

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

OCTOBER 21, 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, October 21, 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, Kathryn Menefee, and Kevin Battles. A quorum was present.
- 4. Approval of Minutes.** It was moved by Mrs. Menefee, seconded by Mr. Battles, to approve the minutes of the Board of Directors meeting on September 16, 2021 as presented; motion carried.
- 5. President's Report.** Mr. Pankey turned it over to Mr. Holt for the sub-committee report.
- 6. Sub-Committee Report.** Mr. Holt reported that he and Mr. Pankey met with the Operations Manager and Engineer of Consumers Power last week regarding goals for getting power to Five Rivers. Consumers said the best avenue is coming across Five Rivers bridge as it completes their loop and also works with Pioneer Connect. They will come up with a cost, probably next week. It will all be underground. Consumers will also help with getting funding through grants, and one suggested was the REA. Mr. Holt also mentioned EMS and USDA; there are multiple opportunities to get funding once the cost is determined. They will report on the progress of the project.
- 7. Citizen Participation.** Peter Carlich, former Board member, expressed his opinion and concern for the behavior of some Board members at the previous meeting and requested their resignation. Mrs. Menefee responded that she felt that in the past things had not been done properly and apologized for her tone but it was important that questions needed to be asked. They are learning, and trying to move forward. Lt. Cody Johnson pointed out that none of the Board members have done any of their training. Mrs. Menefee said she was unable to schedule training earlier but has made arrangements with Wendy Knudsen to do it online. Mr. Pankey and Mr. Holt also agreed that they would get the training. Lt. Cody Johnson read an email from John Townley regarding a personnel matter which John felt had been mishandled by Mrs. Menefee and withdrawing his endorsement of her. Cody then went on to address the Board regarding their failure to see how much the firefighters appreciate this job, this community, and the opportunity to grow as a group, and feel the three Board members are trying to divide them. They are working on improvements and don't need the drama going on. The firefighters just want the Board to learn the rules, stay out of operations, and let them do their job. Mrs. Menefee said that she did get a message from John Townley that all the issues had been corrected and had sent out another email to the Board to that effect. Lt. Jo Bartling loves the District and wants to make it better and was upset about the Union not having a voice on the agenda; the Volunteers have their own organization. He withdrew his former endorsement of the new Directors and stated his full backing of Chief Mason. He also added that he is looking at other jobs and is tired of the drama. Erich Knudsen handed out a packet of information he had researched through Fire IRIS regarding qualifications for all members of the Board; there were no certifications or experience to run a fire department. He noted that he had also included the certifications for Chief Mason to portray the depth of experience the Chief brought to the position. He then reviewed the problems with the Five Rivers Station that had been discussed at the September meeting, with particular attention to the door which had been left unsecured for 24 hours. Chief Mason pointed out the work that had been done earlier at Five Rivers to ensure that it met the ISO requirements. Mr. Battles questioned the amount of money being spent on an unmanned station and pointed out that they had spent 1 ½ hours at the previous meeting talking about it. Further discussion of the September meeting. Rick Booth, speaking as a citizen, admonished the Board for their

behavior at that meeting and pointed out that they represent him and everyone in the District. He said they don't want another Board, they just want to have this one work and move forward and he wanted to know if that was going to start tonight. Mrs. Menefee said that in the response to the memo sent to her, Mrs. Eckerman had suggested having a goal setting meeting and that seemed like a good place to start setting priorities, goals, schedules, etc. Linda Carskadon explained that she did not want to rehash the previous meeting, but this was an opportunity for others to go on public record with their feelings and she asked both Mr. Pankey and Mr. Holt to apologize directly to Chief Mason and his staff, as Mrs. Menefee had earlier. They did. She also asked for assurance that in the future Mr. Holt would not present things that were not on the agenda; he agreed. Zack Aken, who was on staff in 2016, expressed his sorrow at what was going on but felt everyone had to stop pointing fingers; fighting won't solve problems. What's happened has happened and everyone should move forward. Mr. Pankey agreed and said that while he may not have expressed himself as well as he could have his main objective is to make the District as good as it can be. Shi Bucher, Union Vice President, thanked the Board for taking the time out of their busy schedules to serve the community. He asked Mrs. Eckerman and Mr. Battles if they were aware that the Union had been taken off the agenda; they were not. He pointed out that the Board is there to oversee policy and maintain fiscal responsibility; the administrative staff is there to ensure the firefighters are trained, operating safely, and following the guidelines to serve the community; and then there are the firefighters, both career and volunteer. Communication is essential for everyone to work together. He noticed that the Volunteers have a spot on the agenda, and respectfully requested that Union Local #4619 be given a voice. Mrs. Menefee reviewed the steps people go through if there is a problem. Mr. Battles would like to have the Union on the agenda as a way to keep informed.

