

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BOARD OF DIRECTORS MEETING

NOVEMBER 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 Pankey at 5:30 p.m. on Thursday, November 18, 2021.
- 2. Pledge of Allegiance.** President Pankey led those present in the Pledge of Allegiance.
- 3. Roll Call.** Directors present were Reda Eckerman, Buster Pankey, Todd Holt, Kevin Battles, and Kathryn Menefee. A quorum was present.
- 4. Approval of Minutes.** It was moved by Mrs. Menefee, seconded by Mr. Battles, to approve the minutes of the regular Board of Directors meeting on October 21, 2021 as presented; motion carried. It was moved by Mrs. Menefee, seconded by Mr. Battles, to approve the minutes of the Board of Directors Special Workshop on November 3, 2021 as presented; motion carried.
- 5. President's Report.** None.
- 6. Citizen Participation.** Peter Carlich expressed his opinion that Mrs. Menefee should not be sitting on the Board when her husband has a lawsuit against the District and asked for her resignation. Mrs. Menefee responded that when she was running for the position she had checked her status with the Board of Ethics and was told it was allowed as long as she does not discuss or participate in voting with regard to the lawsuit.
- 7. Staff Presentations. Training.** Chief Jamie Mason said he would cover that in the Volunteer Report. There were 92 calls in October and 48 so far in November with a total year-to-date of 1,101, which means there will be an increase over last year. **Maintenance.** Facility Engineer Erich Knudson reported that he had power-washed the front of the building at Five Rivers, replaced the door seals, worked with ProPest cleaning up traps (but leaving some poop bait), trimmed overhead branches and put mesh on the corners to help prevent further infestation. The generator and heater are on. At Tidewater the trim work is started and the lift will go away when the front is done. He is waiting on finishing the inside as they are talking with Mackenzie about a possible seismic grant. The power is on and the station can now be used to respond from. When the electrician is done there will be motion lights and night lights, and flood lights that will light up the entire parking lot. Security cameras are up, but they are not yet wired into the internet. They are in the process of getting satellite internet and have reapplied for a security grant. There was nothing special to report on Station 72. He has given everyone the deadline of the 30th to get their own desktops created and their folders built on the server so that everything will be tied in-house and not floating around on the internet. Discussion followed concerning the spam filters on the internet. Chief Mason said that he is working through the SDAO training on cyber security; we get credit on our insurance if the training is done. **Administrative.** Office Administrator Wendy Knudson reported a total of 13,716 pageviews on the website in October. She did some updates on the website, including a link to the U-tube Channel for the videos and adding the ADA disclosure. The password reset problem is being looked into; she can reset passwords but they are only temporary and the packet included a sheet showing how to reset passwords. On Policy 9.1-9.5, in the packet were two policy templates on drug and alcohol use, one from SDAO and one from Samaritan Hospital. Chief Mason needs to know which one to send to SDAO for approval. Mrs. Menefee indicated she had not had time to review it and suggested tabling it until the next meeting or do a quick review and come back to it. Policy 10.1-12.18 is the last one to be reviewed. Mrs. Menefee asked about the Safety Committee membership and the MSDS books. There is an MSDS book at Station 72, one at Tidewater, and one needs to be ordered for Five Rivers, although there are no chemicals currently there. She reviewed several sections of the policy and a change was made on pg. 124, 12.1 second line, remove

references to "ambulance". Following discussion on pg. 138 of Controlled Substances it was decided to leave that section in as that policy is being followed. She also asked about the status of required vaccinations; Chief Mason said everyone is current with vaccinations, including Covid 19. It was moved by Mrs. Menefee, seconded by Mr. Holt, to accept Policy 10.1-12.18 with the changes; motion carried. Lt. Bucher would like the Union to review the proposed drug and alcohol policy.

8. Volunteer Report. Chief Mason reviewed a few recent activities of the Volunteers which included participation in the Halloween Trunk or Treat at the Community Center for 298 kids, providing EMS standby for the football games, and providing the noise parade for sending off the team for the playoffs. The Academy is going well, and plans are to reboot another one for spring or summer. He would like to incorporate a Cadet program in participation with the Newport and Waldport schools. He is aware of the liabilities involved and would like to get some special equipment for cadets to differentiate them from everyone else.

9. Union Report. Union Representative Lt. Shi Bucher thanked the Board for being back on the agenda. He said that they want to get the Cadet program going and will be talking with both Mr. and Mrs. Skirvin at Crestview High. They especially want to work on Wildland Fire Certifications. Discussion of the limitations and what is involved in training and using Cadets as wildland firefighters. They all want to be able to help other agencies in fighting wildfires. He also said that the Union wants to review the proposed drug and alcohol policy to ensure it works with the contract. Mrs. Menefee said that she had reviewed the policy provided from Samaritan and it met with her approval.

10. Finance Report. Mr. Brett Quick reported cash on hand of \$426,850.98 at the end of October. The Building Fund owes back \$54,522.43 to the General Fund; that transfer will be made. He reviewed several accounts including personnel, currently about 4% under budget; legal services may need more money; vehicle repairs are at 48.5% of budget; medical supplies are higher. Basically the finances are looking good. Moved by Mr. Battles, seconded by Mrs. Menefee, to accept the financial report; motion carried. Moved by Mrs. Eckerman, seconded by Mr. Battles, to pay the bills; motion carried.

11. Correspondence. None.

12. Old Business. None.

13. New Business. Chief Mason reported that they had the kick-off meeting with the Ryan group on November 9th and there was a lot of information at that meeting. He would like to set up a ZOOM meeting with the Board members so that they can get the information straight from Ryan. As soon as he can arrange the date he will set it up as a public workshop and members can participate from home or at the station if they don't have the ability to do so at home.

14. Chief's Report. Chief Mason said that Mackenzie is basically in a holding pattern right now as their work is about completed and ready to go out for a grant, depending on what decisions the Board makes. The rescue vehicle has been bought and paid for and is on its way to Hillsboro. The Command Tahoe has been paid for and is waiting for confirmation before shipping from Minnesota can be arranged. Both vehicles go to the sign company in Hillsboro for the necessary striping, etc., but the final logos will be done locally. Hopefully both will be in service by the end of the year. He is still waiting for the final ISO forms; the "4" classification goes into effect on February 1, 2022. He is working toward a "3". On grant funding, the National Rescue Relief Act was turned over to Ryan to work on, as well as the FEMA BRIC fund. The Oregon Seismic Grant is on hold by Mackenzie until the Board decides on building options. The USDA grant doesn't have funding for facilities right now; \$55,000 is the most available. They did offer some direction to reach out to state representatives to see about getting some relief funds. Siletz grant was received but their funds were limited so it was reduced; he will reapply for the next quarter. The FEMA AFG grant deadline is December 7th, and is 60% complete. However, Tenders were not on the list of what you want to buy, and there is no place to store a Brush Rig. He will check with them tomorrow to see the

possible availability of Tenders. The ODF Matching Grant is done and just needs the list of purchases for reimbursement. The building appraisal was in the packet.

Action items from the workshop: the Cert trailer is waiting for a final estimate. The Five Rivers water supply is a line item for budgeting. The USDA grant application is off the list because of funding. The Jet Dock estimate is \$33,000. After buying the cover, there is \$17,000 left and John is talking to Roxie to see what may be left from the bond so that the project could be completed by spring. Discussion of alternative fund-raising followed, including crab feeds, pancake breakfasts, Mother's Day breakfasts, Bingo Saturdays, etc. Engine Equipment Continuity List is almost there, needs to be budgeted in the Equipment Levy. SAFER Grant isn't open yet. On Rope Rescue Operations he will begin buying tomorrow and get that up and running.

15. Questions from Citizens or Viewing Audience. None.

16. EXECUTIVE SESSION. At 6:28 p.m. Mr. Pankey closed the meeting and called an Executive Session under ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. At 7:25 p.m. he closed the Executive Session and returned to the regular meeting.

17. Actions, if any, from Executive Session. Moved by Mrs. Eckerman, seconded by Mrs. Menefee, to authorize Chief Mason to proceed with the investigation of the property discussed in Executive Session; motion carried.

18. Good of the Order. Mrs. Menefee questioned if Information Station was making money while streaming the Board meetings. Mrs. Knudsen said that they donated their personal equipment and did not make money while doing it. Meetings are on U-tube now.

19. Adjournment. There being no further business to come before the Board the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

Approved:

Board Chair