



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **January 18, 2023** at the Barview Fire Station, 92342 Cape Arago Highway, at **7:00 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.

NOTICE: Due to the protective measures implemented by the State of Oregon in response to the COVID-19 pandemic relative to social distancing, the District will be complying with legislative action enacted by the State of Oregon with regards to Public Meetings Law. Public meetings for the time being will be conducted remotely. There will not be a physical location for the public to attend. However, 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 and Budget Hearing by sending an email to the address below by **2 PM January 18, 2023**. A link for the meeting will be emailed back to you.

1) To view and listen to the meeting, please follow the instructions below:

Please register for the Charleston RFPD Board of Directors Meeting on or before **2PM January 18, 2023** by emailing charchief8201@gmail.com. If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon January 18, 2023**.

After registering, you will receive a confirmation email containing information about joining the webinar. This is a ZOOM meeting and you may have to download the ZOOM App to view on your smart phone or tablet.

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 dated December 21, 2022

Financial: Approval of the statements of revenue and expense & check register December 2022

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 arisen since the posting of the agenda

New Business

Agreement for housing lease to CFPA

Option to Lease dorm rooms to Coos Forest Patrol for seasonal FF's

Budget Schedule

Review and action on the FY23/24 Budget Schedule

Memorandum of Understanding

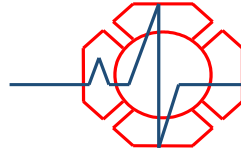
Review and action on an MOU for a Regional Assistance to Firefighters Grant

Additional New Business

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

Good of the Order

Adjournment



CHARLESTON FIRE DISTRICT

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

“WE’RE HERE FOR LIFE”

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

December 21, 2022

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Roy Holland, Don Manley, Nancy Santos & Ed Powers (via zoom),

Absent: Dave Richards

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

Admin Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting November 16, 2022

2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$31,121.32
Prime	\$121,326.71
LGIP Acct 1	\$650,270.23
Total Operating	\$802,818.26
BERF	\$105,990.97
Debt Service	-\$5,656.06
Total All Funds	\$903,153.17

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chris Mahr gave the Auditor Report for Fiscal Year 2021/2022 via Zoom Meetings.

Chief Sneddon reviewed the Administrative Report.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Vehicle Transfer with Southwestern & surplus request

Request to transfer E774 to Southwestern in direct trade for their engine. Both as identical however, ours is in better shape. The purpose is to provide them with a better engine for training and we will surplus and sell theirs at auction. Both engines would bring the same amount at auction thus making the trade and sale a prudent thing to do.

Motion: Don Manley, 2nd by Nancy to approve the department declaring our Pierce Engine as Surplus.

Discussion: None

Motion Carried by Unanimous Decision

Motion: Nancy Santos, 2nd by Ed Powers to approve the department exchanging our Pierce Engine number E774 with Southwestern's Engine E729.

Discussion: None

Motion Carried by Unanimous Decision

Purchase Order

Request to purchase a used Command Unit from Uniondale Fire Department, NY in the amount of \$38,000, for a 2015 Chevrolet Tahoe with full upfitting as an emergency vehicle.

Motion: Ed Powers, 2nd by Don Manley to approve the purchase of a used Command Unit for \$38,000 from Uniondale Fire Department, Uniondale New York.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

Approval of the Audit Report

Approval of Audit Report done by Chris Mahr & Associates

Motion: Don Manley, 2nd by Ed Powers to approve the Audit Report as is.

Discussion: None

Motion Carried by Unanimous Decision

GOOD OF THE ORDER:

- A. Charleston Fire District Christmas Dinner was a success. Gave custom helmets to Heide Cummings and Kim Davis as a thank you for their service.

President Holland adjourned the meeting at 7:43 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)

Petty Cash	\$100.00
Operating	\$56,424.30
Prime	\$13,462.11
LGIP Acct 1	\$570,347.91
Total Operating	\$640,334.32
BERF	\$116,555.22
Debt Service	\$133,943.94
Total All Funds	\$890,833.48

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$853,467.07
Prior Taxes	\$11,772.58
Other Revenues	\$117,173.05
Total Income General Fund	\$982,412.70
Income BERF/ Debt Service	\$1,505.99
Total Incomes all Funds	\$983,918.69
Expenses	
Personal Services	\$374,214.78
Material and Services	\$127,109.22
Capital Outlay/ GF Debt Service	\$330.00
Total Expenditures	\$501,654.00
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.14
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.00
BERF Equipment	\$11,856.08
BERF Building	\$0.00
Total Expenditures BERF	\$11,856.22
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$23,235.87
Total Expenditures all Funds	\$536,746.09

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call volume for the fire district last month is as follows:

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	

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	3	6	3	6	6	6	8	5	6	4	6	63
EMS	53	46	43	58	60	60	51	61	62	70	63	73	700
MVC/RES	10	4	2	4	2	7	7	9	3	2	5	7	62
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2	4	29
Good Intent	6	0	3	2	3	4	4	6	4	5	10	9	56
Total	78	54	57	69	72	79	70	89	75	84	84	99	910
YTD	78	132	189	258	330	409	479	568	643	727	811	910	
Daily Avg	2.5	1.9	1.8	2.3	2.3	2.6	2.3	2.9	2.5	2.7	2.8	3.19	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2022	80	91	89	85	82	90	95	91	97	81	77	119	1077	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	910	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	779	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	744	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	713	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	775	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	708	708
Avg	68	60	65	67	63	73	67	73	68	64	66	67	800	

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 **December, 2022**.

Weekly Training:

12/07/2022:

1. Safety meeting,
2. Association meeting,
3. EMS drill: We went over how to set up and use the CPAP machine, we went over the functions of the monitor. We also went over how to set up a 5 lead and 12 lead on the monitor and where to place the leads on the patient.
4. Total hours: **32.65** training hours this drill.

12/14/2022:

1. Continuation of the SAR drill from last month.
2. Total Hours: **18** training hours this drill.

12/21&28/2022:

1. No drill due to Holidays.

Joint Training:

1. No joint training this month.

Special Training:

1. No specialty training this month.

50.65 Total training hours completed in **December 2022**.

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. Staff are working diligently to get the new engine in service. We should be close by the end of January. We have talked about a small celebration and doing a “push-in” to place it in service.

- B. I plan to fly back to look at the command unit on Tuesday, February 7th and will drive the unit home at that point. I figure 5.5 days and plan to run Interstate 40 for most of the trip to avoid a majority of the possible weather issues.

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

Agreement for housing lease to CFPA

Coos Forest Protective Association has had difficulties locating seasonal workers and has created a program where they lease housing for these seasonal employees from local Fire Departments. This was very successful last summer with Coos Bay Fire Department. Coos Forest Protective Association staff monitor the actions of their members using the housing. We simply provide CFPA the housing, the employee is subject to their rules and regulations. The seasonal employees are also available to be temporary members of the CFD volunteer corps thus we would have additional volunteer staffing during the summer months. When I talked with Chief Anderson at Coos Bay Fire, he was very pleased with the situation.

The agreement is in review by Legal Counsel currently and has also been vetted by the City of Coos Bay Legal as it is the same agreement used there.

Coos Bay Fire provides one station in the amount of \$1,000/ month. We will be providing 2 stations and potentially could be \$2,000 per month and looks to be a 5-month lease.

Budget Schedule FY 2023/2024

- January 18th Regular Board meeting
- Board to approve Budget Schedule
- April 19th Regular Board Meeting
- Board to appoint Budget Positions
 - #5 is up for a 3-year appointment
- April 4th Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1st meeting and have 2 notices at least 7 days apart.) The World Newspaper only Publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 11th & Friday, April 21st (worldlegals@countrymedia.net)
- April 11th 1st Notice published in The World Newspaper for May 8th meeting.
- April 21st 2nd Notice published in The World Newspaper for May 8th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 8th Budget Committee to meet at 7:00 p.m. (Zoom Meeting option provided)
Budget Committee to appoint office of Chair
Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. Budget Committee may opt to begin deliberations at the next meeting, date to be set from list in next section.
Optional dates for future meetings: May 15th
- May 31st Stephanie Stroud CPA to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.)
Scheduled published date is Tuesday June 13th.
(worldlegals@countrymedia.net)
- June 13th The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 21st Budget Hearing for 2023/2024 fiscal year (during regular meeting of the Board of Directors)
- Adopt 2023-2024 Budget
 - Enact Appropriation Resolutions/tax levy
- By July 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Memorandum of Understanding

Review and action on an MOU for a Regional Assistance to Firefighters Grant. Under the provisions for the Assistance to Firefighter Grant Program, to be part of a regional grant, all governing bodies must approve and complete the Memorandum of Understanding. This says that we will follow the terms of the grant and that we recognize Sumner RFPD as the host agency for the grant. This grant is for the replacement of our Self-Contained Breathing Apparatus (SCBA) with a 10% match. Our cost is estimated at \$11,022.50 of the total \$220,450.00 for the purchase of 25 SCBA. The memorandum states it is the 2022 AFG however, the grant period is in 2023. This would be due to a delay in opening the grant writing period.

We are working on a separate grant for the purchase of new turnouts and other PPE for our firefighters as ours have began to age again and the COVID issues has caused us to get behind on keeping the current.

Additional New Business:

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

Good of the Order

A. In reviewing personnel records, I found that Mistie has surpassed the 5 year mark last August.

B.