**CENTRAL OREGON COAST FIRE & RESCUE DISTRICT**

**BOARD OF DIRECTORS MEETING**

**FEBRUARY 18, 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 5:38 p.m. on Thursday, February 18, 2021.

**2. Pledge of Allegiance.** Mr. Grady led those present in the Pledge of Allegiance.

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

**4. Approval of Minutes.** Moved by Mr. Brooks, seconded by Mr. Carlich, to approve the minutes of the regular Board of Directors meeting of January 28, 2021, the workshop of February 9, 2021, and the workshop of February 11, 2021 as presented; motion carried.

**5. Citizen Participation.** None at this time.

**6. Staff Presentations.** Interim Chief Mason reported a total of 89 calls for January: 15 fire, 56 medical, 5 vehicle accident, 1 water rescue, 8 lift assist, and 4 other; there has been a total of 102 calls so far this year. There have been 163.75 training hours since the last meeting and a total of 197.25 this year. A new CPR course has been started with 4 instructors and a refresher course for volunteers needing to renew their license, and a class last night for new recruits which allows them to start responding on emergencies. There are more training sessions coming up this next month including haz-mat operations and apparatus driver. There has been no change in the number of students in the Academy and he is still trying to keep graduation on April 7th.

Facilities Engineer Erich Knudson reported nothing new on Station 74; Station 73 (Tidewater) is on track. The trusses have arrived and he hopes to have the sheeting on the roof done by March 5. The doors have been delivered; they larger than the old ones. A new sign has been ordered. At Station 72 all the apparatus is doing good; nothing is broken right now. New battery-based tools have been purchased for Engine 72, and new batteries and charger. A new double-sided sign has been ordered.

Office Administrator Wendy Knudson explained the new notebooks for the Board members containing the materials for the meeting and any mail they have received; the papers are to be taken out and notebooks returned to her for the next meeting. She reviewed the process the Board can use for accessing their email.

**7. Volunteer Report.** Vice President Erich Knudson said there was not a lot to report; several of the volunteers have been helping with the work at Tidewater. Wendy Knudson reported that they have started a fund-raising committee to come up with ideas; the Farmers’ Market worked out really well and the masks were a big seller.

**8. Finance Report.** Mr. Quick reported that the fund balance at the end of January was $1,086,810, a 5.9% increase over last year. Levied taxes received are $799,236, 4.4% above budget and payroll is 47.8% of budget at 7 months into the year. Tidewater Station was at

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$34,018 at the end of January, but so far $64,350 has been booked. Almost everything is still under budget; need to keep enough in reserves to last until November. Mr. Brooks asked Mr. Quick to set up a meeting to go over the finances together. Moved by Mr. Carlich, seconded by Mr. Battles, to accept the financial report; motion carried. Moved by Mr. Brooks, seconded by Mr. Battles, to pay the bills; motion carried.

**9. Correspondence.** Mr. Grady asked Interim Chief Mason to explain the letters received from the Seal Rock District. Some members of Seal Rock are unhappy about some issues with the IGA and feel that they are providing more services than Central Coast and are giving away their resources. Chief Mason worked with Chief Sakaris and had two members, one from each fire district, review emergency responses for a 90-day period using call volume through WVCC and fire marshal rates for personnel and equipment; their report showed that COC would have ended up billing Seal Rock for services. Discussion of the reasons for the IGA; it is not a financial agreement but was set up to provide better service for both districts and for fire personnel safety. Chief Mason feels there is a good relationship with Seal Rock and is working well; Mrs. Eckerman added that this was not a move to take over Seal Rock. Mr. Battles suggested having the Union write a letter about the importance of the IGA which could help get the message across; Chief Mason will ask.

**10. Old Business. a. Tidewater.** Covered under Staff Presentations.

**11. New Business. a. Property Acquisition Steering Committee.** The need to form a committee to meet with the City was discussed at the Board Workshop on February 11, 2021, and Mrs. Eckerman pointed out that if it were done now the City Council could appoint their members at their meeting next week. Moved by Mr. Carlich, seconded by Mr. Battles, to appoint two Board members, Tim Grady and Peter Carlich, and two paid staff, Jamie Mason and Erich Knudson, to meet with the City to negotiate the purchase of City property; motion carried. Chief Mason will act as point person in contacting the City. Mr. Carlich asked about communication regarding the former Chief; Mr. Grady will have an announcement for the newspaper for next week, and will send it to the Board members prior to publication.

**12. Chief’s Report.** Interim Chief Mason reported that he had been in contact with FEMA regarding disposition of Rescue 72; because of the conditions of the grant with which it was purchased if it is sold about 80% would go to FEMA. It can, however, be traded with another agency for a comparable vehicle. The District Policy was sent out for review by the Board; he is waiting for any feedback, to be sent to Wendy. One part needs revision; the Safety Committee is meeting on Monday and Wendy will send out the updated version. A disaster plan doesn’t go in the Policy but we do need to have one in place. Mackenzie committee has just been appointed. A new app called Pulse Point is now live for mobile devices and will give notification for emergencies and notify people if they are needed to respond. The program will also include locations of all public access AED’s. The public can download this app and get the same information as the fire station. Tender 74 housed at Five Rivers has an inoperable pump and the steering system is worn out and needs to be overhauled. He has checked with Mr. Hyland concerning the ISO rating if there is no tender at Station 72 and was advised that it would not be

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affected. We were only 3 points from a 4.0 rating. He would like to move Tender 73 from Tidewater to Five Rivers and move Tender 72 from Waldport to Tidewater. This would allow Tender 74 to be declared surplus and removed from inventory; this reduces the number of vehicles and will reduce insurance costs. All vehicles are now inside except for the utility trucks. John Townley has been meeting with the Port engineers; there will be discussion of the financing on the boat house, which is in the budget. The EF recovery agreement has been signed; data is being collected and we should start to see benefits. Since March is budget season, Chief Mason has been collecting budget requests per the new system which has been set up. The military truck should be leaving soon; the representative has been working with Medford, who may come and get it. If not, it will go to Salem. The other surplus property should be gone soon. Extrication tools should be serviced every year to retain warranty; ours haven’t been and two pumps were gummed up. Appropriate fuel will be purchased and a maintenance schedule established along with appropriate training. There is a surplus of extrication tools as there are two full sets of heavy-duty tools and two sets of combi-tools. He is pursuing options. The cargo trailer parked at public works is full of emergency supplies and was designed to be transported to a mass casualty event. It has been inventoried and should be put back together and accessible by the end of the month.

Interim Chief Mason said that he had been asked when he could provide a letter and resume for the position of District Chief; he had emailed this to the Board last Friday and it was also in the packet. Applications are scheduled to close on Friday. The Board agreed to schedule an Executive Session for Tuesday, February 23, 2021 at 5:30 p.m. to discuss the position.

**13. President’s Report.** None.

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

**15. Good of the Order.** None.

There being no further business to come before the Board the meeting was adjourned at 6:37 p.m.

Respectfully submitted,

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Approved:

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