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**Board Meeting Minutes – August 8th, 2022**

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

General:

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| **Date:** | **August 8th, 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:** | 18:45 (6:45 pm) |

Attendees:

|  |  |  |
| --- | --- | --- |
| Bob Cerelli (President) | Greg Bell (VP) | Rick Gardner (Treasurer) |
| Deb DiStasio (zoom) | 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 August 8, 2022, was called to order at 1800 hours (6:00 pm) by Bob Cerelli

Roll Call:

Board Members present were: Bob Cerelli (President), Bob Heymann, Greg Bell, and Rick Gardner, Deb DiStasio(zoom), Marc Reckmann (Fire Chief), Bill Cotes(CPA, via zoom) Karen Apple

Changes to Agenda:

None.

Public Comment:

None.

July 11, 2022 Board Meeting Minutes Approval:

July 11, 2022 Minutes: Dave Herman moved to approve the minutes. It was seconded by Greg Bell 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 – Dave asked about OCD performance, and the Chief stated it was for new tires. The Chief talked about new springs for side-by-side. Greg asked about line-X, it was also for the side-by-side, per the Chief.

Rick asked about procedures for credit cards, chief went over how the procedure works, and Bob asked what the limit on the CC was. Rick suggested that the board should be reviewing the Chief’s receipts. Bob asked what that would entail, Rick stated so we know what they are for. Rick is just concerned about the process, would like a check and balance. Chief asked that we do not do it at the board meetings. Chief stated a good process would be to have the last column on the spreadsheet have an explanation and that we email it out to the entire board. Bob stated that he is doing that with his business, and it works well. Bob asked that we do the sideline, but Rick is still requesting that someone reviews Chief’s CC receipts. Deb asked if there should be a policy put in for this new process, the Chief stated Yes, and that they could work on putting that in.

Correspondence – No correspondence to report

Monthly review of board policies – Deb went over the Policies and changes. The Chief and Deb worked on SOP policy 6.1 -6.7. Check signature was added to Policy 6.2 Greg asked if we were audited annually, Bob asked if we switched auditors, and Chief stated, no we still have Bill Moss, He will be doing the audit in Sept and will get the return in Oct. Chief will work with Deb on how we do CC. Dave stated we might have to do an amendment. The Chief stated no we will vote on it and agree. Dave asked if the signing of the checking was new and Deb stated Yes, it is. Rick stated this is new to have Chief start signing, does the bank have that data, Deb asked Chief if the bank is aware of him being able to sign. Chief stated Yes.

Call response – Chief stated BUSY month last month we had 73 calls. The Chief stated this is a record for our Fire Dept. except for September 2020, because of the windstorm that happened. This is the highest we have ever met. Chief thinks it speaks volumes at having an extra person on, Greg asked how long the extra person is funded for. The Chief stated, through Sept. The Dept. has had Surf rescues with a couple of good outcomes, and a couple structure fires in (Seaside)that happened outside of CB that we assisted with.

Old Business:

Strategic Plan – No updates. The Chief did talk about staffing, and he is concerned about short staffing. Seaside is facing the same issue. This is a county-wide issue per the Chief. The Chief stated we need to get staffing. Rick asked about Seaside paid versus volunteer. The Chief stated they have 6 paid and 20 volunteers. Night response is an issue.

The Chief stated we are wanting to go similar to Astoria by dropping one tone for all calls and the second tone will be for certain incidents, Fire, surf-rope, etc. The problem we are having is volunteers are turning off pagers so they can sleep, and then they are able to go to work the next day rested. At times medical can be just one person and be ok, but the other night we had a gas leak and only the Chief showed up we need more than just one person showing up on calls like that. Dave asked again about the tones and how that works. Chief explained the pagers again and how it works. Rick asked if is there a possibility that we can handle medical with no volunteers. The Chief stated absolutely. Rick asked that we still need to do the performance management, and the chief stated Yes, he is working on it.

Volunteer housing – Chief goes to the county on the 24th of August to get coding fixed so we can move forward. Greg asked if there are restraints, Chief stated just a formality right now. Bob stated when that fire dept was put in it was not included in the Sewer District. The Chief stated that must be done before we can move forward. Rick asked if the sewer board does that. The chief stated yes that is part of it.

 Health insurance – Chief stated email went out and no changes are being made.

 Banking changes – The Chief stated we just need the form signed so we can have the chief do more. Rick asked, “what you want to do”, The chief stated he would like to have the management of it, so he is the one that is contacted by the bank so Rick is not called all the time for things that can be easily fixed by Chief. The Chief stated It’s not taking anything away from Rick. Bob stated if Rick was away does anyone else know how to deal with banking issues, or be able to answer questions to fix it? Chief stated one other person is on there but is unsure of who that is.

New Business: None

Reports:

Chief’s Report: Lots of burn complaints, especially in the dune grass. The side-by-side is getting well used. RFQ is out and closes on August 26th. There are 6 internal applicants. The Chief is taking a big role on the ambulance committee. Chief is trying to change the times and equipment. The Chief is trying to change the direction of that committee.

Jet skies were sent out and Shauna is picking up on this Wed. Greg asked what we were buying,1 or 2 new jet skis. Chief stated just one, but the association might purchase the new jet ski. Still a Yamaha. Bob asked if all 5 skis were used on the rescues. Chief stated some were out for repair. All annual services were done last week. Prepared food tax has started. Dave asked if the city has collected any money yet, and the Chief stated not yet.

Division Chief’s Report: Jason is out of town, please see his report.

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:

* Rick motioned to adjourn which was seconded by Greg Adjourned at 1845 hours (6:45 pm).
* Next Board meeting, September 12th,2022
* Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD Date: