

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 will be held on **February 17, 2021** 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 by sending an email to the address below by **2 PM February 17, 2021**. 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 February 17, 2021** 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 February 17, 2021**.

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 wants to address a single item separately during the meeting).

Minutes of: Regular meeting dated January 20, 2020

Financial: Approval of the statements of revenue and expense & check register January 2020

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

Budget Schedule FY21/22

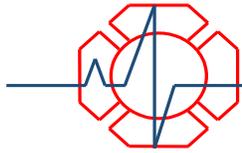
Review and action to approve the FY21/22 Budget Schedule

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

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.

January 20, 2020

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 (Via Zoom), Heide Cummings (Via Zoom), Dave Richards (Via Zoom), Kim Davidson (Via Zoom) (Joined meeting during New Business)

Staff Present: Chief Mick Sneddon, New Hires: Captain Russell Shield, Lieutenant Trenton McGahan

Staff via Zoom: Legal Counsel Jane Stebbins, District Auditor Chris Mahr

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting December 16th, 2020
2. Financial: Approval of the statements of revenue and expense & check register

Motion: Dave Richards, 2nd by Heide Cummings 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:

Review & approval of the Audit Report for FY1920

District Auditor Chris Mahr discussed the audit report. Made some recommendations regarding things other agencies are doing to protect from cost increases.

1. PERS Reserve Fund to offset any large increases from the actuarial recommendations
2. Carryover (Unappropriated Fund Balance) plan for 25% of operating budget

All in all, Chris noted that the District is operating well.

Motion: Heide Cummings, 2nd by Dave Richards to accept the audit report for FY19/20

Discussion: None

Motion Carried by a Unanimous Vote

Petty Cash	\$ 100.00
Operating	\$ 6,047.70
Prime	\$ 39,927.33
LGIP Acct 1	\$ 550,378.17
Total Operating	\$ 596,453.20
BERF	\$ 36,204.44
Debt Service	\$ 1,420.19
Total All Funds	\$ 634,077.83

Introduction of new employees

With the resignations of Nick Terrell and Zach Breitreutz, staff completed a rapid hiring process to replace them by February 1st. Volunteer Captain Russell Shield was hired for A shift. Russell has been a member since 1993 with a 2 year break for his service time in the Army and was hired for his mechanical experience. Russell is also the son of retired Battalion Chief Rusty Shield. I determined that retaining his title of Captain was the correct decision. Volunteer Firefighter Trenton McGahan was hired after an interview process where we interviewed five members of the District that turned in resumes'. The panel was made up of officers from other agencies including North Bay, North Bend, Coos Bay and Coos Forest Patrol plus the Fire Science Coordinator at SWOCC. They were tasked with interviewing and recommending their top choice which Trenton was that candidate. We did receive comments regarding all the candidates and the quality we have in our organization. All five were Student Firefighters with Charleston.

Captain Shield and Lieutenant McGahan were at the meeting and introduced to the Board.

Purchase request

We had an opportunity to replace the aging hydraulic compressors for the rescue tools (Jaws of Life). The two units we have are currently over 20 years old. The proposed unit provides the same service in one pump providing two lines and less maintenance. As you can see in the quote on the next page the normal cost is \$9,289. With the 20% discount and the trade in allowance on the old pumps the cost is \$6,289. This is a great deal on the unit and given that we saved almost \$10,000 on the SCBA cylinders, the funding is there in the Capital Outlay line to more than cover this cost.

To justify "Sole source" purchasing, Fire Rescue Northwest is our dedicated sales firm for Holmatro and under NFPA guidelines which OR-OSHA supports and manufacturer specifications, only hydraulic pumps of that brand are allowed to be used except in an emergency. Fire operations whereas is an emergency to the public, is not an emergency to us, therefore Manufacturer specification and OR-OSHA approval would be violated.

SR20 Pump

- 50 lbs weight
- Runs 2 tools at the same time
- 3-Stage Pump (twice as fast as the current pump)
- 18"l, x 12"w, x18"h
- One motor/ one pump to maintain



2035 Pump (current pumps) (20 plus years old)

- 60 lbs weight each unit
- Runs 1 tool at a time each unit
- 2-stage pump
- 17"l, x13"w, x16"h
- Two motors/ two pumps to maintain



See next page for invoice.

Fire Rescue Equipment NW, LLC
 901 N. Brutscher St. Suite D364
 Newberg, OR. 97132

Date	12/28/20
Estimate No.	2636
Sales Rep	Chris Mills
503-793-7925	
chris@frenw.com	



Estimate

Name/Address	
Charleston Fire District	
92342 Cape Arago Hwy	
Coos Bay, OR 97420	

Item	Description	Quantity	Cost	Total
158.152.178	Holmatro SR 20 two tool pump, 50lbs w/Honda 3HP motor, CORE® Technology	1	9,289.00	9,289.00
Credit	Credit for End of Year special		-2,000.00	-2,000.00
Trade-In	Trade-In 2035 Pump x2 (\$500 each)		-1,000.00	-1,000.00
			Total	\$6,289.00

Motion: Dave Richards, 2nd by Heide Cummings to approve the purchase request for the SR20 Holmatro hydraulic pump for \$6,298.00 from Fire Rescue Equipment North West.

Discussion: none

Motion Carried by a Unanimous Vote

Additional New Business:

None

GOOD OF THE ORDER:

A. Chief commented regarding the new flooring in the station and the new parking lot light. President Holland adjourned the meeting @1935 hours

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary
(Ending Last Day of January, 2020)

Petty Cash	\$ 100.00
Operating	\$ 2,246.25
Prime	\$ 59,822.09
LGIP Acct 1	\$ 396,404.66
Total Operating	\$ 458,573.00
BERF	\$ 71,254.19
Debt Service	\$ 14,622.14
Total All Funds	\$ 544,449.33

**Budget Summary incomes
verses expenditures:**

Ending Last Day of January for
Fiscal Year 2020/2021

Revenues	
Other Revenues	\$ 26,622.62
Prior Taxes	\$ 17,985.04
Taxes	\$ 688,059.27
Total Income General Fund	\$ 732,666.93
Income BERF/ Debt Service	\$ 262.56
Total income all Funds	\$ 732,929.49
Expenses	
Personal Services	\$ 304,945.41
Materials and Services	\$ 139,936.49
Capital outlay/ GF Debt Service	\$ 13,327.00
Total Expenditures	\$ 458,208.90
Transfers to BERF	\$ 35,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.17
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.17
Transfers to Debt Service Fund	\$ 13,200.00
Debt Service Fund	\$ 12,188.83
Total Expenditures all funds	\$ 490,645.90

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	4												4
EMS	53												53
MVC/Rescue	10												10
Burn Complaints	5												5
Good Intent	6												6
Monthly Total	78												78
Year to Date	78	78	78	78	78	78	78	78	78	78	78	78	

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	2	4	6	6	7	5	4	3	8	2	5	2	54
EMS	54	40	49	41	37	58	45	53	57	45	56	44	579
MVC/Rescue	4	4	4	2	7	4	4	4	3	4	1	5	46
Burn Complaints	4	5	3	8	4	2	4	2	6	6	5	3	52
Good Intent	5	2	2	3	5	6	5	0	6	2	8	4	48
Monthly Total	69	55	64	60	60	75	62	62	80	59	75	58	779
Year to Date	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 31 days, 78 calls equals 2.5 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2021	78												78	78
2020	69	55	64	60	60	75	62	62	80	59	75	58	69	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	60	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	68	68
2017	64	54	70	63	65	59	62	65	75	70	61	67	64	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	59	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	69	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	56	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	39	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	65	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	48	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	45	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	40	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	53	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	50	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	53	567
avg	57	48	50	54	55	54	56	61	55	57	46	55	57	

Training Report, January 2021

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during January, 2021.

Weekly Training:

1. Association Meeting followed by Safety Committee. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. * Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions.

Joint Training:

1. Joint training will resume in February with a fire academy at SOCC Campus.

Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays. Fire District continues to get updates.
2. Annual SCBA and N95 Fit testing.
3. Annual Haz-Mat Refresher
4. After Action Reviews (2) Structure Fires in District this month.

There were **85.75** training hours completed in the month of January.

Respectfully submitted,

Deputy Fire Chief Kemmerle
2/02/2021

ADMINISTRATIVE REPORT

- A. New staff online and settling in.
- B. The recent refurb engine was hauled back to Washington to deal with some motor issues. I received an update and currently everything is taken care of except the oil leak in the back of the motor. They were starting on that issue when I spoke with Brandon.
- C. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The mask standard is the toughest thing to address as the crews are around each other for 24 to 48 hours at a time. The latest rules require the masks be on unless in a room alone. They also require the 6' distancing which is difficult in some areas of the station. We have also began the task of providing inoculations to our staff for the COVID-19 Virus.
- D. The overhead door opener for station 1 has failed and I am working on replacing it at this time. We also received some damage to a window in that same door as someone broke a 2" diameter hole through the glass on one of the windows. The cameras did not catch who did it however, they did catch someone of interest walking away around the time it happened. Area Glass & Mirror is working on that replacement.
- E. I briefly spoke regarding the chassis swap for the 1993 rescue unit. I had hoped to get the chassis ordered in the next couple months however, the cost came in over \$54,000 and I was expecting \$44,000. I am now waiting for next fall when we have additional funding in the Reserve Fund. We do need to discuss in the coming months if we want to completely send it out or work with Bay Cities Ambulance and do it in their shop in Newport. I still need to do a cost analysis between the options.
- F. Budget Positions 1 & 2 expired with the current budget. Position 1 was Alan Taylor and he sold his residence recently and I do not have a forwarding address for him and position 2 is Connie Green. I sent out a letter recently to the Budget Committee members for confirmation of their return. Currently Jerry Smith is the only member to return confirmation. Tina Powers has discussed it but has not confirmed and I have not heard from Allen Solomon nor Connie Green. In accordance with the Budget schedule I will be posting the positions in the coming week for appointment at the Aril Board meeting.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

No Unfinished Business at this time

Additional Unfinished Business:

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

New Business

Budget Schedule FY 21/22

February 17th Regular Board meeting

- Board to approve Budget Schedule

April 21st Regular Board Meeting

- Board to appoint Budget Positions
- #1 & #2 are up for a 3 year appointment

April 5th 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.) Notice to request The World Newspaper Publish on Monday, April 12th and Wednesday, April 21st

April 12th 1st Notice published in The World Newspaper for May 3rd meeting.

April 21st 2nd Notice published in The World Newspaper for May 3rd meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 3rd 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 17th

May 25th 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.)

June 7th The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 16th Budget Hearing for 2021/2022 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2021-2022 Budget
- Enact Appropriation Resolutions/tax levy

By July 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Good of the Order

- A) Once again the annual awards banquet is not going to happen in the usual way, we do have a committee to determine a way to do something to recognize our members for their contribution to the community.

- B) The Association has decided to push forward with the Seafood Festival and the Pancake Feed just as several of the other festivals around the county are doing. The pancake feed may be done as a drive up and take out style this year depending on the COVID-19 situation.