

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

JULY 12, 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 Director Reda Eckerman at 5:31 p.m. on Tuesday, July 12, 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. Administration of Oath of Office for New Board Members.** Mrs. Knudsen administered the Oath of Office to Zach Akins, Position 3, and Jon McCulloch, Position 2, both of whom were appointed by the Board at the June 30th meeting for terms to expire on June 30, 2023.
- 4. Roll Call.** Directors present were Reda Eckerman, Zach Akins, and Jon McCulloch; Kevin Battles and Ray Woodruff were excused. A quorum was present.
- 5. Election of Officers.** Mr. McCulloch, seconded by Mr. Akins, nominated Mrs. Eckerman as President; motion carried. Mrs. Eckerman, seconded by Mr. Akins, nominated Mr. McCulloch as Vice President; motion carried. Having obtained his permission prior to the meeting, Mrs. Eckerman nominated Mr. Battles as Secretary-Treasurer, seconded by Mr. McCulloch; motion carried.
- 6. Approval of Minutes.** Moved by Mr. McCulloch, seconded by Mr. Akins, to approve the minutes of the regular Board of Directors meeting on June 30, 2022, as presented; motion carried.
- 7. Citizen Participation.** None.
- 8. Staff Presentations.** Chief Mason reported a total of 72 calls for June, 25 so far for July, and a total so far this year of 592 responses. **Training.** Training hours year to date are 1309.3, and 259 hours from May 15-July 7. **Maintenance.** Maintenance Officer Lt. Knudson reported that all apparatus is operational, but some of the engines are being shuffled around in order to facilitate the drywall installation at Tidewater. He had included a spreadsheet in the Board packet with fuel logs to show 6 months of the information resulting from the program he is using to track the cost per mile per apparatus. He is also including maintenance and repair costs for each. Currently Rescue 72 is \$3.62/mile. Drywall at Tidewater should be done in the next couple of weeks as he has been finishing the insulation installation and he plans to be ready for an Open House in August. Chief Mason explained that the engine from Tidewater is currently at Yachats and the tender is in storage with Public Works, so they are under cover and available. **Administration.** Office Administrator Knudson welcomed the new Board members and added they have their emails set up. She gave each a copy of the Policy, the SDAO Handbook, current budget, last 5 years budgets, and minutes for the last year, along with a receipt to be signed. Copies of everything are also available on the website. The website has slowed down, there were only 14,546 views in June. She had provided forms for the new members to sign for the bank in order to sign checks. Also recommended to be given to new members, although it hasn't been done in the past, is the Department of Justice Attorney General Public Records and Meeting Handbook. Since it is about 400 pages, a copy is available in her office. She also requested that any agenda

items be submitted by the Friday before a scheduled meeting. Now that the new uniforms are here she will be setting up to get pictures of everyone, including Board members, for the website.

9. Volunteer Report. Mrs. Knudson reported that the 3rd of July hot dog feed was not quite as successful as the one for Beachcombers, probably because most of the activity was down at the Interpretative Center. Lt. Knudson commented that the next Friday they would begin their monthly Bingo event at the Community Center, along with hot dogs, nachos, popcorn, etc.

10. Finance Report. Mr. Quick stated that cash on hand at the end of June was \$636,678. Taxes levied were 5.44% above budget for both operational and equipment. Personnel services were over budget by 1.57%, due to the addition of the two new firefighters. Legal services and vehicle repairs were over, and ambulance was over because of carryover from the previous year. Moved by Mr. Akins, seconded by Mr. McCulloch, to approve the financial report as presented; motion carried. Moved by Mr. McCulloch, seconded by Mr. Akins, to pay the bills; motion carried. Mrs. Eckerman then read **Resolution #2022-03 A Resolution Authorizing Bank Account Signer Removals and Additions**, removing Raymond "Buster" Pankey, Kathryn Menefee, and Todd Holt as signatories and adding Ray Woodruff, Zachary Akins, and Jon McCulloch as signatories to the accounts. Moved by Mr. Akins, seconded by Mr. McCulloch, to approve Resolution #2022-03; motion carried. Mrs. Eckerman read **Resolution #2022-04 Amending the Budget for Fiscal Year 2021-2022**, to adjust for an additional \$10,000 for personnel services. Moved by Mr. McCulloch, seconded by Mr. Akins, to approve Resolution #2022-04 as read; motion carried. Mrs. Eckerman read **Resolution #2022-05 Amending the Budget for Fiscal Year 2021-2022**, to move \$200,000 from 9102 New Station Property to 9000 Work in Progress, to move funds to be spent in fiscal year 2021-2022. Work in Progress was primarily the Tidewater station. Moved by Mr. Akins, seconded by Mr. McCulloch, to approve Resolution #2022-05 as read; motion carried.

