

## CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

### BOARD OF DIRECTORS MEETING

JUNE 30, 2022

- 1. Call to Order.** The rescheduled regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order by Director Reda Eckerman at 5:30 p.m. on Thursday, June 30, 2022. She announced the procedure for participation by any members of the audience of the live-streamed meeting.
- 2. Pledge of Allegiance.** Mrs. Eckerman led those present in the Pledge of Allegiance.
- 3. Administration of Oath of Office for New Board Member.** Mrs. Eckerman read the order from the Lincoln County Board of Commissioners appointing Ray Woodruff to the Central Oregon Coast Fire & Rescue District Board of Directors, Position 1, for a term beginning immediately and ending on June 30, 2023. Mrs. Hansen administered the Oath of Office to Mr. Woodruff. Mrs. Eckerman suggested that with the consensus of the Board she would act as President Pro-Tem for the meeting; agreed.
- 4. Roll Call.** Directors present were Reda Eckerman, Ray Woodruff, and Kevin Battles. A quorum was present.
- 5. Budget Hearing.** Mrs. Eckerman opened the Budget Hearing for the 2022-2023 proposed budget. There being no comments in person or online, the Budget Hearing was closed.
- 6. Approval of Minutes.** Moved by Mr. Battles, seconded by Mrs. Eckerman, to approve the minutes of the regular Board meeting of May 19, 2022 as presented; motion carried. Moved by Mr. Battles, seconded by Mrs. Eckerman, to approve the minutes of the Board meeting of June 16, 2022 as presented; motion carried. Moved by Mr. Battles, seconded by Mrs. Eckerman, to approve the minutes of the Budget Committee meeting of May 12, 2022 as presented; motion carried.
- 7. Citizen Participation.** None.
- 8. Staff Presentations.** Chief Mason reported response calls of 72 for May, 78 so far in June, and year to date calls of 567. **Training.** Hours to date as of the June 16<sup>th</sup> meeting were 1203.55, monthly hours for 4/15 to 6/13 were 153.5. **Maintenance.** Lt. Knudsen reported that all apparatus is operational and certified. The drywall at Tidewater is on schedule and he hopes to have it done by the next Board meeting. He is shooting for an open house in August. **Administration.** Administrator Knudsen explained the use of the notebooks for the Board meetings to Mr. Woodruff and then presented him with a copy of the Policy book, SDAO member handbook, 5 years records of budgets, and 1 year of Board minutes, along with a receipt which he signed. She will assist in setting up a Board email account for him.
- 9. Volunteer Report.** Mrs. Knudsen reported that their Beachcombers hot dog and sausage stand sold out in an hour and a half. They plan to have another stand on Sunday, July 3, until they sell out. They've made about \$600 and have been using the income from their pancake breakfasts and bingo nights to buy some equipment. The ultimate goal for their fundraising activities as volunteers is to offer a scholarship to someone in the emergency field, as in nursing, becoming an EMT, firefighter, etc. They have been getting tips on how to set it up and hope to

be able to do it next year. CERT has been helping them a lot and after the pancake breakfast the Association was able to give them a check for \$100.

**10. Financial Report.** Mr. Quick reported a total cash on hand of \$733,283 at the end of May. So far we are right on target. There has been an increase of 5.26% in current levied funds and the equipment levy. Sale of surplus is \$33,948 and personnel services is \$568,283; the budget at 11 months is at 92% for the year. Fuel year to date was \$25,211, higher than expected. There should be no need for any adjustments as long as things stay within certain parameters. Moved by Mr. Battles, seconded by Mrs. Eckerman, to accept the financial report as presented; motion carried. Moved by Mr. Battles, seconded by Mrs. Eckerman, to pay the bills; motion carried.

**11. Correspondence.** Mrs. Knudsen advised the Board that in their notebook there was a schedule for SDAO training either in person in Newport on August 30<sup>th</sup> or virtual set up here on August 31. If anyone wants to attend in person she will register them; if it fills up there is the virtual option. She will need to know by the end of July in order to register attendance.

**12. Old Business.** None.

**13. New Business. Budget Resolution #2022-02.** Mrs. Eckerman read Resolution #2022-02 adopting the budget, making appropriations, imposing the tax and categorizing the tax for fiscal year 2022-2023. It was moved by Mr. Battles to approve Resolution #2022-02; seconded by Mrs. Eckerman. Mr. Woodruff asked if a new board wants to make changes can it be done at a later meeting and was told it is possible. Motion carried. **County Mutual Aid Agreement.** Chief Mason explained that there were only a few changes in the updated agreement, mainly in staffing requirements for responses. Moved by Mr. Battles, seconded by Mr. Woodruff, to approve accepting the Mutual Aid Agreement; motion carried. **Consideration of letters of interest for Board vacancies.** Copies of the letters of interest were in the notebooks. Mrs. Eckerman commented that the Board of Commissioners had used a different means of determining their appointment to the Board, and she had provided copies of their submissions. There was a short discussion of how to fill the vacancies. Mrs. Eckerman said that they were all good applicants and asked that anyone not chosen please consider running in the next election, which is in only one year. In 2023 there will be 5 positions open, 2 for 4-year terms and 3 for the remaining 2-year terms. Mr. Battles nominated Jon McCulloch, Mrs. Eckerman and Mr. Woodruff agreed. Mr. Battles nominated Zach Akins; Mrs. Eckerman and Mr. Woodruff agreed. Mr. Akins and Mr. McCulloch were declared appointed to the Board and will be sworn in at the next regular meeting. Mrs. Eckerman said that was the next topic, as Mr. Battles will be gone at the time of the regularly scheduled meeting and she felt it would be best to have the full Board as there will be officer elections. Instead of waiting until the end of the month, the next regular meeting of the Board was scheduled for Tuesday, July 12<sup>th</sup>.

**14. Chief's Report.** Chief Mason advised that Mackenzie was still on hold but they have revised designs of the station utilizing the full footprint of the building; he felt that would be a good topic for a workshop in the near future. They are still going to be working on a seismic grant, which should be opening up in the late fall. The Civil Service Committee still needs one more member and that needs to get going quickly as we are at the number of employees which requires civil service. Included in the packet was the report on grant funding from Ryan LLC. He will hear in July about the Siletz grant for hose. Chief Mason said that in response to an accusation that he had never submitted the FEMA grant applications on time he had included documentation of the

applications in the packet and that these grants are still being held up by FEMA, but will have to be awarded by their September deadline. The county-wide Mutual Aid Agreement had already been discussed and approved. He had submitted to the Board the Samaritan Health Medical Testing Agreement which will facilitate medical demands for staff for new hire or annual requirements. The fees are at the end of the agreement; there are two levels of testing, one for entry and one for DOT requirements which are less than for entry. Moved to approve the agreement by Mr. Woodruff, seconded by Mr. Battles; motion carried. The remaining action items from the goal-setting workshop were the Five Rivers Water Supply, Jet Dock Installation Plan, and Engine Equipment Continuity List, which are all 22-23 budget items and will be worked on when the new taxes start to come in, probably in November. Mr. Battles raised the question of planning another goal-setting workshop with the new board. Chief Mason will provide an updated version of the presentation he had done last year of current status and future plans. It was agreed to have a workshop, most likely in September.

Mr. Battles asked Chief Mason how the fire season looked. Included in the Board packet were copies of the 2022 OSFM Wildfire Season Staffing Grant Application Manual and the Grant Agreement which Chief Mason wanted them to look at for potential approval at the next meeting. It would provide a \$35,000 check to cover the cost of 2 firefighters to help with summer wildfires. He explained the proposed work schedule; he has one volunteer so far and just needs one more. He will have a draft job description for the next meeting and estimates it will only take a couple of days to get the grant. In answer to Mr. Battles question regarding the fire season, Chief Mason said things are just now starting to get dried out, but our season is usually August through October. Because we've had a lot of rain and growth, it could be really bad. July 5<sup>th</sup> will close our burn season, although several districts are waiting until July 10<sup>th</sup>. He is more concerned about Five Rivers and upriver and is watching what goes on in the valley.

**15. President's Report.** No report. Mrs. Eckerman commented that the union negotiations are coming up, and two Board members will need to be appointed at the next meeting.

**16. Questions from the Citizens and Viewing Audience.** None.

**17. Good of the Order.** None.

There being no further business to come before the Board the meeting was adjourned at 6:22 p.m.

Respectfully submitted,

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Jan K. Hansen, Recording Secretary

Approved:

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Board Chair