

**CENTRAL OREGON COAST FIRE & RESCUE DISTRICT**

**BOARD OF DIRECTORS REGULAR MEETING**

**JANUARY 28, 2021**

**1. Call to Order.** Following an announcement of procedures to be followed by anyone who desired to participate, the virtual regular meeting of the Central Oregon Coast Fire & Rescue District Board of Directors was called to order by President Tim Grady at 5:33 p.m. on Thursday, January 28, 2021, rescheduled from the previous week.

**2. Pledge of Allegiance.** President Grady led those participating in the Pledge of Allegiance.

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

**EXECUTIVE SESSION.** At 5:35 p.m. Mr. Grady closed the regular meeting and called an Executive Session pursuant to ORS 192.660(2)(f) to discuss documents exempt from public disclosure, specifically confidential documents drafted by the District's attorney to the Board. During this time, the Board may also meet in an Executive Session under ORS 192.660(2)(b) to discuss the potential discipline of a public officer. At 6:45 p.m. the Executive Session ended and the Board returned to regular session. No decisions were made.

**4. Motion from the Board.** Moved by Mr. Battles, seconded by Mr. Brooks, to grant Tim Grady the authority to negotiate and execute a separation agreement that meets the parameters discussed in the Executive Session; motion carried.

**5. Approval of Minutes.** Moved by Mr. Brooks, seconded by Mr. Battles, to approve the minutes of the regular Board meeting of December 17, 2020; motion carried.

**6. Citizen Participation.** There was none at this time; Mr. Grady reminded any audience members that they could submit questions to Information Station and they would be addressed at the end of the meeting.

**7. Staff Presentation.** Interim Fire Chief Mason said that he would cover Operations and Training, Erich Knudsen would report on Buildings, Grounds, and Vehicles, and Wendy Knudsen would take care of Administrative. Chief Mason reported a total of 109 calls for December: 13 fire, 72 medical, 7 vehicle, 1 water rescue, 12 lift assist, and 4 other. Total calls for 2020 were 1,157. Because of holiday downtime there were only two training sessions in December; total training hours for the year were 1,737. Due to the Covid restrictions, Academy graduation which was scheduled for this week will not take place until the first week of April. Recruits are doing well despite the restricted hours and have finished Fire Fighter I and moved on to specialized training. They are participating in regular training, meetings, etc. but are not participating in emergency responses as they still need CPR training; he is working on getting an instructor to conduct that class.

Wendy Knudson, Administrative Assistant, reported that as of two days ago the website she and Erich worked on is now compliant with state and federal governing laws. One item worked on was contact information for the Board and she pointed out that it is advised that the Board members use Central Coast for their communications, to keep separate from their personal and business emails. Each member has been set up with an individual email address. She has set up guidelines for records requests. New on the site are burn permits; there will be a two-month grace period for people to transition from calling to applying online. The burn permit log goes on a spread sheet so responders can access the information and tell if a permit has been issued. She also asked that she get copies of the meeting agendas and minutes as soon as possible so that they can be posted on the website. The Board commended her on the great work she has been doing.

Erich Knudson, Facility Engineer, advised the Board that all apparatus and station numbers in the county have been changed to a 2 digit system for apparatus and stations and 3 digits for personnel. Five Rivers is now Station 74. He has installed a 120,000 BTU heater at Five Rivers which will maintain a temperature of 50 degrees. Because of the work he has been doing on Engine 72 (formerly known as 7201), he has been taking a break on the work at Tidewater. The dry rot has been removed from the back end of the building up to the side door and the other side up to the front doors should be done by the end of next week. Trusses are scheduled for the 24<sup>th</sup>, and the black metal roof should be there by that time. The siding has been delivered; it will be a board and batten look with cultured stone bottom. Lights are on order; he will be glad to go over the design if anyone wants to see him about it. He has been working with the Lincoln County work crew and the old shed is gone except for what could be salvaged. He is in contact with Job Corps for the stonework and the cement for installing the water tank behind the building. Engine 73, which has been used a backup while 72 was being refitted, has had the wheels worked on and is in the green storage building in Seal Rock while the Tidewater station is under construction. Mr. Knudson then did a visual presentation to the Board of the overhaul and upgrades he had done on Engine 72. The cost breakdown was expected \$40,767.15; unexpected (including radiator) \$15,514.46; total cost, including labor, \$56,281.61, or \$6,000 over original calculated amount. He is in the process of changing over all of the apparatus headlights to LEDs as they work better on the coast. Mr. Carlich commented on how good the Tidewater station is looking, and what a great job Mr. Knudson did on rebuilding Engine 72. The Board agreed.

**8. Volunteer Report.** President Rick Booth reported that there are 4 or 5 volunteers in the Academy who are ready to be released to work; several attended the last meeting. He has 19 volunteers serving and training, plus 2 volunteers from Seal Rock. Station Mom Wendy keeps everyone sane, and he and Erich are the Duty Officers. We have 4 Chaplains, and a new EMT-I, Carrie Gorman, on call. He is Duty Officer on weekends and has a phenomenal crew, as well as great chief officers, Chief Mason and Chief Sakaris. The volunteers are working hard to make the station the best it can be and he feels honored to be part of it.

**9. Finance Report.** Mr. Quick reported cash on hand at the end of December of \$1,166,044, an increase of 8.7% over last year. Levied taxes received are up 7.6% and gross payroll is up 18.5%, some of which is due to the Tidewater station work and the conflagration which the crew worked. Tidewater rebuilding cost so far was \$30,267, and an invoice was received in the amount of \$12,280 for the seismic assessment at Tidewater. Moved by Mr. Brooks, seconded by Mr. Carlich, to accept the financial report as presented; motion carried. Moved by Mr. Brooks, seconded by Mrs. Eckerman, to pay the bills; motion carried.

**10. Correspondence.** None.

**11. Old Business. Tidewater.** Already covered under Staff Presentation.

**12. New Business.** None.

**13. Chief's Report.** Interim Chief Mason had sent out his report with the meeting packet but wanted to cover some of the details. He hasn't heard back yet from FEMA with reference to the ambulance. A quarterly staff meeting was held with Central Coast and Seal Rock personnel, the minutes of which should have been in the packet. The Safety Committee has been resurrected and the first meeting was held last Monday. Copies of the District Personnel Manual should have been in the packet; no action is required at this time but could be brought up at the next meeting after everyone has had a chance to read it. He would like to see a workshop in the near future to determine what direction to go in with the Mackenzie group, who is awaiting a decision. A new Personnel Evaluation Form has been generated and met with the approval of the Union; the process will be started. John Townley has been working with the Port on the boathouse and they are looking for a bid from the current contractors at the Port. He sent

out an email to the Board regarding the EF Recovery and is still waiting for a response. The green building in Seal Rock is being proposed to be set up to be used as a training center; COC and Seal Rock staff are looking at it. He has submitted an AFG grant for radio equipment; of 6 terminals, only 4 work and are very outdated. A purchase order policy has been established and purchases will be tracked in a log. A budget request form has been generated and is going out to determine what might be required in the budget. Chief Mason asked for direction from the Board with regard to a military truck which the District had taken possession of back in 2019 with the intent of turning into a wildland tender. It has been parked up at Public Works with no plans or money allocated to it; it is now running and down at Station 72. If we are not going to use it then it should be returned to the military as we are liable for it. He has contacted the FEPP and they have a district looking for one. Moved by Mrs. Eckerman, seconded by Mr. Carlich, to return the truck (Steward Stevenson M-1078 Cargo Truck, S/N AT4869ECBF, Model M-1078, NSN 2320013543385) to FEPP; motion carried. Chief Mason also requested that the Board declare as surplus the 1995 ambulance (1995 Ford MPV-Ambulance, VIN IFDKE30F6SHB20613, Mileage 117,130.9, License Plate E209771 Oregon) parked behind the station which they have been unable to get started and three generators found stored behind the boat and that are not needed. Following discussion of the ambulance, it was moved by Mr. Brooks, seconded by Mr. Carlich, to declare all the equipment as surplus; motion carried. Chief Mason wanted to let the Board know about all the work that is being done and what a great team of people he has to work with who have gone above and beyond to get things taken care of. Mr. Carlich commended him on the professionalism that was displayed.

**14. President's Report.** None.

**15. Questions from the Citizens and Viewing Audience.** None. An email from a citizen had been received by Information Station but was forwarded to Mr. Grady as it was addressed to him.

**16. Good of the Order.** Chief Mason had a question regarding renewal of membership from the Oregon Fire District Board of Directors; the information will be forwarded to the Board.

There being no further business to come before the Board the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

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Jan K. Hansen, Recording Secretary

Approved:

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Board Chair