

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

JANUARY 27, 2022

1. Call to Order. The rescheduled regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order by President Pankey at 5:30 p.m. on Thursday, January 27, 2022.

2. Pledge of Allegiance. Mr. Pankey led those present in the Pledge of Allegiance.

3. Roll Call. Directors present were Reda Eckerman, Buster Pankey, and Kevin Battles; Kathryn Menefee was expected shortly; Todd Holt was absent. There was a quorum present.

4. Approval of Minutes. Moved by Mr. Battles, seconded by Mrs. Eckerman, to approve the minutes of the regular meeting of the Board of Directors of November 18, 2021 as presented; motion carried. Moved by Mr. Battles, seconded by Mrs. Eckerman, to approve the minutes of the special meeting of December 8, 2021 and the special meeting of January 6, 2022 as presented; motion carried.

5. President's Report. None.

6. Citizen Participation. None.

7. Staff Presentations. Chief Jamie Mason reported a total of 110 calls for December, bringing the total for the year to 1,248, a small increase over last year. **Training.** Combined monthly hours from November until current were 544, for a total of 3067.75 annual hours of training. They have completed Fire Officer I and Firefighter II courses and are now going for certification. The schedule will be posted next month for the Rope Rescue course. **Maintenance.** Maintenance Officer Erich Knudson reported that the rat problem at Five Rivers is under control. There was a problem with propane delivery that didn't allow for the usage in the cold weather, but that has been taken care of. At Tidewater all the apparatus is there and fully functional and certified. The power is on and the propane is on order; the trim work is waiting on backorder items. The station can now be used for response. They are still working with Mckenzie on possible seismic upgrades. At Station 72 everything is good to go and the new Rescue truck was outside the building so everyone could check it out. The cyber security measures have been put in place and everything is secure; passwords are required, and everything on the network is logged. Mrs. Menefee arrived at 5:39 p.m. **Administrative.** Office Administrator Wendy Rush Knudson had recorded 13,430 pageviews of the website in December. They now have the ability to create alerts or notices at the top of the page; this was utilized during the tsunami advisory. It links to other pages for further information. The Safety Committee has been doing the SDAO training one night a month, the first Thursday of the month. This helps with discounts on the insurance. She also wanted to finalize the rest of the policies, Policy 9.5, the drug and alcohol one. There were areas "greyed out" in the proposed policy. In her talks with Union members, they wanted some parts taken out and a revision that covered some of those parts. On page 1, under Marijuana Use, beginning the second paragraph, "If we believe or learn", they wanted the "believe or" removed and just leave "learn". Following discussion, Chief Mason proposed that it say "If we have reasonable suspicion that you are under the influence of a substance we have the right to perform a drug test. If the results come back positive we then have the right to pursue disciplinary action up to termination." Moved by Mrs. Menefee, seconded by Mr. Battles, to accept the policy with the change in wording as proposed by Chief Mason; motion carried. Mrs. Knudson will have the completed Policy book at the next meeting. It will have a signature page verifying that it has been received and will be distributed appropriately.

8. Volunteer Report. Mrs. Knudson reported that they had participated with Beachcombers in the Christmas Light Parade; they had a good turnout. The Open House at the station had about 325 people come and they took 97 photos with Santa. The District and the Volunteer Association covered the cost, and they would like to make it an annual event. Chief Mason said that he had one volunteer applicant

whose background check has been completed and two more volunteer applications on which the background check needs to be done. He has talked to the principal at the high school and Lt. Bucher will be putting together a Cadet Program. He also talked to her about doing an "Every 15 Minutes" program. It is a 2-day program and includes things like a mock vehicle accident with a drunken driver. It's an anti-drinking-and-driving program targeting high school age kids which the principal is familiar with and the Superintendent is thinking about it. If approved, we will partner up with Life Flight, ambulance, rescue equipment, and the Sheriff's Department will also participate. He hopes to get the program up and running soon. They are also planning on taking part in the Donkey Basketball Game on February 11; it's the Sheriff's Department and Fire District against students. There is a lot going on with the school. Charlie is doing 6 sessions of first aid and CPR with the students, in addition to his work with the smoke detector program, which has been somewhat curtailed due to Covid.

9. Union Report. Union Representative Shi Bucher referenced their letter to another fire district and implored the members of the Oversight Committee to meet with the Seal Rock Fire Board and help them see the value in the IGA for safety and coverage. Mr. Pankey and Mrs. Menefee are the committee and Mrs. Menefee said it is important for both Districts to open the lines of communication and address concerns. They plan to meet next week.

10. Finance Report. Mr. Brett Quick reported a total of \$1,101,642 on hand. Current levied taxes are at 98% of budget. Total year to date for Tidewater is \$35,245, still under budget. Personnel costs are at \$276,143, about \$330,000 under budget for the year. Building maintenance and vehicle maintenance have been high but dispatch service is under. Moved by Mr. Battles, seconded by Mrs. Menefee, to accept the financial report as presented; motion carried. Moved by Mr. Battles, seconded by Mrs. Menefee, to pay the bills; motion carried.

11. Correspondence. Mrs. Knudson advised that there was information in the front of the Board member's notebooks regarding the SDAO Conference, which will be virtual this year. There is no charge if it is virtual. She will forward any emails from SDAO.

12. Old Business. IGA Discussion. Chief Mason expressed his concern over misinformation being stated by the Seal Rock Fire District and their possible effort to dissolve the existing IGA. Discussion. The Oversight Committee plans to meet with Seal Rock next week and will need to clarify that the IGA automatically renews in December, not May, and that the District Guidelines are not the same as the IGA.

