



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **June 16, 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 June 16, 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 June 16, 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 June 16, 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 Rollicall

Budget Hearing

Public Input, Board review of the approved Budget for fiscal year 2021/2022

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 May 19, 2021

Financial: Approval of the statements of revenue and expense & check register May 2021

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

Resolution 21-001 Adopt Budget

Adoption of the Budget for fiscal year 21/22

Resolution 21-002

Interfund Loans

Resolution 21-003

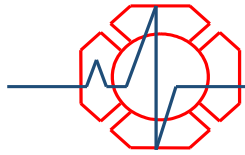
General Fund Transfer

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.

May 19, 2021

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, Dave Richards, Nancy Santos, Ed Powers

Absent: Kim Davidson,

Staff Present: Chief Mick Sneddon

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting April 21st, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 13,849.48
Prime	\$ 34,827.31
LGIP Acct 1	\$ 249,570.28
Total Operating	\$ 298,347.07
BERF	\$ 71,366.70
Debt Service	\$ 14,645.23
Total All Funds	\$ 384,359.00

Motion: Ed Powers, 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. Chief commented on his effort with SWOCC to locate funding to replace the Fire Training tower at the college.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

None

Additional New Business:

None

GOOD OF THE ORDER:

- Annual District Appreciation dinner is scheduled for June 12th
- 4th of July Pancake Feed is planned for this year.
- Seafood Fest is in limbo as the final decision to have it is being considered
- The Volunteers Association is currently running the annual gun raffle, see members for tickets

President Holland adjourned the meeting @2000 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 May, 2021)

Petty Cash	\$ 100.00
Operating	\$ 29,993.06
Prime	\$ 61,375.26
LGIP Acct 1	\$ 157,671.08
Total Operating	\$ 249,139.40
BERF	\$ 71,403.07
Debt Service	\$ 12,871.44
Total All Funds	\$ 333,413.91

Budget Summary incomes verses expenditures:

Ending Last Day of May for Fiscal
Year 2020/2021

Revenues	
Other Revenues	\$ 28,761.46
Prior Taxes	\$ 25,592.79
Taxes	\$ 714,357.79
Total Income General Fund	\$ 768,712.04
Income BERF/ Debt Service	\$ 441.99
Total income all Funds	\$ 769,154.03
Expenses	
Personal Services	\$ 468,772.01
Materials and Services	\$ 219,099.41
Capital outlay/ GF Debt Service	\$ 19,836.00
Total Expenditures	\$ 707,707.42
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	\$ 13,970.08
Total Expenditures all funds	\$ 741,925.67

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	3	6	3	6								22
EMS	53	46	43	58	60								260
MVC/Rescue	10	4	2	4	2								22
Burn Complaints	5	1	3	2	1								12
Good Intent	6	0	3	2	3								14
Monthly Total	78	54	57	69	72								330
Year to Date	78	132	189	258	330	330	330	330	330	330	330	330	

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, 72 calls equals 2.33 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2021	78	54	55	69	72								328	328
2020	69	55	64	60	60	75	62	62	80	59	75	58	308	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	288	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	294	294
2017	64	54	70	63	65	59	62	65	75	70	61	67	316	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	294	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	313	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	282	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	214	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	266	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	224	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	193	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	216	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	226	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	273	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	238	567
avg	57	48	50	55	56	54	56	61	55	57	46	55	267	

Training Report, May 2021

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during May, 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. Drivers Class hosted by Southwestern Fire Instructors Association provided by Millington Fire.
2. Haz-Mat Awareness & Operations Class (On-line education with a hands-on drill with Coos County Hazardous Materials Team).

Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to a monthly Meeting, the Fire District continues to get updates.
2. EMS Protocol review and updates.
3. Hands-On practical EMS skills stations.
4. After action review of structure fire in district with successful victim rescue.
5. Pumper Operator Training and Drivers Training

Public Relations:

5/27 Tribal Parade for school graduation.

There were **267.25** training hours completed in the month of May.

Respectfully submitted,

Deputy Fire Chief Kemmerle
5/27/2021

ADMINISTRATIVE REPORT

- A. I am scheduled to drive the engine home Tuesday June 15th. Now the work begins to get it back in service. The white topped truck is now scheduled to go to Eugene and have the valves replaced as they are leaking and the transfer valve is stuck so we cannot shift from Volume to Pressure. It will go to the Pierce Dealer in Eugene.
- B. As the COVID-19 ordeal winds down we are still diligent in our protection of staff and patients. The Zoom meetings component will remain as part of our regular meetings until it is no longer necessary.
- C. Congratulations to Heide Cummings retiring from the Board and returning to the Budget Committee. Heide started on the Budget Committee in 2003 and was elected in 2005 to the Board. Kim Davidson has also elected to retire from the Board after serving from 2013. Kim is interested in serving on the Budget committee. We have positions 1, 3 & 4 open as of next year with position 1 open as Don Manley was elected to the Board. Positions 3 & 4 are open as their terms have expired. Jerry Smith and Allen Solomon are currently in those positions.
- D. As you may know we are embroiled in an investigation seeking a serial arsonist that has hit 3 homes that we know of. The Cause and Origin of the fires is the responsibility of the Fire District and we have been assisted by the Oregon State Fire Marshall's Office and the Oregon State Police Arson Squad. The criminal investigation is the jurisdiction of the Coos County Sheriff's Office. There are videos of the suspect and video on Facebook and in our files. This investigation is still ongoing and the Sheriff's Office is actively seeking information.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