8. Staff Presentations. Chief Mason reported a total of 126 calls for September; 51 so far in October. There have been over 100 calls a month, a 40% increase over last year. Year to date total is 1,022.

Training. Training hours were lower because of projects but there were 176 hours in September and a total so far this year of 2,279.75 hours. The Academy has started, and he will have more details in his report.

Maintenance. Facility Engineer Erich Knudsen had sent out a comprehensive maintenance report and was present in a civilian capacity if anyone had questions. Mrs. Menefee was pleased to see all the pump testing and that everything passed. Chief Mason pointed out the bait stations at all the stations and at Five Rivers they had removed a lot of trash and non-essential items. He and Mr. Knudsen went up to Five Rivers and got all the gutters cleaned, pressure washed the inside, and will pressure wash the outside. Mr. Knudsen is doing a weekly maintenance check on 74, and Bob Carskadon goes up regularly to run the engine and the tender to keep them operational. There was a pump problem but it has been repaired. Chief Mason is realistic about Five Rivers. There are no volunteers for that station and equipment leaves only if someone is specifically sent, but it covers insurance for ISO. He admitted that it had been in disrepair when he took over, but the equipment had been removed, decontaminated, and put into working order until it could be returned. He wants to move forward and figures it will take at least three years to get the District where it should be. Everyone is working hard to make things better and he really wants to be here. So far he feels he has done everything that was asked for, and would like Board members to feel free to talk to him in his office.

Administrative. Office Administrator Wendy Knudsen talked about the policies. Chief Mason said that corrections in Policy 9.5 (G) (on page 102) would have to wait for correct language from Dr. Wisham. Chief Mason wanted to make it very clear that there is no policy allowing firefighters to use marijuana. Other corrections: Mrs. Menefee on page 101, "policy drug testing after an accident *may* require testing" should be "*must*"; Mr. Battles wants the intermittent testing clarified by Dr. Wisham; pre-employment testing should be "*will be*" required. Mrs. Eckerman recommended making sure legislation hasn't changed regarding random drug testing; this should be done before the next meeting. On Policy 9.6-9.10 Mrs. Knudsen advised that on page 114 Policy 9.10, on the 4th sentence of the third paragraph, "Upon completion of shift" had been removed. Mrs. Menefee questioned Policy 9.7 regarding a car

allowance as Chief Mason has the use of a District firetruck; following discussion this section was removed. Moved by Mrs. Menefee, seconded by Mr. Battles, to approve Policy 9.6-9.10; motion carried. The next policy section, 10.1-12.18, is the last, and Mrs. Knudsen had a correction on pg. 118, 10.1 (C), 5,: the meetings will be held on the *last* Monday, not the "*third*". Also on Policy 12.14 the controlled substances listed need to be researched. Mrs. Eckerman had questioned Policy 12.15 (7), page 140, and Chief Mason assured her that the medications will *not* be dumped down the drain. This will be revised. Also, the comma in the third paragraph of the certification will be removed. Mrs Menefee questioned Policy 9.1 (3) 2 which asked for another self-evaluation; Chief Mason said it would be removed. Mrs. Knudsen reported 15,450 website hits for September and 6,000 so far in October.

9. Volunteer Report. Chief Mason reported that the Academy is up and running and currently has 12 students. He has taken a step back to allow the others to step forward in the instruction; they are going to get hands-on training in the next few weeks. PPE might be a problem; they can use some expired gear and he will try to borrow but turnouts are a problem. They may be able to do live fire in Newport; they are looking for structures, or could do Chemeketa.

