

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

MAY 20, 2021

1. Call to Order. The regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order by President Tim Grady at 7:06 p.m. on Thursday, May 20, 2021 following the Budget Committee meeting. Mr. Grady reminded the viewing audience that the meeting was being streamed live and any questions or concerns could be texted to the Information Station and would be relayed to the Board and addressed at the end of the meeting.

2. Pledge of Allegiance. Previously performed at the Budget Committee meeting.

3. Roll Call. Directors present were Reda Eckerman, Tim Grady, Peter Carlich, Dave Brooks, and Kevin Battles. A quorum was present.

Mr. Grady then announced an adjustment to the agenda and Chief Jamie Mason was sworn into office by Board Secretary Eckerman and his new badge pinned on by his wife, Ericka.

4. Approval of Minutes. It was moved by Mr. Brooks, seconded by Mr. Battles, to approve the minutes of the regular Board meeting of April 15, 2021 as presented; motion carried. It was moved by Mrs. Eckerman, seconded by Mr. Carlich, to approve the minutes of the special Board meeting of April 29, 2021 as presented; motion carried.

5. Citizen Participation. None.

6. Staff Presentations. Chief Mason reported a total of 89 responses for April and a total year to date of 441. **Training.** We have completed the Instructor I, pulled the Firefighter I curriculum and are proceeding on to Firefighter II. Within the next few months all the Firefighter I's will be Firefighter II's. April had 93 hours of training; total training hours to date are 1278.25. The Academy graduated in April and a new one will be scheduled for September; already 6 candidates from Newport and several from Tidewater are interested. **Maintenance.** Maintenance Officer Knudson has been unable to work at the Tidewater because of all the issues with the vehicles. He had just finished repairing 7301 whose problems now are mainly just age and difficulty in getting the necessary special fittings. He is putting together a program to ensure that everything gets pumped and drained every month. He is looking for bids from landscaping companies to clear out a 20 ft. swath at Station 74 as it is way overgrown, the building needs a power-wash, and the driveway needs new gravel. There was discussion as to whether or not have a sign for Five Rivers, but it should be okay as long as everything is secure. Mr. Carlich asked about a sign for Tidewater; Chief Mason is planning on an Open House when it is completed. Mr. Knudson detailed current repairs and locations of the various vehicles. Signs have been ordered for PWA and LCSO so the signage will be consistent, and construction will be beginning on the PWA quarters. **Administration.** Administrator Wendy Knudson reported that the Wildfire Home Prevention Program has been launched and District members can sign up online, call, or stop by the booth at the Wednesday Market. Charlie is doing inspections and is at the booth. There is a homeowners checklist for fire prevention and information on smoke detector installation too. They are also doing reminders on social media on fire prevention. Chief Mason told the Board about an emergency call on a column of smoke the other side of the bay which resulted in an incredible number of responses from the various entities; fortunately it turned out to be an ODF burn out of the county but it's good to know that there are such resources available.

7. Volunteer Report. Volunteer Association President Rick Booth commented that at the fire call referred to by Chief Mason the volunteers showed up and grabbed rigs and thanks to all the training they know what to use and how to use it. Our second chaplain is leaving on June 17th to go back to Wisconsin; there will be a send-off get-together. We have gained a volunteer in Tidewater and two more

out by Cozy Cove want to join when the Tidewater station is done. A recruiting video is being made; it is tough to get volunteers. Discussion of difficulty in getting people willing to do the necessary training.

8. Finance Report. Mr. Quick reported cash in the bank at the end of April was \$840,064; of that \$415,000 is in Reserves. Personnel costs are \$452,286, 72.2% of the budget. Taxes collected are 8.6% more than budgeted; legal services to date are \$18,350; vehicle repair build is \$69,624; and Tidewater station improvements to date are \$90,174. It was moved by Mr. Brooks, seconded by Mr. Carlich, to accept the financial report as presented; motion carried. It was moved by Mr. Brooks, seconded by Mrs. Eckerman, to pay the bills; motion carried.