11. Correspondence. None.

12. Old Business. OSFM Grant. The grant proposal had been given to the Board at the last meeting, and Chief Mason had prepared a report of what the District was going to do. This is funding for two temporary wildland firefighters, ending on November 20, 2022. Mr. McCulloch questioned the difference in ending dates between OSFM and COCFRD; Chief Mason will check with the Fire Marshall's office to verify there is no conflict as long as he meets the reporting date of November 15th. Moved by Mr. McCulloch, seconded by Mr. Akins, to accept the OSFM Wildland Urban Interface Staffing Grant for \$35,000; motion carried.

13. New Business. Abstract of Votes. Moved by Mr. Akins, seconded by Mr. McCulloch, to accept the Official Abstract of Votes – June 7, 2022 Recall Election; motion carried. **SDAO Training.** Chief Mason explained that staff will also do the training with any interested Board members via classroom ZOOM on August 31st in the training room, lunch provided. If anyone wishes to attend in person in Newport on August 30th they need to let Mrs. Knudson know so they can be registered. **Workshop/Goal Setting.** Mr. Battles will be gone until the end of the first week of August, and following discussion it was suggested to try to have two evening workshop sessions, one before the August meeting and another before the September meeting. If everyone will email Mrs. Knudson when they are available she will narrow it down and send out options. She also explained about other SDAO videos available which can bring insurance discounts as a result of participation. **New Auditor Proposal.** Mrs. Knudson contacted five different auditors but only one responded. Discussion of the proposal followed, and it was determined to contact the others again and decide at the next meeting. She will forward any other responses when they are received.

14. Chief's Report. Mackenzie. Mackenzie will be providing a proposal for the Board to discuss, possibly by the August workshop, which will incorporate the full footprint of the building with the addition of two vehicle bays. **Civil Service Committee.** Chief Mason has received a letter of interest from a third individual to serve on the Committee so they will be able to set up a meeting to perform their duties. **Grant Funding.** The OSFM grant was just approved. Ryan LLC will have a report for August. The seismic grant is through Mackenzie and still on hold. Siletz will award their grants on July 27th. FEMA has to have their grants out by the end of September but there has still been no word from them. Chief Mason commented that we are looking at close to a million dollars in grants. **Action Items.** Five Rivers water supply, jet dock installation, and engine equipment continuity will be done when this year's tax dollars come in.


15. President's Report. Mrs. Eckerman reported that the Union contract expired on June 30, 2022 but they have agreed to work under the existing contract until a new one can be negotiated. This will require two Board members to meet with the Union for discussions. Mrs. Eckerman nominated Zach Akins, seconded by Mr. McCulloch; motion carried. Mrs. Eckerman, seconded by Zach Akins, nominated Jon McCulloch; motion carried. Mrs. Eckerman will serve as a substitute if needed.

16. Questions from the Citizens and Viewing Audience. None.

17. Good of the Order. None.

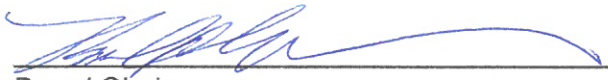
There being no further business to come before the Board it was moved by Mr. McCulloch, seconded by Mr. Akins, to adjourn the meeting; motion carried. Meeting adjourned at 6:32 p.m.

Respectfully submitted,



Jan K. Hansen, Recording Secretary

Approved:



Board Chair