



## **Notice of a Regular Meeting**

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **April 20, 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 by sending an email to the address below by **2 PM April 20, 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 April 20, 2022** by emailing [charchief8201@gmail.com](mailto:charchief8201@gmail.com). If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon April 20, 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 wants to address a single item separately during the meeting).

Minutes of: Regular meeting dated March 16, 2022

Financial: Approval of the statements of revenue and expense & check register March 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 risen since the posting of the agenda

#### **New Business**

Appoint Budget Committee Appointments

Positions 2, 3 & 4 are currently up for appointment

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**



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

**March 16, 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, Don Manley
- Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom Call)
- Administrative Assistant Mistie Henderson
- Guest: Auditor Chris Mahr

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting February 16, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$23,995.50
Prime	\$101,017.93
LGIP Acct 1	\$405,566.91
Total Operating	\$530,680.34
BERF	\$121,657.13
Debt Service	\$13,893.70
Total All Funds	\$666,231.17

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report, Discussion on increasing budget for 3 additional shift personnel due to the large increase in call volume and lack of volunteerism from the community. Serious burnout is a major concern with the staff.

**UNFINISHED BUSINESS:**

None

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

Budget Schedule FY22/23

Review and accept schedule

April 20<sup>th</sup> Regular Board meeting

- Board to approve Budget Schedule

April 20<sup>th</sup> Regular Board Meeting

- Board to appoint Budget Positions
- #3 & #4 are up for a 3 year appointment

April 4<sup>th</sup> Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1<sup>st</sup> meeting and have 2 notices at least 7 days apart.) The World Newspaper only Publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 12<sup>th</sup> & Friday, April 22<sup>nd</sup> (worldlegals@countrymedia.net)

April 12<sup>th</sup> 1<sup>st</sup> Notice published in The World Newspaper for May 9<sup>th</sup> meeting.

April 20<sup>th</sup> 2<sup>nd</sup> Notice published in The World Newspaper for May 9<sup>th</sup> meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 9<sup>th</sup> 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 16<sup>th</sup>

May 25<sup>th</sup> 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 7<sup>th</sup>. (worldlegals@countrymedia.net)

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

June 15<sup>th</sup> Budget Hearing for 2022/2023 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2022-2023 Budget
- Enact Appropriation Resolutions/tax levy

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

**Motion:** Don Manley, 2<sup>nd</sup> by Dave Richards to approve the Budget Schedule for Fiscal Year 2022/2023.

Discussion: None

Motion Carried by Unanimous Decision

Audit Report

Final review of the completed FY2021 Audit Report

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards to approve the Audit Report for Fiscal Year 2020/2021.

Discussion: None

Motion Carried by Unanimous Decision

Declare vehicle surplus

2005 Chevrolet Suburban

**Motion:** Dave Richards, 2<sup>nd</sup> by Don Manley to approve the 2005 Chevrolet Suburban being declared surplus.

Discussion: None

Motion Carried by Unanimous Decision

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. Fire District Banquet June 11<sup>th</sup> Sunset State Park
- B. Seafood Festival will be August 12-14<sup>th</sup>

President Holland adjourned the meeting at 7:49 PM

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

#### Current Meeting Financial Summary

Patty Cash	\$100.00
Operating	\$45,121.96
Prime	\$29,533.05
LGIP Acct 1	\$421,165.16
Total Operating	\$495,920.17
BERF	\$121,708.66
Debt Service	\$13,899.92
Total All Funds	\$631,528.75

(Ending Last Day of prior month)

Revenues	
Taxes	\$735,651.80
Prior Taxes	\$26,717.29
Other Revenues	\$191,388.66
Total Income General Fund	\$953,757.75
Income BERF/ Debt Service	\$323.83
Total Incomes all Funds	\$954,081.58
Expenses	
Personal Services	\$418,375.16
Material and Services	\$203,225.29
Capital Outlay/ GF Debt Service	\$495.00
Total Expenditures	\$622,095.45
Transfers to BERF	\$50,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.14
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.14
Transfers to Debt Service Fund	\$17,900.00
Debt Service Fund	\$16,931.36
Total Expenditures all Funds	\$639,026.95

#### Budget Summary incomes verses expenditures:

Ending Last Day of prior month for  
Fiscal Year 2021/2022

## 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										260	260
2021	78	54	57	69	72	79	70	89	75	84	84	99	189	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	188	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	172	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	194	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	188	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	161	708
Avg	68	60	65	64	60	70	62	70	68	64	66	67	156	

Average calls per day: 31 days, 89 calls equals 2.87 calls per day

### Total Calls by Month

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	2	4										8
EMS	60	75	70										205
MVC/RES	6	4	7										17
Burn Complaints	1	2	3										6
Good Intent	11	8	5										24
Total	80	91	89										260
YTD	80	171	260										

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	

# Training Report, March 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 March, 2022.

## **Weekly Training:**

1. Forcible entry training
2. RIC/Search and Rescue
3. Burn to learn preliminary discussion and preparation

## **Joint Training:**

1. Burn to learn

## **Special Training:**

1. None

Total training hours completed last month: Approximately 180 man hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

## ADMINISTRATIVE REPORT

A. I have decided to leave the public records policy as is for a while until we get other items completed. I have found it is not too far off of others.

B. Congratulations to our new Executive Board for the Charleston Volunteer Firefighters' Association.

President: Chris Eiselein

Vice President: Caleb Moldt

Secretary/ Treasurer: Tiffany Eiselein

Sergeant of Arms: Abraham Mamizuka, Tina Powers, Joseph Greer

C. I have been working on the budget with the added staff and what I have found is we will require an additional 50 cents per thousand to meet the needs. I also worked to trim the operating budget to keep the increase as low as possible. If the process moves forward with the increase in staff, we will start the hiring process immediately and the new positions will start July 1st. The increase brings in \$139,000 over the current rate. This will net the District \$127,800 after the estimated uncollectable amounts. Looking back, every four years the District has forgone roughly one million dollars in revenue.

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**

### **Budget Committee Appointments**

We have three applicants for Budget Committee this year. Allen Solomon and Jerry Smith have applied again this year. The terms expired this year and they were in positions 2 & 4 respectively. Darrell King has also applied for Budget Committee, as you know Darrell retired from the Board in 2019 after serving over 15 years there. Position 2 was vacant due to Don Manley's election to the Board. There are 2 years left on the term for position #2.

### **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. We are scheduled for Saturday June 11<sup>th</sup> at Sunset Bay for our awards and appreciation picnic. We are planning an afternoon and evening event with a campfire and picnic.

B. At this time the Seafood Festival planning is underway.