9. Correspondence. Mr. Brooks reported that he had received a donation to the Fire Department from Tom Payne and Jerry Kerns of \$100 each in memory of Mark Campbell and as a Thank You for all you do for your community; he had deposited the checks. Following the suggestion of Chief Mason, it was moved by Mrs. Eckerman, seconded by Mr. Brooks, to forward the money to the Volunteers Association; motion carried. Chief Mason reported the award of the ODF grant for wildland fire shelters, ppe equipment, etc. There is a grant coming for security at Tidewater, awaiting installation when building is completed. He is still waiting for notification on the grant application from the State Fire Marshall's Office to buy new radios, equipment, and repeaters. Discussion of difficulty in communication in the Tidewater canyons. Chief Mason is recommending to the County that they go to a fourth fire channel to expedite emergency communications; this may take several years. Mrs. Knudson read a letter from a young man asking for patches; she sent a patch, stickers, etc. to him. She had another letter, from a gentleman who had been in the Air Force, who is collecting patches for a project; she sent him a patch. There was also a letter through the website thanking everyone who had responded to a fall. Today most of the group who responded to a cardiac incident got together for a thank you from the lady involved.

10. Old Business.

a. Tidewater. Mr. Knudson reported that all the tarpaper on the roof and one side is done so it is essentially "dried in", the windows are in, and the floors. The doors are manual now until the electricity is in. The roofing is there, but he hasn't had a chance to get to it yet. He didn't have any bids yet on the roofing, but he will make some phone calls and get it done. Bob Carskadon has been a big help; he made the mistake of volunteering to help paint and so has ended up with 1200 10' batten boards, plus all the fascia boards, etc.. Plans are to get an electrician in soon.

b. Mackenzie. Chief Mason reported that they had met with Mackenzie and PWA and Sheriff's Office people and submitted a template of what they felt should be included. The drawings incorporate the entire building, redoing vehicle bays and lengthening them, making the first bay long enough for 2 ambulances just to cover any future need, taking the road out. There are two architects coming in on June 2 to evaluate the structure; the entire front needs to be re-engineered to comply with standards for door spacing, and the doors are only 12' but should be 14'. Funding would be out of the seismic grant. We need to incorporate national guidelines on cancer, ADA, sprinkler system, etc. Chief Mason noted that they had just installed smoke detectors upstairs. The drawings were on the table for everyone to look at. These are just to give Mackenzie something to work with; according to the agreement with Mackenzie they will provide 3 sets of blueprints to choose from.

c. Policy 2.1-4.6. At the April meeting the Board had been given Policy 2.1-4.6 to review for this meeting and Policy 5.1-6.7 at this meeting to review for June. Mr. Brooks felt that on page 37 (POLICY 6.2: PERSONNEL POLICIES AND PROCEDURES) Section (J) PHYSICAL EXAMINATIONS should be more specific. Chief Mason explained that he plans to work to develop a complete program which would incorporate specific standard exams, etc. and this section could be readdressed when the program is implemented. Mrs. Knudson pointed out that the signature pages for the policies allow for changing just some sections; the entire policy doesn't have to be re-done. Mrs. Eckerman questioned POLICY 3.3:

DUTIES OF THE SECRETARY-TREASURER OF THE BOARD. The Board has a Secretary and a Treasurer. Also, under Section D. 1) the bank statements to be given to the Treasurer unopened...and review the statement and cancelled checks, etc. That's why we have an Accountant. She pointed out that the Board reviews the finances; the Treasurer doesn't need to. Discussion of bank statements and the fact that the Board has access to the financial records at any time and reviews the checks. Consensus of the Board was to amend Policy 3.3 as follows: Sections (A) scratch out "Treasurer" where it occurs; (B) scratch out "Secretary", (C) scratch out "Secretary" where it occurs, and eliminate Section (D). It was moved by Mr. Battles, seconded by Mr. Carlich, to approve Policy 2.1-4.6 as amended; motion carried. Discussion of POLICY 5.1: PUBLIC RECORDS fee schedules and procedures need to be looked at and reviewed to ensure they are accurate and fair. This will be included in the Policy review at the next meeting.

