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**Board Meeting Minutes – March 13, 2023**

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

General:

|  |  |
| --- | --- |
| **Date:** | **March 13, 2023** |
| **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:** | 19:46 (7:46 pm) |

Attendees:

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

Call to Order:

The Cannon Beach RFPD Board meeting for March 13th, 2023, was called to order at 1800 hours (6:00 pm) by Bob Cerelli

Roll Call:

Board Members present were Bob Cerelli, Bob Heymann, Greg Bell

Changes to Agenda:

Possible Change to Board meeting dates to Thursday.

Acceptance of the bid of surplus 3227.

Public Comment:

None

February 13th, 2023, Board Meeting Minutes Approval:

February 13, 2023, Minutes: **Bob H** moved to approve the minutes. It was seconded by **Greg B** Allwere in favor, none opposed, and the motion carried.

February 2nd, 2023, Work Session Meeting Minutes Approval: February 2, 2023, Minutes: **Bob H** moved to approve the minutes. It was seconded by **Greg B** Allwere in favor, none opposed, and the motion carried.

February 23rd, 2023, Work Session Meeting Minutes Approval: February 23, 2023, Minutes: **Bob H** moved to approve the minutes. It was seconded by **Greg B** Allwere 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 –** No questions asked.

**Correspondence –** None

**Monthly review of board policies:**

**Policy 1**

* Updated organizational chart.
* Removed resources.

**Policy 5**

* Updated Vacation & Sick leave to comply with state law.
* Added donation for extended leave to comply with state law. (Page 5)
* Added vacation buyout back into policy with parameters. (Bob H did ask what first-time first serve means, Chief went over how that works and that there is a cap)

**Call response** – \* see graph in agenda.

Of the 30 calls, counted 23 others were duty officers only or canceled.

\*Jan was our lowest calls in the last 3 years. Most calls were recorded for the month of March.

**Civil Service Commission** – Will be taking Division Chief/Fire Marshal to Civil Service Commission.

**Old Business:**

Strategic Plan –

See attached letter to discuss. Chief would like to know where we on the strategic plan are, Chief has met with everyone multiple times at this point and would like to move things along and which way we would like to go. Bob H is still not ok with the standard of coverage. Chief went over the diff types of standards between the stations. Bob H went over the service level and costs between both stations. Bob C went over the food tax and how it is used district-wide. The Chief thinks the city will not be happy with both stations using the money from food tax because it is for the city of Cannon Beach. Greg asked if we had full staff would it look diff for Arch Cape and Falcon cove? Chief stated it would not work only with being fully staffed at Cannon Beach. If we had a full staff at each location, then we would be ok. Bob H went over service goals at each location. Bob C stated it really depends on the type of staffing we have at each location. Bob H and Greg went over what it looks like and the message we want to get out. Bob C wants to know where that money would come from. Bob C talked about one time when it seemed like there were 2 separate fire depts, the response time was quicker because there were more people to pull from in Arch Cape. Chief is still unclear about what Bob H is wanting. Bob H is stating we need to have the same standard of coverage at both places. Jason stated unfortunately based on staffing at Arch Cape we will just not get that same service level because it takes us longer to get there. Jason stated maybe we just change the time we get there and make an adjustment on our average (the mark we make 90% of the time.) Chief went over how Oregon does sectional districts and possibly doing a levy.

Chief is going to go back and look at the average and change our response time. Bob H wants to know where we are going to focus on, here in CB or in Arch Cape. Chief stated he did apply for a grant but that could be up to 2 years before we get that. Bob C stated we need the time frame to come out of CB for response time for now. Jason did say we are making more of a presence in Arch Cape by doing more training down there and being seen more in Arch Cape and Falcon Cove.

