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**Board Meeting Minutes – October 10th, 2022**

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

General:

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| **Date:** | **October 10th, 2022** |
| **Time:** | 18:00 hours (6:00 pm) |
| **Location:** | Cannon Beach Fire Station Board Room |
| **Brought to Order Time:** | 18:00 (6:00 pm) |
| **Adjourned Time:** | 19:07 (7:07 pm) |

Attendees:

|  |  |  |
| --- | --- | --- |
| Bob Cerelli (President) | Greg Bell (VP) | Rick Gardner (Treasurer) |
| Jason Smith | Dave Herman (Member) | Marc Reckmann (Fire Chief) |
| Karen Apple (minutes) | Bob Heymann | Bill Cotes (CPA) Zoom |

Call to Order:

The Cannon Beach RFPD Board meeting for October 10th, 2022, was called to order at 1800 hours (6:00 pm) by Bob Cerelli

Roll Call:

Board Members present were: Bob Cerelli, Bob Heymann, Dave Hermann, Greg Bell

Changes to Agenda:

None.

Public Comment:

None.

September 12th, 2022 Board Meeting Minutes Approval:

September 12th, 2022 Minutes: Bob Heymann moved to approve the minutes. It was seconded by Dave Hermann All were in favor, none opposed, and the motion carried.

Treasurer’s Report – The treasure’s report was read and written by Bill Cote. Highlights are summarized below in Bill’s Report.

Bills – Electronic Bill pay discussed. The auditor has mentioned we need to move away from checks and do electric pay. Chief noticed the amount of time and checks that it takes to do without having Electronic Bill Pay. The concern of not doing manual is over the controls. Chief is hoping we can talk about this when Rick returns. We would still do or normal Thursdays sending in invoices but then over the weekend we could have any questions from the board answered. There would be a 3-step checks and balances. It goes through Karen, Chief and then Bill. Bob asked questions about those that don’t take auto pay. Chief stated we could still pay per check. Bill would still have invoices sent to him even if auto to double-check that there are no fake invoices going through. Dave mentioned that paper checks are not any safer. We are getting late fees right now doing checks with the process that we are doing. Greg and Bob asked which ones would move to auto-pay. Greg asked if we would need to have the board members check the invoices before being paid. Everyone would like to wait for Rick to get back before deciding. Bob stated he told Rick that he would not make a decision until his return. The subject is tabled for now.

Bob asked what Cannon Beach Electric did for 10 grand, Chief stated they did the lights outside. Greg asked what the Brown printing was for. Chief stated It was for the Annual report, it came out of the safer grant.

Bob asked if we had a map for the grants, and Chief stated yes, we did. Greg asked if the elevator was working again, and Chief stated, yes, it is.

Correspondence – No correspondence to report

Monthly review of board policies – Chief stated he has the last two policies that Deb was working on. Policy 4 – Fiscal Management and Policy 5 Personnel Policies. Board reviewed. Greg asked about Columbus Day, and if was a paid holiday. Chief is going to investigate that.

Call response – Chief stated 81 calls in September. Big difference from previous months. It goes back to having one extra person here, and what a huge difference that has made. We do still struggling at night. No significant calls that Chief could think of. There were a couple calls out to hug point. Dave asked If the new firefighters will be sleeping here, Chief stated, Yes, they will. Only 1 trail rescue happened. We are up from last year. October seems to have dropped off, we will see the numbers at the end of the month.

