

# CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

## BOARD OF DIRECTORS MEETING

AUGUST 18, 2022

- 1. Call to Order.** The regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order by President Reda Eckerman at 5:30 p.m. on Thursday, August 18, 2022. She announced the procedure for participation by any members of the audience of the live-streamed meeting.
- 2. Pledge of Allegiance.** Mrs. Eckerman led those present in the Pledge of Allegiance.
- 3. Roll Call.** Directors present were Reda Eckerman, Zach Akin, Jon MacCulloch, and Ray Woodruff; Kevin Battles was delayed. A quorum was present.
- 4. Appoint Civil Service Commissioners.** Mrs. Eckerman explained that the number of paid employees has reached the point where a Civil Service Commission is required. Three members of the District have volunteered to serve. Moved by Mr. MacCulloch, seconded by Mr. Woodruff, that Louise Solliday, Steve Barham, and Dakota Hartzell be appointed to the Civil Service Commission; motion carried. There is a meeting scheduled for Thursday, August 25<sup>th</sup>, at which time they will be sworn into office.
- 5. Approval of Minutes.** It was pointed out by Mr. Akin and Mr. MacCulloch that their names had been misspelled in the minutes of the two previous meetings. Moved by Mr. Akin, seconded by Mr. MacCulloch, that the minutes of the regular meeting of July 12, 2022 and the workshop of August 11, 2022 be approved as corrected; motion carried.
- 6. Citizen Participation.** None.
- 7. Staff Presentations.** There were 73 calls in July, 49 this far in August, and a year-to-date total of 689. Mr. Battles arrived at 5:36 p.m. **Training.** Chief Mason reported training hours of 1,564.8 so far this year, 236.5 hours from July 7<sup>th</sup> to August 18<sup>th</sup>. There was an increase in hours because of the new wildland grant trainees. **Maintenance.** Lt. Knudson reported that he is checking Station 74 weekly and making sure the apparatus is working. At Station 73 all the apparatus is still out. Brush 73 was cleaned up by the new crew; they are doing a good job. The gas line has been hooked up and the propane tank is full; the generator is up and running. The water, lights, etc., will be on the generator should the power go out. Drywall is done; painting is almost done, as well as the brick work. All Electric is about 90% done and should be complete tomorrow. He is looking at September 3<sup>rd</sup> for an open house at Tidewater; it won't be totally finished but should have all the equipment. It does have an outhouse, the need for which at the open house was discussed, but he is still trying to find someone to service it at least on a "need" basis. Station 72 apparatus had a couple of issues that were corrected; the brush truck needs some work but should be fixed by tomorrow. **Administration.** Nothing at this time.
- 8. Volunteer Report.** Volunteer President Rick Booth commented that the volunteers have been showing up and handling calls, but they are down one volunteer right now. The other two chaplains have been helping in taking care of calls. Lt. Knudson reminded everyone of the Friday night Bingo fundraiser. Last month was fun; hoping for good turnout tomorrow night. There are lots of raffle prizes donated by Wednesday Market vendors.
- 9. Finance Report.** Mr. Quick reported a cash balance at the end of July of \$563,329. There were no current levy funds collected in July but there were some prior levy funds. This early in the fiscal year there is not a lot of unusual activity. The total cost to date for Tidewater is \$140,714; thanks given to Lt. Knudson's efforts to keep the costs down. Moved by Mr. Battles, seconded by Mr. Akin, to accept the financial report as presented; motion carried. Moved by Mr. Akin, seconded by Mr. MacCulloch, to pay the bills; motion carried. **OSFM Grant Resolution.** The resolution is to amend the budget to allow for the grant not budgeted but received. **Resolution # 2022-06 Amending the Budget for Fiscal Year 2022/2023** was read by Mrs. Eckerman. Moved by Mr. Battles, seconded by Mr. MacCulloch, to approve Resolution # 2022-06 as presented; motion carried. Chief Mason introduced Shanna Cox and Connor Mercer, who have been hired for temporary positions until the end of October; if there are any funds left he will extend

their time. Mrs. Eckerman commented that at this time she is the only signer on the LGIP accounts and would like to recommend that the Board Treasurer be added. She then read **Resolution # 2022-07 A Resolution Authorizing Bank Account Signer Addition** adding Kevin Battles as a signer on the three LGIP accounts. Moved by Mr. Woodruff, seconded by Mr. Akin, to approve Resolution # 2022-07; motion carried.

**10. Correspondence.** None.

**11. Old Business. SDAO Training.** The virtual training is scheduled for August 31<sup>st</sup> in the district training room from 8:30 a.m. to 4:00 p.m., lunch provided. Any dietary restrictions should be communicated to Mrs. Knudson. The meeting will be available to be viewed later. **New Auditor Proposal.** After last month's meeting Mrs. Knudson again contacted potential auditors and heard back from two, one not taking new clients and other has a full calendar; no response from the others. The current proposal for audit from Jarrard, Seibert, Pollard & Company, LLC is the only one received. Discussion. It is less than the current audit cost and is for a 3-year term. Mr. Quick said it looked fine and that they have been in business for 63 years. This is just a proposal; it was decided to proceed with an engagement letter and a copy be sent to each of the Board members for review. It was moved by Mr. MacCulloch, seconded by Mr. Akin, that barring any concerns Mrs. Eckerman be authorized to sign the engagement letter; motion carried.

**12. New Business. Form Committee to work with Seal Rock on a new program.** A copy of the current IGA with Seal Rock was in the Board packet. Chief Mason summarized it as the main portion in the first two pages explains purpose, recital, terms, amendments, liability, etc. Appendices One, Two, and Three cover sharing resources, sharing training, continuity of operations with consistency of equipment. These have been removed by Seal Rock and without those three appendices there is nothing left. The proposal discussed at the workshop was termination with a 90-day notice and remove the history and build a new system. Until then we would work on the basis of the general county mutual aid agreements. It was moved by Mr. Woodruff to extend the termination notice an additional 90 days and see if we can go in another direction. There has not yet been any formal notice from Seal Rock of their intent to terminate the IGA although it was mentioned at several of their meetings; however they are not following through on any of the appendices so at this time it is just a mutual aid arrangement. Discussion to give 90-day notice but try to meet and work during that period on what changes need to be made or extend the time period to 180 days. Mr. Woodruff's motion did not have a second, so it was declared dead. Further discussion of termination notices and timelines with the intent to work on revising the IGA. Moved by Mr. Battles that we send a letter to Seal Rock that we will allow the IGA to lapse at its expiration date of December 31, 2022, but we are also interested in forming a new committee from each Board to meet within the next 60 days to make a good faith effort to come to a new agreement; the committees will consist of the Fire Chief from each District and two members from each Board. Motion seconded by Mr. MacCulloch; motion carried.

Chief Mason raised an issue with the IGA regarding the continuation of auto aid with Seal Rock. He would like to know if we should continue auto aid or go to the county mutual aid plan until the two committees can meet to discuss an agreement about auto aid that has more clarity to it. A few months ago Seal Rock asked to pull back and we are automatically responding to structure fires, car accidents, and medical calls, which means that we go whether or not they go. With mutual aid, they go and then call if we are needed; auto aid we all go regardless of need. There is a lot of wear and tear on equipment with auto aid but there is also a potential 15-minute delay in response if a call is not answered under the mutual aid agreement. It was the consensus of the Board to continue the current arrangement and have the new IGA committee work on an agreement. **IGA Committee.** Mr. Battles nominated Mr. Woodruff to serve on the Mutual Aid/IGA Committee, seconded by Mr. MacCulloch; motion carried. Mr. Battles nominated Mr. MacCulloch to serve on the Committee; seconded by Mr. Akin; motion carried. Chief Mason will draft a letter to be sent to Seal Rock and email it to the Board. If there are no questions or concerns, it was moved by Mr. MacCulloch, seconded by Mr. Akin, that Mrs. Eckerman be authorized to sign the letter; motion carried.

**Building Committee for City Discussion.** Chief Mason reported that he had met with City Manager Dann Cutter and reviewed the discussion at the workshop about one member from the Board, one from the City

Council, Chief Mason, and Mr. Cutter to meet with Representative David Gomberg to discuss the city's project to increase water flow to meet fire standards. The idea is to meet with Mr. Gomberg to request \$1 million from the next session for the water project, which would mean the city would then not have to sell

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the building to the district to help offset the cost, thus benefiting "two birds with one stone". After discussion of the need to have a firm proposal in place prior to meeting with Mr. Gomberg, Mrs. Eckerman, seconded by Mr. Battles, nominated Mr. MacCulloch to represent the Board on the meeting committee; motion carried. Chief Mason will contact Mr. Cutter and put a draft plan together.

**Operation Levy Information from Workshop.** Chief Mason had two versions of the Notice of Measure Election for the Board to consider. The deadline for filing for the November election was Friday, August 19<sup>th</sup>. There had been discussion at the workshop about the renewal of the equipment levy as an operation levy with an increase of either \$0.05 or \$0.10 and Chief Mason requested that any action be tabled until after the Executive Session as there may be information affecting a decision.

**Surplus.** Chief Mason requested two cardiac monitor units, a Zoll E Series and a Zoll 1600 be declared surplus and sold at the government auction. The Series E is expired and the 1600 is going out of service in a month but can still be used for non-emergency service; he would like to sell them while still usable. He also requested that the 21 radio units which were replaced last year be declared surplus and donated to the Yachats Fire District. Mrs. Eckerman read the surplus declarations. Moved by Mr. Battles, seconded by Mr. Akin, to approve both surplus declarations; motion carried.

**Printer Upgrade.** Mrs. Knudson explained that the current black and white printer was obtained in 2016 and currently costs \$179.55/month, \$146.00 for the printer and the balance for maintenance. They do a lot of printing that requires color and a recent flier they had printed cost 80 cents each for 80 copies. The current machine can be upgraded to color for an additional \$32.00/month and 6 cents per color copy. She had provided brochures for two smaller black and white/color printers, an HP for \$695.00 and a Brother for \$688.93. Calculating the monthly cost including purchase price and toner she estimated the HP would be \$75/month and the Brother would be \$70/month. That cost would go down when the printer was paid off. If the Board approved a purchase the current contract would be reviewed to see what stipulations might be involved in ending it. Following further discussion, it was moved by Mr. Battles, seconded by Mr. Akin, that if it is viable without any major stipulations the current contract be ended and a new printer, whichever one seems best, be purchased; motion carried.

**13. Chief's Report. Mackenzie.** Chief Mason reported that the proposal from Mackenzie has been put on hold for now but the grant deadline is in December so they would need to be able to start working on it by October. They sent an answer to Mr. MacCulloch's question at the workshop regarding the proposed seismic stability as related to the Richter Scale, included in the Board packet, although Chief Mason wasn't sure how to interpret it. **Civil Service Committee.** The newly appointed Committee will be sworn in at their meeting on August 26<sup>th</sup>. They will review the rules and provide a draft to be approved by the Board. **Grant Funding.** Ryan LLC contacted us as they didn't feel they were providing a benefit to us and neither did we so they sent a letter terminating our agreement. We are again working on the FEMA grants for BRIC and the National Rescue Relief Act. The seismic grant is covered by Mackenzie. He is still waiting to hear on the SAFER and AFG grants; they are finally being posted so we should know in a few weeks. He has applied for a tender through the **OSFM Engine Program**; they have ordered 35. **FEPP Surplus** agreement has been renewed with ODF and he has requested a Type 3 heavy brush engine. **Boat 72.** The Port is still on hold; they are waiting to do the electrical work and we are waiting to do the lift until after taxes come in. In the meantime he has told Roxie to rent out the slip if needed. **OSFM Staffing Grant.** The new hires have done a great job of overhauling the brush rigs and getting them ready for rapid response. They have already responded to a wildfire call. **Action Items.** The Five Rivers Water Supply, Jet Dock Installation Plan (just discussed), and the Engine Equipment Continuity List are all on hold until the taxes come in. Mr. Woodruff raised the subject of the wildfire evaluation project which had been conducted in Alsea Highlands; Chief Mason said fliers were distributed and an effort was made to let people know that it would be taking place and to advise if they didn't want to participate. Mr. Woodruff felt it had been a good learning process. He then talked about the Alsi Resort, KOA, and Alsea Highlands being in the District, but we only collect taxes from Alsea Highlands. Discussion of the change in the Albany fire protection district and who has

jurisdiction over setting the limits for our district. Chief Mason recommended doing more research and clarify this for the next meeting.

**14. President's Report.** None.

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**15. Questions from the Citizens and Viewing Audience.** None.

**16. EXECUTIVE SESSION.** At 7:29 p.m. the regular meeting was closed and an Executive Session was called under ORS 192.660(2)(d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations." No decisions were made. At 8:21 the Executive Session ended and the meeting returned to open session.

**17. Actions, if any, from Executive Session.** None.

**Notice of Measure.** At this time the Board reconsidered the two proposals for ballot language for the option tax, which is currently \$0.25/\$1000. The question was whether to renew the levy at the current \$0.25, increase it to \$0.30, or to \$0.35. There was concern over a 3% increase in taxes, but it was also pointed out that this rate has been in effect for 10 years and there is a need to look forward to changes in the next 5 years. Service has been greatly increased and the current ISO rating of "4" means a substantial savings in insurance costs for residents. Following further discussion Mr. MacCulloch made a motion, seconded by Mr. Akin, to move forward and give Chief Mason authority to submit the paperwork to increase the levy to \$0.35 per \$1000 for 5 years; motion carried.

**18. Good of the Order.** Mrs. Eckerman requested the Board to consider moving the next meeting forward to September 8<sup>th</sup>, as she will be gone the 3<sup>rd</sup> and 4<sup>th</sup> weeks of September. She also asked about the possibility of looking toward future changing of the meeting night to a different night as Seal Rock meets on the same night and it might make it easier to work together. The consensus of the Board was to move next month's meeting to September 8<sup>th</sup>. The change will be advertised. She also brought up a concern about tsunami response. There has been a lot of talk about long range planning for tsunami, etc., and keeping equipment out of the zone even if the chances are the equipment can't move anyway. She asked about looking at getting a couple of ATVs which would be able to get around. Discussion of the advantages of having access for fireworks, beach access, small brush fires, in addition to the emergency preparedness. Chief Mason can check into the idea.

There being no further business to come before the Board the meeting was adjourned at 8:46 p.m.

Respectfully submitted

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Jan K. Hansen, Recording Secretary

Approved:

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Board Chair