13. New Business. Resolution 2022-01. Mrs. Knudson explained that this Resolution is for EF Recovery, who have been reviewing incidents for the last year and to establish costs for recovery which can then be reviewed and changed if necessary without another Resolution. EF Recovery determines who gets charged based on cause; taxpayers in the District or mutual aid area do not get charged unless there has been negligence. They have about \$10,000 waiting to be charged pending the updated Resolution and fee schedule. Moved by Mr. Battles, seconded by Mrs. Menefee, to approve **Resolution No. 2022-01 Emergency Services Cost Recovery Resolution**; motion carried. **Surplus of Equipment.** Chief Mason referred to two surplus letters in the packet. One is for the 2003 Dodge Ram 2500; now that we have the Command Vehicle we are ready to take it out of service and it is currently on Gov. Deals at \$8,000, and may go up if more people bid. If not approved, it will be pulled. Moved by Mrs. Menefee, seconded by Mr. Battles, to declare the vehicle surplus; motion carried. The second item is the SCBA air station in the Conex; getting rid of that means also being able to get rid of the Conex, probably next month. The new rescue vehicle has much more capacity to fill SCBAs; it was certified last week and will be ready to use. Moved by Mr. Battles, seconded by Mrs. Menefee, to declare the SCBA station surplus; motion carried.

Union Negotiation Committee Selection. Previous Board representatives were Mrs. Eckerman and Mr. Battles; it was suggested to have one previous and one new. The new contract will need to be done by September. Union Negotiation Committee members will be Mr. Battles and Mrs. Menefee, with Mrs. Eckerman as alternate.

14. Chief's Report. Mackenzie is waiting for a decision from the Board and will provide information based on the outcome. They have been working with Chief Mason on the quotes for repairs to the building as the quotes are high enough they will require the prevailing wage. Rescue 72 and the Command Vehicle were outside so everyone could see them. The ISO evaluation resulted in a rate of "4" and he will do a press release next week as it takes effect on February 1st and can affect insurance rates. It took almost 6 months to get the MDTs back from WVCC but they have now been programmed and are fully functional. Erich has been working on updating the District devices which now meet the SDAO Cyber Security requirements, as well as clearing out a lot of outdated and unused equipment which resulted in a significant decrease in Microsoft costs. Data storage is backed up off-site. School programs had already been discussed earlier. With regard to grant funding Chief Mason had met with Ryan LLC in the morning along with members of the FEMA BRIC Funds and FEMA was happy with the answers they got and said they were about 75% of the way through. There was discussion of the tsunami zone and ISO requirements for station placement. On other grants, the seismic grant is on hold; he is on the second round for the Siletz grant for firehose; and the FEMA SAFER grant application has been submitted for 2 firefighters, although they keep changing the deadline. He has submitted the AFG grant for the Wildland Tender to replace the 1981 Tender at Five Rivers. If we get it, the Tender at Tidewater will go to Five Rivers and the new one will be at Tidewater. It is \$467,000 covered by FEMA and we pay less than \$20,000. The SAFER grant was \$427,000 from FEMA for the 3-year period. He is about 50% through a Fire Prevention FEMA grant application for an electronic reader board for the station to replace the one on the trailer, which had windstorm damage. The wind also took out the main sign on the highway, which looked as if something may have hit it. It will be replaced but with metal reinforcement and with longer screws. It has been submitted to the insurance company under storm damage. Building quotes are being worked on.

Under Action Items, the wrap is done on the CERT trailer and in the process of getting the logos applied. Five Rivers water supply is a 2022-23 budget item, work on which will begin in February. The Ambulance 72 Lease/Share has been completed, and he thanked Jeff and Pac West for all their efforts which resulted in great mutual benefit. The Jet Dock plan is waiting to hear from the Port about funding. Engine Equipment Continuity List inventory has been completed and the Equipment Levy next year will be for ensuring duplicate equipment, although not necessarily identical, on the engines. The grants have been submitted, and the Rope Rescue equipment is coming in with courses to begin in February.

Chief Mason presented to the Board a proposal to hire two additional Firefighter/Engineers as temporary employees for the duration of February 1st through September 30th of 2022 in order to raise the minimum staffing back up to two personnel per shift. He requested approval to send the proposal to Legal to ensure it met all requirements and approval to hire pending a positive response from Legal. The hiring term is dependent on the successful award of the FEMA SAFER grant which will then end the temporary positions and allow for the hiring of two permanent personnel. Attached to the proposal was a detailed cost sheet summary covering the two fiscal years involved with a total cost for eight months of approximately \$70,000. Mr. Battles pointed out that hiring two new people to ensure that there are two people per shift is because Seal Rock is no longer allowing their people to respond with ours on the same engine. That had been the main purpose of the IGA. Discussion of the Seal Rock situation followed. The Oversight Committee plans to meet with Seal Rock next week to discuss their concerns and try to resolve the current situation. The proposal has to go to Legal first, and if it is a go with them Chief Mason has people ready to hire if necessary. It was moved by Mr. Battle, seconded by Mrs. Menefee, to send the proposal to Legal; motion carried.

15. Questions from Citizens or Viewing Audience. None.

16. Good of the Order. Mrs. Eckerman asked about the status of the Budget Committee; Mrs. Knudson will send out emails to contact members.

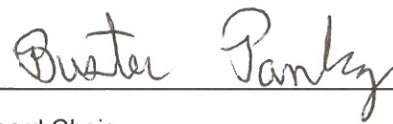
17. Adjournment. There being no further business to come before the Board the meeting was adjourned at 7:03 p.m.

Respectfully submitted,



Jan K. Hansen, Recording Secretary

Approved:



Board Chair