiding officer will ask if anyone in the audience wishes to comment on any agenda items or would like to address the Board on a different topic. Individuals wishing to speak are given the opportunity to introduce themselves and state the agenda item or topic they wish to address. The presiding officer will then determine when and if the concern will be addressed. Any particular topic may be postponed to a later meeting to allow time to gather necessary information and/or to ensure adequate public notice of the topic.

The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. The presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave.

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to accept public comment from District patrons on issues of concern in accordance with the rules of parliamentary procedures and the guidelines established by the Board and the presiding officer of the meeting.

### **Cross References:**

Oregon Revised

Statutes ORS 192.930

Board Policy Manual

Policy 4.8; Public Meetings

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings	

## Periodic Review History

Periodic Review Date	Review Comments
05/15/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0



### **Relative Information:**

Oregon Law requires all governmental bodies to ensure public meetings are held in locations accessible to the disabled, or, upon request of a hearing impaired person, to provide an interpreter.

A hearing impaired person must give the governing body at least 48 hours notice of the request, provide the name of the requestor, and the sign language preference. A “good faith effort” to obtain the services of an interpreter includes, but is not limited to, contacting the Oregon Disabilities Commission or another agency that maintains a list of qualified interpreters and arranging for an interpreter to be at the meeting.

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to ensure that all public meetings are conducted in locations accessible to the disabled and to make a good faith effort to accommodate the hearing impaired in accordance with State Law.

### **Cross References:**

Oregon Revised Statutes

ORS 192.630(5)

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
06/12/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

### **Relative Information:**

The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions are made. The key requirements of the Public Meetings Law apply to all meetings of a governing body for which a quorum is required to make decisions or to deliberate toward a decision. Key requirements of the Law require that all meetings are open to the public, unless an executive session is authorized, to give notice of the meeting, and to take minutes of the meeting.

The Public Meetings Law applies to all meetings. The law does not cover purely social gatherings but Board members must be cautious to avoid any discussions of official business during such gatherings. Conference calls and other forms of electronic communications are specifically identified in the law. Notice for such meetings is required and the public must be given at least one location where its members may listen to the meeting.

The Law also requires that the District recognize and provide special accommodations as may be necessary to provide accessibility for persons with disabilities.

The Law does not require that the public be present and/or be given the opportunity to participate in Board deliberations but the public must be given notice and meetings must be conducted in locations that afford attendance by the public. The Board and Administrative Staff must be aware of these standards and ensure all meetings comply.

### **Policy Statement:**

It shall be the policy of the Board of Directors of The Cannon Beach Fire District to observe the provisions of the Oregon Public Meetings Law and to ensure public notice, access, and special accommodations are provided.

### **Cross References:**

Oregon Revised Statutes

ORS 192.610 - 192.690

Attorney General's Public Records and Meetings Manual

## Approval History

BOD Meeting Approval Date	Approved Revisions	Comments
05/10/2004	New Document.	
07/12/2021	Archived. Replaced with approved Policy 4.0 for Meetings.	

## Periodic Review History

Periodic Review Date	Review Comments
06/12/2017	Reviewed with no changes.
07/12/2021	Meeting Policies 4.1 through 4.8 have been combined into one Meeting Policy 4.0

## **Agenda Action Report**

### **Board Meeting June 14, 2021**

#### **Correspondence**

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None

#### **Review of board policies**

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Chapter 4 - Meetings

- Combine all of Chapter 4 into one policy

#### **Swear in new board members**

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In the absence of a President, the Vice-President shall administer the Oath of Office

#### **Old Business**

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None

#### **New Business**

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Election of Board Position

- President
- Vice-President
- Treasure



Remove and add check signers

- Current signers are Bob Cerelli and Dave Herman
- Need Motion
  - Remove Mark Mekenas and Garry Smith
  - Add two new signers



Strategic Plan update

- Lots has been done to accomplish the listed recommendations
- See attached report

# Fire Chief Report

## Reporting Period: June 1, 2021 – June 30, 2021

### RESPONSE DATA

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#### June calls

#### Call Volume Observations

- ✓ 52 calls in June 2021
- ✓ Average for June 2017-2020 is 38

### Projects and Administration

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#### Significant calls or projects

- Lost Hikers
- Multiple MVA
- Water Rescue
- Multiple simultaneous calls



#### Conflagration

- See presentation



#### Strategic Plan

- Discussed in regular business



#### Grants

- Radio grant submitted for entire county
- Submitted for type III engine, was not successful
- Wrote letters to legislators and governor supporting SDAO in getting more COVID funds
- Meeting with Clark Foundation on 7/15 to discuss funding of UTV



#### Annexation

- All documents delivered to counties; Clatsop is complete. Tillamook taking it to board of commissioners
- Clatsop County & Tillamook County documents accepted by state



#### Radio system

- Working on getting permanent solution of backup power at Tolavanna. Currently have a portable generator up there, when power goes out, there is NO communication.



#### Prepared Food Tax

- Met with businesses at Chamber of Commerce on March 3<sup>rd</sup>
- Met with City Council 3/15
- Hired EcoNorthwest to complete a study of taxable receipts, cost will be split with city, no more than \$5,000 total
- Estimated \$43,159,000; city is only planning to tax food, estimated at \$33M in sales in 2019
- Will be meeting with Bruce StDenis to discuss IGA to present to Council
- Attorneys have reviewed letter for ORLA and found it to be inaccurate
- ORLA has agreed that it is legal, now leading to beat it at election
- Public comment meetings
- 7/6, Council voted to implement.
- 7/14 will be first reading of Ordinance



#### Services Survey

- Look at draft of survey to send out asking about services possibly summer.



#### Rescue

- Ordered, expected ETA August to October 2021



#### Hydrants

- FY 20-21 project completed
- Starting on FY 21-22, met with Falcon Cove Water to work on their hydrants



#### Building

- Elevator failed inspection, working on a new company to work on it



#### Apparatus

- Have Knappa brush truck here, looking at purchase it for \$5,000



#### Prevention

- Everything opening, will be going back to inspections



#### Meetings

- County Fire Defense
- City Staff
- City Council



#### Recruitment

- Moving forward with recruitment for fall academy
- Flyers went out. Have some interest
- Student program starts July
- Reworking out of district program



#### Chief vacation

- July 16-19
- July 30- August 8
- May be moving end of August – beginning of September so may take a week to move



#### Upcoming Events

- Next Board meeting 8/9/21