

Cannon Beach Rural Fire Protection District
Board of Directors
Regular Meeting – April 8th ,2024 at 6:04PM
Fire Station Board Room – 188 Sunset Boulevard, Cannon Beach, OR
MINUTES

- **Call to Order**
 - **Presiding:** Bob Heymann
 - **Recording Secretary:** Karen Apple
 - **Directors Present:** Heidi Dethloff, Dave Herman, Bob Heymann, Jenee Pearce-Mushen, Dave Pietka
 - **Staff Present:** Marc Reckmann, Jason Smith, John Jerome

- **Public Comments and Correspondence**
NONE

Minutes were not approved due to last minute revisions and disagreement between members on level of detail that should be included. After discussion, members agreed to review March 11 minutes and provide feedback to Karen by April 15. Members also agreed to review minutes and provide feedback within one week of posting on an ongoing basis.

- **Status Reports**
- **Finance (monthly)** - Reckmann (attachment A)
- **Call Response (monthly)** – Reckmann (attachment B)
- **Projects (monthly)** - Reckmann (attachment D)
- **Fire Prevention (quarterly)** – Jerome (attachment)

- **Business Items**

- **Discussion of accounting services – (Information)**

Prior to 2009, Cannon Beach Fire District did accounting in house. With the retirement of Mike Graham, the district outsourced the accounting. In 2017, the district contracted with Bill Cote, CPA for services. Since that time the district has grown and there is more demand for his office. Bill sent us a notice last month that he would not be seeking to renew the contract with the district. We do not have the ability to completely take on the responsibility, specifically payroll.

Cote and Chief will be meeting after the 15th about Cote's requested fee increase and how to move forward. Streamlining needs to be done if we move forward with Cote. The Board requested to retain Cote's services for the next fiscal year and use the interim time to evaluate alternatives. The Chief will confirm Cote's agreement to continue providing services. The Chief will report on next steps at the July meeting.

- **IGA with Hamlet for Part-Time Staffing – (Information)**

Hamlet Fire District has received a \$35,000 grant for summer staffing. This is the same grant that CBRFPD has received for the last two years that has started our part-time program. Hamlet Fire District does not have the ability to manage payroll, so Chief has spoken with the grant manager about using Cannon Beach Fire to manage the part time program. Chief's recommendation is to allow for three part time per day, sending one to Hamlet to staff. This will be a benefit to Cannon Beach as it will help staff Hamlet to respond for coverage of Cannon Beach. It will also help train Hamlet Fire personnel. At the end of September, CBRFPD will bill Hamlet Fire for the hours worked at Hamlet. The grant allows up to 10% to be used for administration.

Chief requested the Board to review the proposed IGA. The Board discussed having a Hamlet Board member call and speak with someone on our board. Chief was meeting with Hamlet Board on April XX to discuss next steps and actions.

- **IGA with Hamlet for Conflagrations – (Information)**

CBRFPD participates with sending resources with the Clatsop County Task Force for state wildfire conflagrations. CBRFPD participates with sending type 6 and team leader. If they state requests type 3 resources, we do not participate as we do not have a type 3 apparatus. When a team of type 3 goes out, there is a struggle to staff a water tender with them. Hamlet Fire has a very nice water tender, but not the personnel to send it. This agreement would allow for CBRFPD to staff the water tender and send it with the type 3 team. The agreement would be to split the revenue with the state for the apparatus 2/3 to Hamlet 1/3 to Cannon Beach. Cannon Beach would also benefit from the revenue of the personnel as it is likely it would be paid staff on the tender.

Chief requested the Board to review the proposed IGA.

- **IGA with Hamlet for Administrative services – (Information)**

This topic was not presented or discussed. Chief requested the Board to review the proposed IGA.

- **Approve changes to policy 5 – Personnel. – (Action, see attachment)**

<p>Motion: Approve changes to policy 5 suggested by attorney to meet employment requirements. These additions do not include the two incentives – "USLA Swimmer" and "Residency in the District" – which were recommended by Chief but not reviewed with the Board</p>

Moved: Jenee	Seconded: Dave H.	Approved 5-0
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- Approve surplus of the Dodge lifeguard pickup – (Action)

Motion: Approve surplus of Dodge lifeguard pickup		
Moved: Dave P	Seconded: Jenee	Approved 5-0

- **Directors Comments**

- Dethloff:
 - Herman:
 - Heymann:
 - Pearce-Mushen: Rouse family says Thank you for all that we did.
 - Pietka:
- The meeting adjourned at **8:13PM**

x Robert Heymann 5/13/2024

Robert Heymann
President