10. Finance Report. Mr. Brett Quick reported \$440,337.55 on hand at the end of September; we should make it through until taxes come in during November. Reserves are good. The total cost to date for Tidewater is \$103,531. When asked how much is left, Mr. Knudsen responded that the major lumber and paint had been purchased at the beginning of the project before prices went up. He is finishing up the outside painting, the electricity is done, and insulation and drywall still needs to be done. He is hoping to be done in December or January, depending on the weather. They also wanted to thank Bob Carskadon, who has been up there a lot on his own time as a volunteer. Mr. Quick then reviewed several accounts, including a refund from Workers Comp for \$3,168.73. Fuel is high, up 44% over last year, because of price increases and renewed activity; he may have to do a resolution. Moved by Mrs. Eckerman to accept the financial report and pay the bills; seconded by Mr. Holt; motion carried.

11. Correspondence. Mrs. Knudsen read a thank-you letter from Echo Mountain, which accompanied a glass float now in the office. The letter will be framed and put with the float. Chief Mason mentioned that they had done five days at Echo Mountain.

12. Old Business. There is still no news from the lawyer regarding the building. Mr. Battles recommended scheduling an executive session for the next meeting. There will be no executive session tonight.

13. New Business. None.

14. Chief's Report. Chief Jamie Mason reported that he would meet with Mackenzie on Friday and they hope to have the cost estimates then. Fire season is closed. FEMA has approved moving forward with Pac-West; we can lease the ambulance to them in return to their leasing a rescue vehicle to us. Pac-West is working on acquiring a suitable vehicle. ISO said we will be getting results soon and he will advise everyone asap. On grant funding, they are still looking into the National Rescue Relief Act to see if it would work for us. Included in the packet was a proposed agreement with Ryan LLC. Their cost percentage is a 25% cut; new market is 4%. Mr. Holt will work with Chief Mason to try to negotiate the fees. Mrs. Eckerman asked what is "tax credit services"; Mr. Holt explained that this is corporations who give us money and they get a tax credit. FEMA BRIC funding can be available, as well as the Oregon Seismic Grant. We still have to get the geo-tech information. Chief Mason is working his way through the application for the USDA grant. He has applied for a Siletz grant for fire hose and should get it by next month. He is applying for a FEMA SAFER grant for an additional firefighter which should happen next year. He has not yet met with the interim chief at Seal Rock; the IGA is still in operation. The remaining equipment from the ODF Matching Grant finally arrived and this grant can be closed out and the funds received. Marineau and Associates will be here next week for the building appraisal and should be on track for their six week date. He contacted

legal regarding the concerns about the printer from Information Station; it has been removed, and the lease renewed for the printer from Pacific Office Automation. He also reviewed the policy about personnel and public time and noted that staff will ensure that Information Station work is not done during scheduled work hours at the station. He would like to see the District get its own equipment for broadcasting the meetings, etc., as Erich Knudsen has been using his own. Meetings are now being streamed on the COCFRD channel on YouTube and a link to the channel can probably be placed on the District's website. They will work on it. Chief Mason had received a proposal from Pro-Pest Solutions for \$690 monthly, \$2,280.00 annually, which covers all three stations. Discussion of issues which need to be addressed ensued and it was noted that an initial proposal for tree trimming to prevent further pest infestation showed it may cost about \$2,200. Moved by Mrs. Menefee, seconded by Mr. Holt, to accept the contract from Pro-Pest; motion carried. The battery-operated extrication gear has been received and is working great.

15. Questions from Citizens or Viewing Audience. None.

16. Good of the Order. Mrs. Menefee asked about the procedure for volunteers who didn't want to be firefighters. They contact Chaplain Booth and after training he can get them into maintenance with Erich or whatever else they want to do. If they don't want to do training they can talk to Chief Mason. Mrs. Eckerman said if they were going to schedule a workshop they needed to talk about dates as workshops are public meetings and need to be advertised. Chief Mason will try to have possible dates by next week. Shi Bucher expressed his appreciation for all the people who showed up for the meeting.

17. Executive Session. Cancelled.

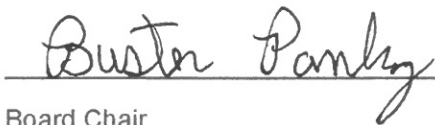
18. Adjournment. There being no further business to come before the Board the meeting was adjourned at 7:28 p.m.

Respectfully submitted,



Jan K. Hansen, Recording Secretary

Approved:



Board Chair