

## CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

### BOARD OF DIRECTORS MEETING

JULY 15, 2021

- 1. Call to Order.** The regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order at 5:30 p.m. by Director Reda Eckerman. She explained the process for public comments or questions during the “live stream” of the meeting.
- 2. Pledge of Allegiance.** Mrs. Eckerman led those present in the Pledge of Allegiance.
- 3. Administration of Oaths of Office for New Board Members.** Newly elected Board Members Buster Pankey, Todd E. Holt, and Kathryn Menefee were sworn into office by Recording Secretary Jan Hansen.
- 4. Roll Call.** Directors present were Reda Eckerman, Buster Pankey, Todd Holt, Kathryn Menefee, and Kevin Battles. A quorum was present.
- 5. Election of Officers.** Mrs. Menefee, seconded by Mr. Holt, nominated Buster Pankey as President; motion carried. Mrs. Eckerman then turned the meeting over to President Pankey. Mr. Holt, seconded by Mr. Battles, nominated Mrs. Menefee as Vice President; motion carried. Following a short discussion regarding the nature of the position, Mr. Pankey, seconded by Mr. Battles, nominated Mr. Holt as Secretary/Treasurer; motion carried.
- 6. Approval of Minutes.** It was moved by Mrs. Eckerman, seconded by Mrs. Menefee, to approve the minutes of the regular meeting of the Board of Directors on June 17, 2021, as presented; motion carried.
- 7. Citizen Participation.** None.
- 8. Staff Presentations. Training.** Chief Mason reported a total of 1451.25 hours of training year to date. They are moving through Firefighter II, still working on it, and then will go to Fire Officer I. The Academy in September will be COC and Newport; there haven't been any training meetings for the county so he is not sure if there will be more participants. June training hours were 211.5. There was a total of 108 calls in June, 61 so far in July, and 676 ytd. **Maintenance.** Lt. Knudson reported that he and Chief Mason had met out at Five Rivers, which is looking badly overgrown. He had a company lined up to do the yardwork but it seemed the property was for sale, and they had met with the potential new owners. However, when the owner was contacted he advised that there was still some question about the sale and was concerned about it being brought up. So, the work is on hold right now until the situation can be settled. Mr. Holt then pointed out that it is written in the deed from the Lindsey's that Central Oregon Coast has that building and land in perpetuity for as long as they want it for a fire station. He said that Jimmy Smith, who lives nearby and has a landscaping business, had been taking care of the yard for several years but had stopped when he no longer got any acknowledgment of his work. Lt. Knudson will contact Mr. Smith, and Chief Mason said that if he will submit an invoice for the cost with the condition that it is a donation they will be very happy to send a letter acknowledging his contribution. Lt. Knudson reported that currently Engine 73 and Tender 73 are at the Tidewater station; there are a tender and engine at Station 74; new Engine 72 went into service on July 3<sup>rd</sup>; old Engine 72 is now Engine 75 and is the reserve engine at Station 72. A Safety Committee complaint about the shop has been corrected. Lt. Knudson has moved the shop to the back of Bay 2, which makes more room for storage, and where the shop was before will become the transitional room. **Administration.** Mrs. Knudson explained to the new Board members the way the notebooks are to be used and how their emails are set up. She had emailed to them the minutes of the last twelve months, last year's and this year's budgets, and those policies which have already been approved. The SDAO Handbook is in the front of the notebook, and Policies 2.1-2.6 are for Board members. There were postcards from SDAO in the front of the book; that is where correspondence will be placed. They are working on the website, trying to keep it compliant. With the

new updated uniforms she is getting new pictures of the staff and volunteers and would like to include Board members, so she will try to work out a schedule with them.

**9. Union Report.** On behalf of the Union, Representative Shi Bucher wanted to thank the previous Board members and those still here for establishing a good relationship with the Union and they are looking forward to continuing with the new Board. He thanked the Board for allowing the time and although there was nothing to report right now they appreciate the opportunity for the future. If anyone has questions or concerns they have his contact information, and he welcomed the new Board.

**10. Volunteer Report.** Volunteer Association President Rick Booth reported a total of 14 personnel, of which there are 6 active volunteers responding, depending on their jobs. In training on June 21<sup>st</sup> there were 6 for the fire drill; on the 28<sup>th</sup> Association meeting, 11 showed up; for July 3<sup>rd</sup> there were 9 personnel; and on July 12<sup>th</sup> EMS there were 10. He asked Wendy to break out the numbers for the July 4<sup>th</sup> weekend, and one volunteer did 5 calls, one did 4 calls, and one worked 32 ½ hours. On all calls two or three show up to ensure station coverage. Volunteers are sparse, but anxious to work. His other job is as Chaplain, and he works with two others who are available as needed.

**11. Finance Report.** Mr. Quick reported cash on hand at the end of June of \$734,555, which is down by \$110,834 from last year, but we spent \$188,810 for the property and upgrades to the Tidewater station. Net assets grew by \$155,075. Payroll ended under budget by \$87,252 but that had been based on Chief Woodson's predictions and an additional employee had not been hired. These were not final figures as there are still some bills for that fiscal year. It was moved by Mr. Battles, seconded by Mrs. Eckerman, to accept the finance report as presented; motion carried. Moved by Mrs. Eckerman, seconded by Mr. Battles, to pay the bills; motion carried.

**Resolution #2021-12, A Resolution Authorizing Bank Account Signer Removals and Additions** was read into the record by Mrs. Eckerman. Moved by Mr. Battles, seconded by Mrs. Menefee, to adopt the resolution; motion carried.

**12. Correspondence.** Mrs. Knudson said that a card of "thanks" and a carrot cake had been received in response to the recent actions of Shi Bucher and Cody Woods in extinguishing a truck fire.

### **13. Old Business.**

**a. Tidewater.** Lt. Knudson reported that the station is fully secured; a lock had been cut off but his tools were still there and he replaced the lock. He explained there will be a concrete pad behind the station to house a 9000-gallon water tank which will refill a tender and a pump system which will draw out of the creek and provide a hydrant for fill ups. A full backup propane generator will support the whole station. The electrician is scheduled to start on the 26<sup>th</sup> and when the power is completed there will be security cameras all around. When the pad is laid the lines will go under it and it will be set up to go through filtration for future drinking water. Discussion followed regarding a septic tank, which can't be done and was the reason for trying to get the adjoining property. A grant was obtained for the security system at Tidewater to provide the cameras and a security lock system using cards instead of codes. He plans to work on the siding, etc. next week and hopefully get that finished by the end of the month. It is close to being done but he can't set a definite date for completion.

**b. Mackenzie.** The architects came on June 2<sup>nd</sup> to evaluate the station; they will be providing three blueprints for the Board and what it would cost to upgrade this to a 50-year station. They have been working on meeting the seismic grant deadline by December; the grant will provide up to \$2.5 million for seismic upgrades. Part of their proposal is that Mackenzie writes that grant for us and submits it on our behalf. The idea of the geotech survey is to determine if the station can be upgraded and to provide the information necessary to submit for the seismic grant.

**14. New Business. Surplus Letter.** The buyer of the Seagrave Ladder Truck that had been sold sent a check that bounced so after giving the buyer ample opportunity to make the check good the truck was brought back. Chief Mason wanted to make sure it was declared surplus before putting it up for sale again. Discussion followed of the history of that truck purchase; Chief Mason pointed out that he had ensured that Erich made a trip to evaluate the new truck before it was purchased and Mrs. Eckerman commented on the detail of the report which he had submitted to the Board. The letter submitted to the Board included all the identification information on the Seagrave Ladder Truck. It was moved by Mrs. Menefee, seconded by Mr. Holt, to surplus the truck; motion carried.

**15. Chief's Report.** Chief Mason welcomed the new Board Members and looks forward to working with them. He reviewed his report. **Mackenzie.** Already discussed. **Boat House.** After meeting with Roxy and working with the funds available a boat house is out of the question. The plan is to put the rescue boat on a jet lift, cover it, put in a fence, get power and water, and pull it out when the weather calls for it. Depending on how much is left of the Port's bond, they could go 50-50 on the cost. There is \$20,000 in the budget. John Townley had an initial estimate of about \$37,000 for a lift but that included the jet ski; he is working on new estimates for just the boat. Total cost is anticipated to be under \$40,000 and will cut the deployment time down significantly from the present 15 to 20 minutes. **Fire Season.** Discussion at the Fire Defense Board meeting today had been to hold off on a full ban until ODF, parks, campgrounds, and all the other agencies are ready to go at the same time; it's not extreme yet but getting close. He described the recent fires on Hwy. 34 and up Five Rivers. **Squad 21.** Chief Mason reviewed for the new Board members the history of the trade of the ambulance for the Squad 21 Rescue Truck from Depoe Bay. Chief Daniels from Depoe Bay had called with approval from his District. Discussion of the lack of use of the ambulance, cost for drug maintenance, and lack of staffing and the need for a specialized rescue equipment vehicle. Mr. Holt recommended checking out any FEMA time limitations involved in the transaction. Moved by Mr. Holt, seconded by Mrs. Menefee, to approve the exchange of vehicles; motion carried. **ISO.** ISO evaluation took place on June 29<sup>th</sup> and Chief Mason felt that with the information he was able to provide the ISO rating could come down to a 4. Discussion of insurance ratings. When he gets the official report he will publicize it and make sure homeowners know of any change. Seal Rock was evaluated at the same time, and he hopes their rating will also improve. **SDAO Board Training.** The training had been postponed until the new members had been sworn in; there is an SDAO virtual training scheduled on July 30<sup>th</sup> from 8:00 to 4:30. Mrs. Menefee will be unable to make it, so Mrs. Eckerman suggested Chief Mason check on whether the session could be or has been recorded. The local law group was willing to come out before to cover the legal aspects related to the District; Chief Mason will get some tentative dates that might work. **New Engine 72.** Previously covered. **Connex Boxes.** One of the connex boxes contains the breathing apparatus compressor and some storage; the other one was a collection spot for stuff. After surplus and donating extraneous supplies and equipment, that connex will be moved to Tidewater rather than purchasing another one. **Equipment Levy.** The current equipment levy will expire in June 2022; it provides about \$95,000 each fiscal year for equipment for district operations. He spent most of last year's levy and has budgeted for this year to close it out. His question for the Board is do we continue that levy when it expires, let it expire, or go for an operational levy to provide more staffing. The current operational levy covers 3 Firefighters and 1 Engineer Firefighter plus the Maintenance Officer. He feels that the cleanest way if we were to reroll that levy would be to separate out the Lieutenants from the Firefighters and fund them on alternate levies. Since we run three shifts, we need to have 3-3-3, and we need one more firefighter. Mrs. Menefee wondered what happens to the equipment without the levy; Chief Mason said he has changed out a lot of equipment, updated a lot of equipment, and moved PPE into the general budget. The key is to decide when major equipment can't be covered out of the general fund and then go for grants. Discussion of staffing, the status of the equipment, and alternate methods of going for levies or bonds. Chief Mason said a decision needs to be made by the next meeting in order to go on the November ballot. Following

more discussion, Mrs. Menefee recommended a special meeting to go over the information in depth; Chief Mason will check on the ballot title requirements and work up the figures for the cost of firefighters and equipment. **Open House.** The open house and recruitment campaign is scheduled for July 24<sup>th</sup> from 11-2 so that people can come in and see the station, ask questions, check out the equipment, and maybe get some volunteers. Advertising is on Facebook, banner, board, Quinton Smith will do the Yachats News, and Shi Bucher will do some radio spots.

**16. President's Report.** Mr. Pankey expressed his concern over the potential purchase of the building from the City for \$1.2 million and would like to pursue legal advice on this issue. He feels asking the taxpayers to pay for a building they already paid for once will not go over well. Discussion of pursuing legal counsel followed, with Mr. Holt recommending that up to \$10,000 should be allocated to follow up in order to show due diligence. Mrs. Eckerman asked what the question would be; Mr. Holt said "Do we have to buy the building?" Mrs. Menefee wants to know if there are legal ways around it. Chief Mason recommended a subcommittee to do the legal counsel research and then meet with the City Council and to also get an independent appraisal. Moved by Mr. Battles, seconded by Mrs. Menefee, that Mr. Pankey and Mr. Holt represent the Board in consulting legal counsel to determine whether their legal determination of what the City is asking to be paid is factual; motion carried. Mrs. Menefee moved that Mr. Pankey and Mr. Holt be the subcommittee to work on behalf of the Board to communicate with the City regarding the purchase; the Board concurred.

**17. Questions from Citizens or Viewing Audience.** Kay McElroy was present to express her concern over fire coverage up by Tidewater; Chief Mason advised that everything within 5 miles of a station now has an ISO rating of 5. She also commented on the purchase of the station and the geotech survey. She questioned the work at the Tidewater station and if it had gone out for bid; Chief Mason explained that it went out for bid but there were none so it was decided to do the majority of the work using District employees, which was legal. There were no questions or comments from the viewing audience.

**18. Board Member Comments.** Mr. Battles said it is good to have new members on the Board; it was great serving with the previous Board but he welcomed new perspective. Mr. Holt asked about a rumor he was resigning and hoped not; Mr. Battles has been considering it for a while for family reasons but is not making any decisions right now. Mr. Holt asked about the status of the rescue boat operations. Chief Mason explained there are 4 documented operators; there is a plan to bring in a water rescue class. Cody Johnson is a Certified Surface Water Technician, with John Townley as partner. Long term plan is to teach our own class. He explained the certification process. Mrs. Menefee stated that she is very happy to be here and intends to serve the community and the Fire District members. Mr. Pankey commented that he wants to see the best come forward in this department. He recounted his history with the community and the Department and he wants it to be the best it can be. He wants to be upfront with the citizens with regard to the finances. Chief Mason talked about the budget and the training programs; he is very proud of his people and how they respond and gave several examples of recent calls. Mr. Holt talked about his history with the community and how he wants to see the District grow and move forward. He felt the Chief has laid the groundwork and the Board is here to support. He also wanted to make it clear that the Board sets the policy but the Chief does the work.

**19. Good of the Order.** Mrs. Knudson wanted to ask the Board to check their email often, as some things are very time sensitive. Mrs. Eckerman recommended that they always try to use their official email for Board related business to keep it separate from personal information. Mr. Battles reminded them not to "reply all" as that can amount to a meeting. Lt. Knudsen invited the members to stop in at the station and keep up to date with what is going on.

John Townley reported that he had contacted two local companies regarding a cover for the rescue boat; one was too busy but the other company came up with an estimate of \$3645; the description was

included in the Board packet. The material is light weight but very strong and will allow for quick deployment, but

should last for 15 years. Chief Mason said it will come out of a line item in the budget but he wanted Board approval. This will mean that the rescue boat can be in the water, even without the jet lift. The consensus of the Board was to get the cover.

**20. Adjournment.** There being no further business to come before the Board the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

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Jan K. Hansen, Recording Secretary

Approved:

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Board Chair