

## CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

### BOARD OF DIRECTORS MEETING

AUGUST 19, 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 Pankey at 5:30 p.m. on Thursday, August 19, 2021.
- 2. Pledge of Allegiance.** Mr. Pankey led those present in the Pledge of Allegiance.
- 3. Roll Call.** Directors present were Reda Eckerman, Buster Pankey, Todd Holt, and Kathryn Menefee; Kevin Battles was expected shortly. A quorum was present.
- 4. Approval of Minutes.** It was moved by Mrs. Menefee, seconded by Mr. Holt, to approve the minutes of the regular Board meeting on July 15, 2021, and the special meeting on August 5, 2021, as presented; motion carried.
- 5. Citizen Participation.** None.
- 6. Staff Presentations. Training.** Chief Mason reported a total of 126 calls in July, second busiest month since March. Training hours for July were 195, year-to-date 1708; still working on Firefighter II and initiating to Fire Officer I. He talked with the training officer from Newport and with the fire season extending into September it's been decided to move the Academy into October, with an anticipated graduation on January 11, 2022. **Maintenance.** Facility Engineer Knudson has contacted the individual suggested for the maintenance of Station 74 and will talk tomorrow about the work needed and the cost. If that doesn't work out he is planning a work party; the clearing needs to get done. He is working on Brush Truck 72, it still needs more work. He should have a proposal for the security network for the Board by September. A lot of equipment has been surplused lately; he would like to sell the old Utility Truck and add it to the other money from the surplus sales in order to get a Command Rig. A used police vehicle with about 150,000 miles can be obtained for about \$15,000 and equipped for another \$5,000. Mr. Battles arrived at 5:36 p.m. Mrs. Menefee questioned why one of the current trucks couldn't be set up as a command vehicle; Chief Mason explained that there is too much need now for answering calls, towing the boat, etc. She also pointed out that at the last meeting the Board was told there was all the equipment needed; it was explained that this is not a dire need. It could be financed using the funds from the surplus sales, which would be about \$20,000. Following further discussion, the consensus of the Board was that a Command Rig would be a good idea and if an opportunity to get an appropriate vehicle comes up at a later date it can be readdressed then. **Administrative.** Office Administrator Knudson reported that as of the end of July the website had 15,493 visits, and 9,897 so far in August, mainly for the burn information pages. She explained the EF Recovery program for the new Board members, and that she has been working with them to ensure the correct rates are being used. To date there has been \$3,752.48 billed. She asked the Board to review Policy 9.1-9.5 over the next month and email any suggestions or changes to her for approval at the next meeting. It does match the Union contract.
- 7. Union Report.** Union Representative Shi Bucher was pleased to report a successful response by Seal Rock and COC to a car fire in Newport as an excellent example of how well the IGA works. He then introduced Andy Parker, president of the local Union, in case any of the Board had questions. Mr. Pankey asked about a letter which the Union had sent to the Seal Rock Board regarding extrication equipment. Lt. Bucher explained that the Seal Rock Board had requested that the extrication equipment be removed from the first engine, 72, and placed on the third unit. The Union felt it should be on the engine that goes out first so the tools are ready to go. Seal Rock bought them and put them on an engine that doesn't go out, so the Union sent a letter to their Board regarding that decision. Mr. Holt pointed out that according to the IGA decisions should be made between the two Fire Chiefs, or brought to the Oversight Committee. Chief Mason said that he had stepped back on this as it is up to Seal Rock. He has been able to negotiate a deal which would give COC the same type of equipment which would then

be ours, giving us two gas units and one battery unit, by the end of September. Mr. Parker said that the Union felt it has a responsibility when a Board is telling a Chief what has to be done, when it is an operational issue, and thought this would be a good avenue in which to communicate. Discussion followed regarding the roles of authority in operational decisions. Mr. Parker emphasized that this was not an issue with COC.