Old Business:

Strategic Plan – Chief stated this is a draft, just an outline for now. Chief would like to start outlining this and do it in house as a group. We will save a lot of money and end up with a better product. Bob asked what the top-level goal for doing this is? The Chief stated, “what the community wants” It is going to be a road map on how to move forward. What services do we provide and what does it cost? Chief feels like this will be a way to bring the community to what they really want. Greg stated it should inform the community on what is going on. Goals and Objectives. Chief is asking if this is a good idea or a poor idea, He needs board support to move forward. Greg asked if Chief is thinking a community work group. Yes, that is what he would like to do. Chief is looking to go and get someone from a hotel, restaurant owner etcetera, and then form a committee. Bob stated will you get user groups? Chief is thinking not as much feedback with just doing a group environment. Bob C. agrees that having them separated because then there are all different kinds of feedback per each group. Dave thinks it’s best to go to others’ meetings, get on their agendas and get the group’s opinions. The board feels that it would be best to take their (boards) ideas together and then go to other meetings and present their ideas. Dave would be in favor of “us” drafting it then taking it to meetings. Chief will start working on when we can get together for a work session and spend some time on it. Dave asked when we would like to get this done. Chief stated start of 2023, the next 3 months. It will prob be done in spring. Jan- Feb to complete this.

Volunteer housing – Chief has a meeting on Thursday with the county. There are 2 different directions Arch Cape location and now the county has property they are trying to give away. Chief has been in contact with a builder that would like to do 4 homes. There could be another option. Raven Hill. The problem with Raven Hill is that the water stops going up Raven Hill. There will need to be a pump station put in. Bob stated the info structure will be very expensive.

Dave asked If that will be an attraction to get new volunteers. Chief stated it will help with house jumping. Dave asked if this developer would work with Chief. Chief said absolutely. Bob asked what the timeline is on that, and Chief stated “no idea”

Civil services -

New Business: Jet skis can we surplus those? Greg made a motion to approve Dave seconded it. Motion carried.

27 to be put on surplus. Dave Made a motion to approve Greg seconded it. Motion carried

Reports:

Chief’s Report: Grants- 70 million to be awarded, The Chief is still hopeful we will get some of those. Staffing grant through October. The Safer grant is still on hold, will know around the first of the year. We had the assessment center on Oct. 1st.Nine people were invited to come to the assessment center. There are 4 that are going to be invited to the Chief’s interview. By the next board meeting we should have the 3 people we will hire. Dave asked if we need the civil service in place for that to move forward, Chief explained with this group of 3 we will not need to. Moving forward we will need the civil service to be up and going. There will be no need to do the assessment center next year due to how the assessment center was set up this year. The Chief did go over the process of each panel at the assessment center. He felt it went very well.

The Chief did let the board know about the Tsunami siren and that a new one has been ordered so at this time everything is manual on the current siren. No testing is being done at this time, if we were to have an event, we would need to take the ladder truck down so we could reach the button inside the Panel to turn that on.

New jet skis are here. We had two mobilizations we went on. 38K for the first one and 4300.00 for the second. Dave asked if both were good experiences. Chief stated Yes, they were very good.

Chief will be out at the end of the month; he is going to Florence with Joey from Seaside for some training. Jason will be here to cover.

Division Chief’s Report: In September we had a lot of training happening. Jason’s goal is that whenever someone is working, they are doing training through-out that shift. Everyone seems to be very eager to join in.

The physical training happened. It took 2 hours to run through all of it with everyone passing. Fallen tree scenario took place and it was challenging, but it did go well.

4th quarter – Vehicle fire prop, live fire will take place. Lots of training will continue to happen. Jason is wanting to get the jet skis out to do some training.

Jason, Shaunna, and Jordan all went to a very good class, lots of learning with a great instructor.

Greg asked if Chief and Jason were the only hazmat, Chief stated Shaunna was as well. Bob was wondering if Jason’s reports were separated from Chiefs (in a diff folder) Yes they are.

Board of Directors Reports:

* *Cerelli.* Nothing to report.
* *Gardner*. Nothing to report.
* *Herman.* Nothing to report.
* *Bell.* Nothing to report. Will text and come by to sign.
* *Public.* Nothing.

Good of the Order/Public Comment:

Adjourn:

* Greg motioned to adjourn which was seconded by Bob Adjourned at 19:07 hours (7:07pm).
* Next Board meeting, November 14th,2022
* Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD Date: