

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

SEPTEMBER 16, 2021

- 1. Call to Order.** The regular meeting of the Board of Directors of the Central Oregon Coast Fire & Rescue District was called to order by President Pankey at 5:30 p.m. on Thursday, September 16, 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. Holt, to approve the minutes of the regular Board of Directors meeting of August 19, 2021 as presented; motion carried.
- 5. Citizen Participation.** None.

Before the Staff Presentation, Mr. Pankey brought to the attention of the Board an email received from an attorney regarding the purchase of the building and a report from Mackenzie, copies of which had just been distributed prior to the meeting. Mrs. Eckerman read into the record the email received from J. Michael Keane of Garrett Hemann Robertson in which he summarized the process for selling city owned property and enclosed a draft open records request letter and form. Mr. Holt said that he had talked to Mr. Keane last week and requested all documents from the time of the City owning the Fire Department to the transfer to the Fire District and all information thereof. Mrs. Menefee said that it seemed the City could sell the building for \$1 or for market value. Mr. Holt said that they still must have a public hearing. Mrs. Menefee pointed out that since the Mackenzie report says half the building is unusable the price should maybe be \$500,000. Mrs. Eckerman then read the report from Jeff Rhys Humphreys, of Mackenzie, which stated that the entire apparatus bay and associated supporting spaces would need to be demolished and rebuilt, consisting of 56% of the total existing structure. Bernice Barnett requested copies of the letters. Chief Mason reported that following the Board's request he had obtain two quotes from appraisal companies; they would cost more than had been approved. They were in the packet as part of his report but could be dealt with now. Mrs. Menefee questioned the two-approach appraisal from Ryan Prusse. Chief Mason had asked for a fair-market appraisal rather than as a fire station; Prusse was proposing to do both. Mrs. Menefee asked about a seismic appraisal also. As the engineers had already determined that a majority of the building needed to be demolished, both appraisers said that they would have to appraise the building as is but would also make an additional allowance for that portion. The proposal from Marineau and Associates was for \$6,950 and completion in 6 weeks; that of RSP & Associates LLC was for \$5,000 and 3 weeks. Following discussion of the two companies, Mrs. Menefee moved to go with Marineau and Associates, seconded by Mr. Holt; motion carried. The subcommittee of Mr. Pankey and Mr. Holt will continue to work with the City regarding the building.

Mr. Holt expressed his concern over the condition in which he had found the Five Rivers Station the previous week, especially with regard to the infestation of rats and the lack of maintenance. Chief Mason explained that they had gone up yesterday and blew out the bays and got traps for the rats. The grass has been cut. They have been unable to get any professional rodent control companies to take care of the station but have professional quality rat control on order. The apparatus at Five Rivers is ready to go, with a full complement of required equipment, in the event it is needed and someone is available to take it out.

Mr. Pankey questioned the media connection between Information Station and the Fire Station. Wendy Knudson explained that Information Station is owned by her and work is done on her own time; Chief Mason agreed. When the Information Station closed their office they offered to bring their color printer to the station and charge only for materials. The current printer contract the District has expires in November, and at that time an agreement will be made with Information Station. She also pointed out that their meeting broadcasts are done at no charge.

6. Staff Presentations. Training. Chief Mason reported a total of 94 calls for August; year-to-date there have been 904 and 69 so far this month. Mr. Pankey asked how the new engine is working and Chief Mason reviewed several updates they have done, including a new light bar. The extrication gear will be here the end of the month. Training hours to date are 1989.75 hours. The Academy has been moved to October and they have 2 so far and working on another couple for at least 4 in attendance; still recruiting but not getting a lot of response. Training hours went down because of the crew out doing maintenance on hydrants but should start going up again. **Maintenance.** Facility Engineer Erich Knudson reported that the brush has been cleared at Station 74 and the apparatus is functional. Five Rivers has been moved up on the priority list; he is getting professional grade bait boxes and bait for both Five Rivers and Tidewater which will be checked regularly. They were going to re-gravel but when he checked it out it was going to be too expensive so it was decided to wait and budget for it next year. As Chief Mason explained, they are already having a lot of overages just trying to get apparatus in shape. Station 74 needed a lot of work to bring it up to ISO standards, even though it may never get used. Mr. Holt recommended meeting with Consumer Power about bringing electricity to Five Rivers. Chief Mason agreed that there should be a meeting as Consumer Power is asking us to do what we shouldn't have to at Tidewater, calling for far more extensive work than was originally agreed upon. Instead of a simple reconnect to the previous line, Mr. Knudson is having to brush-cut and run a conduit to a transformer. Mr. Holt will talk to the power companies in any future deals and he will talk to Consumers regarding Five Rivers. Currently the generator at Five Rivers works every Friday to charge the engines and there are two thermostats and a furnace that work to maintain temperature so it meets ISO requirements. Siding at Tidewater should be done by the middle of next week and the electrician is almost done; with good weather the painting should be finished by the end of next week. All of the apparatus from the three stations has been tested and is ready to go, after a few small repairs that had to be made.

Administration. Office Administrator Wendy Knudson reported 15,961 website pageviews in August and 6,589 so far in September, mainly from people watching calls. EF Recovery got a few more claims for a total of \$3,752.48 currently submitted. She had made the changes submitted in Policy 9.1-9.5 and asked if there were any more corrections. Mrs. Menefee expressed concern with the provision under Policy 9.5, Section 13, regarding medicinal use of marijuana and feels it should not be allowed under any circumstances. Chief Mason advised that this section falls under state requirements. After discussion, it was decided that Mrs. Menefee will talk to the District's Medical Advisor, Dr. Wisham, and Chief Mason will contact SDAO to ensure proper procedures are being followed. Policy 9.1-9.5 will go back on the agenda for discussion at the next scheduled meeting, along with Policy 9.6-9.10 which was submitted for review. Mrs. Knudson said that at that meeting she will have the final policies to be reviewed for November, which should finalize the entire process. When completed everyone will get a copy, with a signature page verifying that it has been received.

7. Union Report. Union Representative Shi Bucher was unavailable as he was on duty as EMS stand-by at the football game, for which the District provides coverage.

8. Volunteer Report. None.

9. Finance Report. Mr. Quick reported a total of cash on hand of \$535,034.55 at the end of August and feels we should get through to November with no problem. Payroll year to date is \$95,650, of which medical insurance is about \$10,000 a month. Tidewater so far this year is at \$17,839.73; from the beginning of the project it has been \$100,049.52. Rescue boat to date is at \$4,776, which includes the

new canvas cover and some repairs. He also mentioned the cost of \$1,750 for brush removal at Five Rivers. Discussion of maintenance costs and the fact that it has been catch-up going on for several years as funds built up. Chief Mason feels that everything is caught up and expenses should just be ongoing now. Moved by Mr. Battles to accept the financial report as presented; seconded by Mrs. Eckerman; motion carried. Moved by Mrs. Eckerman, seconded by Mrs. Menefee, to pay the bills; motion carried.

10. Correspondence. Mrs. Knudson read a "Thank You" card of appreciation for all the rescue services which also included a \$100 gift certificate to Grand Central. She said that at their next Association Meeting there will be a pizza party and PacWest and the Sheriff's Department will be invited, as they were included in the thank-you.

11. Old Business. Mr. Pankey indicated that both Tidewater and Mackenzie had already been covered.

12. New Business. Selection of Appraiser had already been done. Chief Mason submitted two letters, each requesting equipment to be declared surplus and sold at government auction. Letter one specified a Mako Air Compressor Station, Serial No. 54051812; Hours – 456.83; Serviced 7/20/20017. Letter two specified a Red ARE Truck Canopy; Sized for 2008 Dodge Ram 1500 Pick-up Standard; Previously Assigned to – Utility 72. Moved by Mrs. Eckerman, seconded by Mr. Holt, that the equipment be declared surplus; motion carried.

13. Chief's Report. Chief Mason reported that they met with Mackenzie to go over details on the floor plan; copies of the floor plan and a concept plan of what it would look like were in the packet. They had submitted two other plans, neither of which would work. Not everything was on the drawing, such as the required solar panels, but it is a start. Mackenzie has also been helping in researching for grants. We are still in fire season and there was some Fire Board discussion of allowing recreation fires and camp fires after the forecasted rain, but it was decided to keep the burn season closed probably until the end of October. We were not able to trade Ambulance 72 to Depoe Bay. Pac-West is interested in a swap so we are working through legal to see what options are available, and he had just heard from legal before the meeting. They didn't see any reason it couldn't be done but did have some questions regarding insurance. Chief Mason will contact FEMA anyway next week. What they are proposing is to lease the ambulance to Pac-West until the contract is finished and they will lease a rescue to us, and swap titles at the end. He detailed some of the components of the proposed rescue vehicle, which also includes a compressor so that there will be no need for the Connex outside. He asked the Board if he can proceed if FEMA and legal say it's okay. Mrs. Menefee moved that with the approval of FEMA and legal Chief Mason be authorized to proceed with the contract with Pac-West; seconded by Mrs. Eckerman; motion carried. ISO still hasn't sent the results; he will contact them. They have been spending a lot of time looking for grants and options for building, including contacting a fire department in Springfield, Ohio which had been very successful and who gave them a number of leads to follow. He had proposals from two grant research and writing groups, Sequoia and Ryan. Following discussion of rates, experience, and procedures, Mrs. Menefee moved to go with Ryan; seconded by Mr. Battles, motion carried. Chief Mason met with FEMA regarding Building Resilient Infrastructure and Communities (BRIC) Funds and is now pursuing two routes of funding opportunities, one for reconstruction funding for the facility and the second for hazard mitigation projects. This allows for separating out various parts for different funding sources. He asked about hazard mitigation funding for a fuel tank, but that would not be covered. This is state-level FEMA and they are looking at funding for the reconstruction side as well as for the seismic work on the other side. Mackenzie is working on the seismic grant and needs a Geotech survey done so we will have to find someone to drill, similar to the work done at Tidewater. He is researching eligibility for Rural Development grants, submitted a request to Siletz Charitable Contribution Fund for \$13,000 for fire hose to ensure consistency in equipment, and will apply for a 2-year SAFER grant to establish funding for an additional firefighter position. He feels the more small grants we can get the less we have to ask from the voters. He got confirmation from the County Elections office that the equipment levy does not expire until 2023 so a copy of the Notice of Measure Election Withdrawal which was filed was included in the

packet. It will be eligible for the November 2022 election. Roxie wanted to know when we are going to bring the boat down to the Port; not until power and water are available. He reviewed the list of appraisers he had contacted and how helpful they were even if it wasn't in their field; out of 16 he was able to find two.

14. President's Report. None.

15. Questions from Citizens or Viewing Audience. None.

16. Good of the Order. Mr. Holt questioned whether something should be discussed in open session or in Executive Session. Discussion of what qualifies for an Executive Session and the need for prior notification. It was decided that if it was already discussed in a prior open meeting then it should be continued in open session. Mr. Holt was referring to a statement made at the last meeting concerning an overheard comment made by someone on the Board regarding low morale in the department. Mrs. Menefee felt that when someone makes an allegation, and it is detrimental, there could have been another avenue for dealing with it. It was explained that it was thought best to bring it up without indicating who it was and to make sure it is known to the public that things are okay and everyone is doing fine. Mr. Holt said if someone said it they need to be called out; he just wanted it cleared up.

17. Adjournment. There being no further business to come before the Board the meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

Board Chair