**8. Volunteer Report.** Chief Mason said that Volunteer Association President Booth was not able to be present, but that there had been no changes in the volunteer status. Three applications had been handed out at the Open House but none had been returned as yet. Moving the Academy to October may help get a few more people to attend. Chief Mason is not expecting a bad fire season but it is most likely to occur in September, which would have interfered with academy attendance.

**9. Finance Report.** Mr. Quick reported that one month into the new year, July ended with \$617,069 in the accounts. There were no notable expenses; Tidewater Station improvements for the month were \$17,456. Mr. Battles asked about the total cost to date; Mr. Quick will have that information at the next meeting. Discussion of various account percentages; there have been some unexpected expenses but should even out. Chief Mason said that the budget process at the end of this year should be more accurate than he was able to determine for the last year. The canvas cover for the boat was \$3,469, which was less than anticipated, and means it will be ready to go to the Port as soon as water and power are there, for which prices are in the process of being determined. It was moved by Mr. Battles, seconded by Mrs. Eckerman, to accept the financial report as presented; motion carried. It was moved by Mr. Battles, seconded by Mrs. Eckerman, to pay the bills; motion carried. **RESOLUTION #2021-13 A Resolution Authorizing LGIP Account Signer Additions** was read by Mrs. Eckerman. Moved by Mrs. Menefee, seconded by Mr. Holt, to adopt Resolution #2021-13; motion carried.

**10. Correspondence.** Chief Mason had a resignation letter from Cody Woods, one of our Firefighters, who has been hired by the Portland Fire District. As John Townley had been in consideration at the time Lt. Woods was hired, Chief Mason offered the position to him. Cody's last day will be August 28<sup>th</sup> and John's first day will be September 2<sup>nd</sup>. This means we will remain at 100% staff with no interruptions.

#### **11. Old Business.**

**a. Tidewater – update.** Maintenance Office Knudson reported that the concrete pad has been laid, the conduit and pipes are in and there will be a pump up there, the plumbing is in place. The electrical is green tagged, the Connex box has been moved up there, the siding is 45% done. The trim work was done by a volunteer and the hardy panel is going up; it can be sprayed in one day. All Electric is working on the electrical and the main breaker is in. Mrs. Menefee was concerned about having the work done by an employee rather than a contractor and what recourse there is should there be any issue with it. It was explained that the plumbing consisted of running conduit and laying pipes, the trusses were done on bid, the electrical is on bid, the roof was done by a contractor, and our insurance company was fine with the work that was being done in-house. The only things we are doing is basic stuff like the siding, etc.

**b. Mackenzie – update and presentation.** At this time Jeff Humphreys from Mackenzie provided a video presentation introducing his co-workers on the project and showing examples of similar projects which they have completed in our area. He explained that following the seismic assessment, they had come in to look at it from an architectural standpoint. He showed the current footprint of the facility and said that one of the first things they do is to look for areas of non-compliance. There were a number of areas that are non-compliant with current building codes and ADA requirements and the apparatus bay is the least compliant; he showed numerous instances of violations. The next step is to develop concept plans of what could be possible. Chief Mason indicated the three conceptual floor plans provided by Mackenzie, two with a second story and one with a single story floor plan. He said that the single story floor plan eliminates the considerable expense of an elevator and from his point of view would

be much more efficient as well as safer for the personnel. This would also eliminate the expense of engineering and construction involved in a second floor. Consensus of the Board was that the single story floor plan made the most sense. However, Mrs. Menefee pointed out that it seemed like putting the cart before the horse as the decision to purchase the building had not yet been made. Discussion of the condition of the vehicle bay followed and the question raised that if the building has to be removed should it have to be paid for. There needs to be some consideration since whoever takes it over will have the same compliance issues. Chief Mason also pointed out that there is a timeline involved with the seismic grant and elections; the grant has to be applied for in December and has a time limit in which it can be used so a bond election can only be done in either May 2022 or May 2023. It was decided that an appraisal by an outside firm is needed and, with the findings of Mr. Pankey and Mr. Holt from legal counsel and the letter from Mackenzie detailing the condition of the building, the Board could be in a position by the September meeting to consider the purchase. It was moved by Mr. Holt, seconded by Mrs. Menefee, that Chief Mason be authorized to spend up to \$4,000 for a commercial appraisal; motion carried.

## 12. New Business.

**a. Notice of Measure, Explanatory Statement, and SEL803 Form.** Chief Mason presented copies the Notice of Measure Election, Explanatory Statement, and the SEL 803 Form for the upcoming November election. The Notice has already been filed; the other forms are not due until September 2<sup>nd</sup>, so if any Board member wants to make any changes or additions they can email him before that date and he can make modifications. Discussion of whether or not Board members can add comments to the Voters Pamphlet; he will check, but the impression was that no representative of the District can, although the Union may.

**b. Elite Extrication & Equipment.** Chief Mason met with Tyler from Elite Extrication and Equipment and had a proposal to acquire a battery-operated cutter and spreader, eight batteries, battery charger, and a Sawzall that uses the same batteries in exchange for the excess equipment listed and a difference of \$5,000. There is \$20,000 in the Operational Levy as Unappropriated Fund Balance left in that levy and Mr. Quick had advised that it would not have an adverse effect on the budget to take \$5,000 out of that and put it into a line item as Operational Costs. That is what the resolution is for. Mrs. Menefee questioned why not take the money from the surplus sales and use it for that; the Operational Levy has to be used up by the end of the year or it just gets rolled over into capital. Mr. Quick felt this was the cleanest way to go. Mrs. Eckerman read **RESOLUTION #2021-14 A Resolution Authorizing Central Oregon Coast Fire & Rescue District to Declare Certain Property Owned by the District to be Surplus to the District's Need and Directing Disposal of Same.** Moved by Mr. Battles, seconded by Mr. Holt, to adopt Resolution #2021-14; motion carried.

**13. Chief's Report.** Chief Mason thanked Mr. Humphreys for the presentation and reviewed his report. The cover for the boat is here and will be ready to go to the Port as soon as water and power are available; the ladder truck sold for \$5,000 and has been picked up; fire season ban is still in effect, although we have dropped down to "high"; Depoe Bay hasn't returned the paperwork as they are waiting for usage confirmation but should have that by the 25<sup>th</sup>; he still hasn't heard anything on the ISO rating; the conference room has been set up and can be used by the Board for training with SDAO if they wish; the portable radios have arrived and are in the process of being programmed by Lt. Bucher; the Open House was a success and Rick talked to about 200 people, so the next thing is maybe a Town Hall meeting, depending on restrictions; and all the AEDs have arrived and will be on the trucks, except for one for public access at the station. Things have been busy, with lots of emergencies.

**14. President's Report.** Mr. Pankey just wanted to emphasize the need to get the appraisal done by the next meeting in order to be ready to go.

**15. Questions from Citizens or Viewing Audience.** None.

**16. Good of the Order.** Erich Knudson expressed concern over people who have been asking questions about the station as he heard that a Board Member had been talking about low morale among the personnel. He said it's higher than ever, and that this may just be a misperception of something overheard in a conversation. Mrs. Menefee said that she has talked to several of the firefighters and everything has been positive. Chief Mason added that they have had a lot on their plate and the firefighters are here every day to go out and do what has to be done, and he is very happy to be with them. He feels things are good, the budget is stable, the equipment is good, and they are getting the job done very well. He extended congratulations to John Townley on his new position, as did the Board. Shi Bucher said this is the best job he has ever had, and then spoke about the possibilities of sending trucks and/or personnel out as part of the crews fighting the other fires in the state. It can be a good source of income. Chief Mason explained his first priority is ensuring coverage in the District, but as training levels improve we can have people to send. He would like to be able to send out resources. Discussion of the possibility of training high school students as cadets; the State Fire Marshall requires full-fledged Firefighter I's and that can't happen until age 18, but it is a good goal to work towards.

**17. Adjournment.** There being no further business to come before the Board the meeting was adjourned at 7:37 p.m.

Respectfully submitted,

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Jan K. Hansen, Recording Secretary

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Board Chair