

CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

“WE’RE HERE FOR LIFE”

Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District & Budget Hearing will be held on **November 15, 2023** at the Barview Fire Station, 92342 Cape Arago Highway, at **6:00 PM**. THIS IS A PUBLIC MEETING AND THE PUBLIC IS INVITED. Regular Business meeting is called to order in accordance with ORS192.610 to 192.690. This meeting may be recorded.

District meetings are once again for in person attendance. However, a zoom option will remain available for those who choose to attend online instead. The public will be able to listen to the proceedings or to attend through video conferencing. The public may secure access to the Board meeting by sending an email to charchief8201@gmail.com by **2 PM November 15, 2023**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

Consent Agenda: (items will be approved by a single motion unless the Board chooses to address a single item separately during the meeting).

Minutes of: Regular meeting October 18, 2023

Financial: Approval of the statements of revenue and expense & check register October 2023

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Additional Unfinished Business:

Any business that is required to come before the Board that has risen since the posting of the agenda

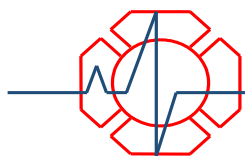
New Business

Additional New Business

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Good of the Order

Adjournment



CHARLESTON FIRE DISTRICT

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These minutes are a draft until adopted by the Board of Directors and signed by the Board Secretary.

October 18, 2023

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors

Called to Order: 6:03 PM

Flag Salute

Roll call:

Present: Roy Holland, Dave Richards, Nancy Santos, Don Manley & (Via Zoom) Ed Powers

Absent: None

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom), Admin Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting September 20, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$23,002.05
Prime	\$59,927.72
LGIP Acct 1	\$19,067.55
Total Operating	\$102,097.32
BERF	\$8,140.89
Debt Service	\$34,216.79
Total All Funds	\$144,455.00

Motion: Don Manley, 2nd by Dave Richards to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report.

UNFINISHED BUSINESS:

Transfer of Surplus vehicle to Central Coos Fire & Rescue

Chief explained the request for approval to transfer the Ford Escape that was declared surplus at the September meeting to Central Coos Fire & Rescue instead of selling at Government auction.

Motion: Dave Richards, 2nd by Ed Powers to approve transfer the 2008 Ford Escape vin:

1FMCU59H88KC65411 to Central Coos Fire & Rescue.

Discussion: None

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

Shores Acres EMS Agreement

Chief Sneddon proposed an updated agreement with the Friends of Shore Acres to provide EMS standby during the 2023 Shore Acres Holiday Lights season. The change for this year includes 39 nights and an increase of \$75 per night paid to the EMS personal standing by.

Friends of Shore Acres Inc
David and Shirley Bridgham
541-756-5401
PO Box 1172
Coos Bay, OR 97420
Tax ID 93-0941893, "A 501C3 Organization"

Subject: Letter of Understanding for EMS staging during 2023 Shore Acres Light Display.

It is understood that the Friends of Shore Acres are taking a proactive approach to public safety and are requesting Charleston RFPD to stage a qualified EMS member with basic EMT equipment within the Shore Acres State Park property between the hours of 4PM and 9PM.

Charleston RFPD will stage at the specified location and time above, one (1) qualified EMS member with a medical response vehicle (non-transport) stocked with a basic EMS kit and equipment to begin treatment and obtain basic vitals. The crew member will be able to patrol the facility if desired or necessary.

Oregon State Parks Sunset Bay Management Unit will provide a two-way radio with the operating frequency for the event and a location for the unit and crew member to be safely staged out of the elements for the duration of their assignment. Any call for medical service will be made via telephone through the 9-1-1 dispatch service by shore acres staff or citizen involved with the patient. If crew member can request ambulance via radio, they will.

Charleston RFPD will be paid by Friends of Shore Acres \$130.00 per night for a total of \$5,070 for the 39-night run for 2023. Charleston RFPD will bill Friends of Shore Acres at the address above at the end of the 2023 season for the entire amount due. If Charleston assigned more than one crew member to the event, Friends of Shore Acres will only be charged for one member.

It is understood by Friends of Shore Acres that the response to any medical emergency will be under the direction of the Charleston Fire District and Bay Cities Ambulance. This letter only covers the intent to stage resources at the park, the crew member is under the direction of CRFPD staff.

Motion: Don Manley, 2nd by Dave Richards to approve agreement with The Friends of Shore Acres to provide EMS standby coverage during holiday lights for 39 nights in the amount of \$130 per night.

Discussion: None

Motion Carried by Unanimous Decision

Stipend for Shore Acres Coverage

Chief Sneddon requested an increase of the stipend paid to the EMS personnel that standby at the Shore Acres Holiday Lights be increased from \$65/night to \$75/night.

Motion: Dave Richards, 2nd by Nancy Santos to approve \$75 stipend a night for Shore Acres coverage.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

EXECUTIVE SESSION:

The following was read into the minutes by Board President Roy Holland:

“This executive session of the Charleston Fire District Board of Directors is called pursuant to ORS 192.660(2)(a) to complete the annual performance review of the Fire Chief.”

The regular meeting of the Charleston RFDP Board of Directors was reopened and they continued with the order of the day.

GOOD OF THE ORDER:

- A. Association made about \$2,000 from this year's Sportsman's raffle.
- B. Annual Christmas Party will be Dec 13th at 6pm.

Roy Holland adjourned the meeting at 6:54 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register

Current Meeting Financial Summary: Fiscal Year 2022/2023:

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	-\$16,847.50
Prime	\$23,051.97
LGIP Acct 1	\$13,265.37
Total Operating	\$19,569.84
BERF	\$1,534.55
Debt Service	\$9,291.03
Total All Funds	\$30,395.42

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$9,936.19
Prior Taxes	\$6,537.63
Other Revenues	\$19,270.27
Total Income General Fund	\$35,744.09
Income BERF/ Debt Service	\$1,452.85
Total Incomes all Funds	\$37,196.94
Expenses	
Personal Services	\$316,280.13
Material and Services	\$77,809.41
Capital Outlay/ GF Debt Service	\$220.00
Total Expenditures	\$394,309.54
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$12,293.42
BERF M&S Building Repair	\$6,624.00
BERF M&S Other	\$0.03
BERF Equipment	\$4,454.68
BERF Building	\$0.00
Total Expenditures BERF	\$23,372.13
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$6,026.14
Total Expenditures all Funds	\$423,707.81

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2023:

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6	7	8			61
EMS	43	41	49	53	57	43	71	81	76	47			561
MVC/RES	5	6	2	2	5	4	1	4	3	6			38
Burn Complaints	2	2	3	0	5	6	3	4	9	8			42
Good Intent	3	8	3	6	4	4	2	10	3	9			52
Lift Assists	3	7	1	2	1	5	4	3	0	3			29
Total	59	69	60	70	84	67	87	108	98	81			783
YTD	59	128	188	258	342	409	496	604	702	783	783	783	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	0	0	

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	2	4	2	8	8	1	11	18	7	7	3	73
EMS	60	75	70	73	60	61	75	54	69	58	49	55	759
MVC/RES	6	4	7	4	0	5	6	8	5	1	1	15	62
Burn Complaints	1	2	3	0	0	8	5	6	4	6	3	1	39
Good Intent	11	8	5	5	7	3	4	5	0	5	14	34	101
Lift Assists	0	0	0	1	7	5	4	7	1	4	3	11	43
Total	80	91	89	85	82	90	95	91	97	81	77	119	1077
YTD	80	171	260	345	427	517	612	703	800	881	958	1077	
Daily Avg	2.6	3.1	2.9	2.8	2.6	3	3.1	2.9	3.2	2.6	2.6	3.8	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2023	59	69	60	70	84	67	87	108	88	81			773	773
2022	80	91	89	85	82	90	95	91	97	81	77	119	881	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	727	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	646	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	633	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	586	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	647	775
Avg	68	63	66	67	66	71	72	80	77	69	69	77	699	

Monthly Training Report

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during the month of October, 2023.

Weekly Training:

10-04-2023: canceled.

10-11-2023: Company Evolutions: Hose deployment, Forward progression with charged lines. **(22.5 hours)**

10-18-2023: Company Evolutions: Taking hydrants and deploying hose lines. **(18 hours)**

10-25-2023: Ropes and Knots, Hoisting tools with ropes. **(18 hours)**

Joint Training:

10-18-2023: Charleston did not attend Joint drill this month.

Special Training: (both of these classes were funded by the Jeff Common LODD Foundation and attended at no cost to the students)

10-21-2023: Managing a fire company (56 hours)

10-28 & 29-2023: Light Staffed Engine/Truck Company Operations. (80 hours)

Shift Training:

1. Shift training topics:

Monday = Medical,

Tuesday = Target solutions,

Wednesday = Water Wednesday (Apparatus Operator topics),

Thursday = Technical (Rope, Hazmat, Vehicle, Drone, etc),

Friday = Fire (try for hands on or do tabletop),

Saturday = Safety (NIOSH review),

Sunday = Scenarios (tabletop).

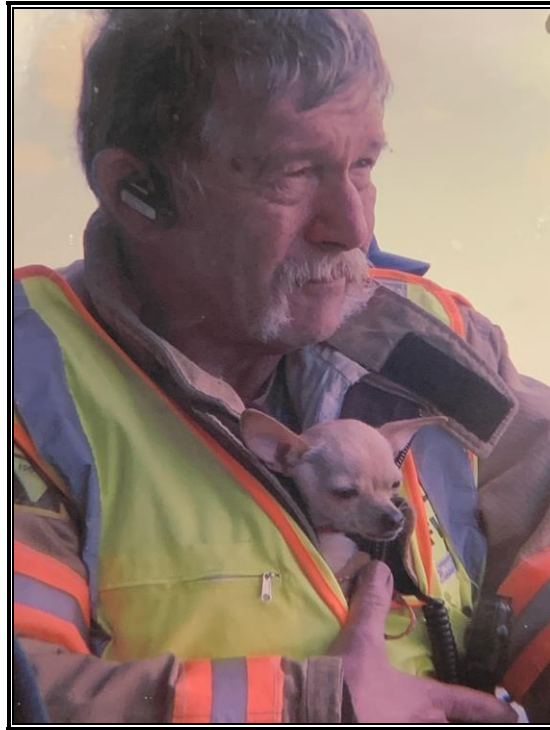
2. Total shift training hours: **(3.5 hours)**

Total training hours for the month of: **198 Hours**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

A. October 27th at 5:15 AM retired Charleston Battalion Chief Rusty Shield passed away. Rusty returned to work as the Fire Chief for Chemult RFPD after moving to Crescent when he retired from Charleston. Rusty served Charleston Fire District starting in 1987. He was hired in 1998 as the Captain in charge of maintenance.



B. I am currently seeking grants and donations to assist the Fire District in purchasing two new defibrillators. The estimated cost of the two is \$50,000.

Contributors currently:

The Association \$7,000

Fire District \$10,000.

Outside funding sources:

Coquille Community Fund applied for \$10,000

Three Rivers Tribal Community Fund we will request \$10,000 when open

The Ford Family Foundation we will request \$10,000

Rotary International we will seek \$3,000

C. The Assistance to Firefighter's Grant is still in the waiting side.

D. The District Holiday Dinner is scheduled for Wednesday December 13, 2023 at 6PM at The Mill Casino & Hotel.

E. The new furniture should be arriving any day, I have decided to go ahead and replace the carpet in the back half of the station as well. It is 26 years old and has served it's time.

F. Amerigas removed their tank on October 31st finally. We are now seeking a used 500-gallon tank for station 2 giving us the option to price costs

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

No business proposed.

Additional Unfinished Business:

Any business that is required to come before the Board that has risen since the posting of the agenda.

New Business

No business proposed.

Additional New Business:

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Good of the Order

A. The Association has made the decision to end the Charleston Seafood Festival was no longer a sustainable fund raiser and has decided to cancel it permanently. They have also decided to continue the sportsman's raffle again this year as well as the 4th of July pancake feed. They are also discussing other fund-raising opportunities that are not as labor intensive.