11. New Business.

a. SDAO Training. Chief Mason has talked to SDAO and Christy Monson to begin scheduling a Board training session for incoming Central Coast and Seal Rock Board members, as well as a refresher course for any remaining members. It will be an all-day event on a Saturday.

b. IGA Review. Chief Mason has been working with Chief Sakaris on the IGA, which wasn't reviewed when it was renewed. The Board had a copy of the revised IGA with all the changes in red; he has added a new appendix to ensure when working together that there is continuity, communication, and compatible equipment. The involvement of the Oversight Committee has been reduced and should only be involved when the two Fire Chiefs cannot come to an agreement. There is a 90-day opt out; it ends December 31st. Discussion of compatibility of equipment. Chief Mason explained the difference between the IGA and mutual aid, which has to be requested and dispatched, with response delays. The IGA is an automatic dispatch to the entire area and shares resources. Discussion of mergers and/or consolidation of the three area districts, Yachats, Central Oregon Coast, and Seal Rock. Moved by Mr. Battles, seconded by Mr. Brooks, to approve the IGA modification; motion carried. Mr. Carlich enquired as to whether a citizen can start a petition to start a new district, consolidation or merger. Chief Mason explained the processes and said it would take about three years.

c. Resolution 2021-8. To be addressed at the next meeting.

d. Vehicle. Chief Mason wanted to add to the New Business. We have had two vehicles out for the last two weeks, and he does not think we can make it to next May and hope the voters will approve a bond. We don't have enough for a new vehicle, and he doesn't want to assume more debt, but there is \$128,000 in the Equipment fund. He shared a flyer for a 2009 Spartan Gladiator Custom Pumper with an asking price of \$125,000. It's available in Humbolt, California from a fire district that is going all Pierce. He was not asking for a purchase, but he wanted an opportunity for Erich Knudson to go down, conduct a thorough inspection, and make a recommendation. Following discussion, it was moved by Mrs. Eckerman, seconded by Mr. Carlich, to authorize Chief Mason to send Mr. Knudson down to California to check out the vehicle; motion carried.

12. Chief's Report. An engineered boat house is going to be very expensive and right now we need to get the boat down where it's accessible. He described a recent surf rescue where timing was essential and it took 20 minutes just to get the boat launched. They are looking at trying to put in a lift system and a security fence and putting a cover on it for Spring, Summer, and Fall, storing it inside on a trailer for Winter. The \$20,000 in the budget may be enough, with the possibility of a match from the Port, but at least it will be in the water. He will keep working with the Port on coming up with a boat house plan. EF Recovery is up and running, installed on tablets in the vehicles. The budget is done. Surplus property has been sold or donated as directed. He is still waiting for notification on the OSFM grant. Squad 21 is

just waiting on a decision from Depoe Bay; the appropriate FEMA paperwork is done and ready to go. He is working with the ISO representative who will be here June 29th to reevaluate training, staffing, Five Rivers, and Tidewater and redo our rating. It could go to a 4. He was unable to make a deal with Seal Rock for the suburban.

13. President's Report. None.

14. Questions from the citizens and viewing audience. None.

15. Good of the Order. None.

EXECUTIVE SESSION. At 9:24 p.m. Mr. Grady closed the regular Board meeting and called an Executive Session pursuant to ORS 192.660(2)(e) real estate transactions. At 9:35 p.m. the Executive Session ended and the Board returned to regular session. No decisions were made.

Action Taken. None.

There being no further business to come before the Board the meeting adjourned at 9:36 p.m.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

Approved:

Board Chair