Vehicle and building, Chief agrees with getting rid of all the reserve funds and just combing them into one fund. Greg asked if the roof problem still exist and Chief stated yes and no, the roof was replaced in 2018. But payments have been deferred so the price has changed over time. Chief does not want the funding to be differed moving forward. Bob H asked if XXX …….. The Chief stated Yes that is a good way to target it, we get through 1/3 of your year before you actually get any money in. Most of your money comes in Nov month 5. Bob H that the fund should never drop below 500 correct and Chief stated Yes absolutely. Bob H stated what would be helpful for him would be that on the starting balance here is the allocation for the year and then here are the plan equipment expenses and here is your ending balance. Bob H would like it on one sheet only to read it better. Bob H would like to know what the starting balance should be for this budget year, what is the starting balance? Chief stated 1 million. Bob H asked if these are real numbers and where can he find that. Chief stated yes on page 8 of the report 2022/2023. The chief will go back and double-check that report. Chief would like to know where we go from here and is the direction for us. Chief would like to start to talk to the public. Bob H thinks that we should make the message about the replacement cycle and what the equipment looks like, and the maintenance required. Chief asked are we going to increase staffing for next year? Bob H feels like there is still a lot of movement here for where we are at now. He would like to use what we already have and there are a lot of options that we already have. Chief feels like we need 2 people per shift, and we are in danger when we do not have 2 people per shift. Greg went over the trend is your friend, Greg hears that everyone is positive with the fire dept now is the time to move forward with that message. Chief stated that equipment does not need to be part of the message. Bob H feels like we need to do it all. Bob H is still not comfortable with it. He would like the spreadsheet. Greg is a fan of the staffing plan; he would like to have 2 people per shift and Bob C agrees with what Greg is saying as well. Jason went over how it looks like just one person is here, for example, the rockslide that just happened …. putting just one person in the engine …it is just not good. It puts us in a bad position. Jason and Chief talked about putting a reserve engine (mini pumper) down at Arch Cape. It will be safer.

Chief will go over finances a little more with Bob H. Bob H wants to know what a good target for cash on hand and chief wants at least 1/3 (roughly 4 months) of the reserve. Bob H wants to know on any given day how much do we need on hand, how much is in each fund? Chief wants in the general fund we need 4 months of money there is the equipment reserve fund which will go up and down, it just depends on what is needed but it will go off the 20-year plan that Chief is wanting. Bob H is stating the numbers don’t match, Chief will go back and put it in one form to make it easier and will go back and see why what Bill C did doesn’t match what was given to chief. Bob H stated at some point we will need to lock into a number and Chief stated yes.

***\*Fire Chief contract -***

Motion to approve the contract. – This will be brought back next month.

Chief did not put it in the packet for everyone to read over.

**New Business –**

Change to Board meeting dates to Thursday. This was denied and left as is (2nd Monday of every month) for now.

Acceptance of the bid of surplus 3227. Greg B made a motion to approve the bid for 3227 seconded by Bob H, all were in favor, none opposed, and the motion was carried.

Chief’s Report:

Applied for the safer grant, Radios are almost finished. Bob H asked how we budget for grants. The Chief went over how he goes about applying for the grants. Bob H asked if there was a way to budget for grants beforehand. The Chief stated it is already budgeted out for the year. Bob H asked if that why we have an underage for the year it seems like there could be a better way to do that. Chief stated the way he is doing the budget is normal. Everyone agreed that grants are better than levies.

The fill station the chief is working on it. Seismic is moving forward next meeting is in April. Greg asked if there is a FEMA grant coming up and the chief stated yes.

Rescue is still coming, and we are receiving pictures of the new engine. We should have it by the end of our budget year.

Updated project list, chief won’t go through it all unless someone has a question.

COWS, the chief asked if everyone heard it. Chief and Rick H are working on COWS, the positive of this is with the controller Chief can cancel it. They are finding out that there are a lot of issues with this radio, and they will continue to work on fixing it.

The new outdoor lighting is completed.

We did receive our grant money today.

Division Chief’s Report

Jason went over all the training over 400+ hours have been done. His goes is to have 2 hours of training every day. One per day, training with Jason or Shaunna every day. From 8-5 it is a business they are in their uniform and working. They each have monthly training that needs to be accomplished. A lot of good lessons are being learned. Bob H how many volunteers do we have training now, Jason stated we get at least XXX every Wed night and, on the weekends, we get Andrew out training. They went over to Arch Cape training (cutting car) Andrew has completed FF two. Jason needs to get him on a live fire to get his FF one completed.

Jason is going to pacific count Fri, Sat, and Sun along with Kevin. Jason has taken 3 diff classes on the Jet ski.

The Chief went over how the call last week went with the water rescue and coast guard. He was happy with how it went. But the Chief went over why it is critical for Chief staff to live here in CB. It is very important for that to happen. Greg asked what flash over means and Jason went over that. Chief stated YouTube has some great videos of that.

**Board of Directors Reports-**

* ***Cerelli – The beach access is doable right now in Arch Cape.***
* ***Gardner*.**
* ***Herman.***
* ***Bell.***
* ***Heymann***

Good of the Order/Public Comment:

Adjourn:

* Greg B motioned to adjourn which was seconded by Bob H. Adjourned 19:46 hours (7:47pm).
* Next Board meeting, April 10, 2023
* Minutes submitted by Karen Apple

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Bob Cerelli, President CBRFPD Date: