



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **November 16, 2022** 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 November 16, 2022**. 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 November 16, 2022** 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 November 16, 2022**.

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 October 19, 2022

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

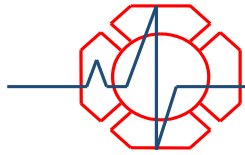
New Business

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.

October 19, 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, Ed Powers, Dave Richards & Nancy Santos

Absent: Don Manley

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 28, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$43,513.42
Prime	\$52,882.48
LGIP Acct 1	\$25,214.70
Total Operating	\$121,710.60
BERF	\$122,413.66
Debt Service	\$10,867.75
Total All Funds	\$254,992.01

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

New Engine Accessories

Discussion on funding for additional items needed to mount equipment and items on the new engine. Chief Sneddon requested \$10,000 approval for the purchase of equipment and mounting hardware for the new engine.

Motion: Dave Richards, 2nd by Ed Powers to approve \$10,000 for additional items needed to purchase and mount equipment and items on the new engine.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. District Staff will participate in Charleston Fishing Families Trunk or Treat on Halloween at the Charleston Marina Parking Lot.
- B. Charleston Fire District Christmas Dinner will be Friday December 2nd at 6pm at the Mill Casino. All family members welcome to attend. It will be a Christmas Dinner and Banquet in one.
- C. Chief let everyone know November 7th he will be having shoulder surgery.
- D. Chief reported that Charleston Volunteer Association, Myrtle Point Fire and Coquille Fire all donated \$500 each towards John Saxton's Memorial Service.

President Holland adjourned the meeting at 7:23 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary

Fiscal Year 2021/2022:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$1,592.90
Prime	\$10,758.28
LGIP Acct 1	\$35,897.61
Total Operating	\$48,348.79
BERF	\$105,801.43
Debt Service	\$10,886.37
Total All Funds	\$165,036.59

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$12,504.50
Prior Taxes	\$7,359.75
Other Revenues	\$42,338.27
Total Income General Fund	\$62,202.52
Income BERF/ Debt Service	\$749.48
Total Incomes all Funds	\$62,952.00
Expenses	
Personal Services	\$243,581.93
Material and Services	\$89,288.01
Capital Outlay/ GF Debt Service	\$220.00
Total Expenditures	\$333,089.94
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.00
BERF Equipment	\$9,322.00
BERF Building	\$0.00
Total Expenditures BERF	\$9,322.00
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$6,690.86
Total Expenditures all Funds	\$349,102.80

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

	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			881	881
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
2016	59	49	53	69	64	82	50	57	55	54	58	58	592	708
Avg	68	60	65	67	63	73	67	73	68	64	66	67	673	

Total Calls by Month

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			63
EMS	60	75	70	73	60	61	75	54	69	58			655
MVC/RES	6	4	7	4	0	5	6	8	5	1			46
Burn Complaints	1	2	3	0	0	8	5	6	4	6			35
Good Intent	11	8	5	5	7	3	4	5	0	5			53
Lift Assists	0	0	0	1	7	5	4	7	1	4			29
Total	80	91	89	85	82	90	95	91	97	81			881
YTD	80	171	260	345	427	517	612	703	800	881			
Daily Avg	2.6	3.1	2.9	2.8	2.6	3	3.1	2.9	3.2	2.6			

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	53
EMS	53	46	43	58	60	60	51	61	62	70	63	73	564
MVC/RES	10	4	2	4	2	7	7	9	3	2	5	7	50
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2	4	23
Good Intent	6	0	3	2	3	4	4	6	4	5	10	9	37
Total	78	54	57	69	72	79	70	89	75	84	84	99	727
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			

Training Report, October 2022

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, 2022.

Weekly Training:

1. Geriatric emergencies EMS drill
2. Hose rolling, deploying, and rerolling
3. SAR, RIT, extrication of downed firefighters

Joint Training:

1. None

Special Training:

1. "Art of Reading Smoke" class @ SWOCC
2. Active Violent Incident training in Florence

Total training hours completed last month: Approximately 120 man hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

ADMINISTRATIVE REPORT

- A. The seasonal firefighters grant will expire October 31st and we have had great success with the two full time seasonal firefighters we were able to hire. The final financial report is in the works, as of October 31st, all moneys have to be expended, any amounts unspent have to be returned.
- B. Firefighter/ Engineer Hunter Betzinger has accepted a position with Myrtle Point Fire and Ambulance.
- C. District staff participated in the Charleston Fishing Families Trunk or Treat on Halloween at the Charleston Marina parking lot.
- D.

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:

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

Good of the Order

- A. Christmas Dinner/ Awards banquet will be December 2, 2022 at 6PM. We are working with The Mill Casino again for the dinner. This will be a family event and all family members are welcome.