None

Additional Unfinished Business:

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

New Business

Resolution 21-001 Adopting Budget for Fiscal Year 21/22

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2021-2022 in the total of \$1,327,200. This budget is now on file at the office of Charleston Rural Fire Protection District, located at 92342 Cape Arago Highway; Coos Bay, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personal Services	\$ 542,200
Materials and Services	\$ 367,500
Capital Outlay	\$ 7,000
Debt Service	\$ 700

Transfers to other funds

Building/ Equipment Reserve Fund	\$ 50,000
Debt Service Fund	\$ 17,900
General Operating Contingency	<u>\$ 40,000</u>

Total General Fund \$ 1,025,300

BUILDING/ EQUIPMENT RESERVE FUND

Materials and Services	\$ 20,100
Capital Outlay	<u>\$ 100,900</u>

Total Reserve Fund \$ 121,000

DEBT SERVICE FUND

Debt Service	<u>\$ 14,000</u>
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Total Debt Service Fund \$ 14,000

Total Appropriations, All Funds \$ 1,160,300

Total Unappropriated and Reserve Funds, All Funds \$ 166,900

TOTAL ADOPTED BUDGET \$ 1,327,200

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2021-2022 upon the assessed value of all taxable property within the district at the rate of \$3.0000 per \$1,000 of assessed value for permanent rate tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	General Government <u>Limitation</u>	Excluded from <u>Limitation</u>
Permanent Rate Tax	\$3.00/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 16th day of June 2021.

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2021-2022 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2021-2022 fiscal year, and,

WHEREAS, ORS 294.460 allows the District to borrow internally as provided in this official resolution, and,

WHEREAS, the need for interfund loans would be to cover the borrowing fund's cash flow needs, and,

WHEREAS, the interfund loan would be repaid to the loaning funds by the borrowing funds on or before June 30, 2022, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2022-2023 fiscal year, and,

WHEREAS, no interest shall be charged to the borrowing funds for such interfund loans herein authorized, and,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby authorizes interfund loans to be made from any District funds during the 2021-2022 fiscal year, except from any fund established for bonded indebtedness, to any other District funds that occur and are necessary in accordance with ORS 294.460.

The foregoing resolution was duly adopted by the Board of Directors of the Charleston Rural Fire Protection District, Coos County, Oregon, on this 16th day of June 2021.

WHEREAS: Oregon Local Budget Law permits the transfer of appropriations within a Fund in accordance with ORS 294.463 when needs arise that require certain changes in appropriation are necessary after the budget has been adopted.

WHEREAS: An analysis of the status of the current 2021–2021 budget of the Charleston Rural Fire Protection District has revealed that the amounts originally allocated for certain General Fund line item expenditures within the Personal Services category and the Materials & Services category will be inadequate to fund respective requirements through the end of fiscal year 2020–2021;

NOW THEREFORE be it

Resolved: That the Board of Directors of the Charleston Rural Fire Protection District hereby transfers appropriations in the amount

General Fund

TRANSFERS OUT

From the Personal Services:	
<u>Part Time Positions</u>	\$ 7,000
<u>Accident Insurance</u>	\$ 1,500
<u>Total Transferred Out – Personal Services</u>	<u>\$ 8,500</u>
From the Materials and Services:	
<u>Attorney Fees</u>	\$ 3,500
<u>Travel & Lodging</u>	\$ 3,000
<u>Fire Prevention</u>	\$ 1,500
<u>Physician & Medical Services</u>	\$ 8,000
<u>Volunteer Reimbursement/ Incentive</u>	\$ 1,000
<u>Propane</u>	\$ 500
<u>Total Transferred Out – Materials & Services</u>	<u>\$ 17,500</u>
From the Contingency:	
Contingency Fund	\$ 3,700
<u>Total Transferred Out – Contingency</u>	<u>\$ 3,700</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 29,700</u>

TRANSFERS IN

To the Personal Services category as follows:	
<u>Fire Captain Salary</u>	\$ 9,000
<u>Overtime</u>	\$ 2,000
<u>PERS Retirement</u>	\$ 2,000
<u>Total Transferred In – Personal Services</u>	<u>\$ 13,000</u>
To the Materials and Services category as follows:	
<u>Financial Services</u>	\$ 1,000
<u>Building Maintenance</u>	\$ 10,000
<u>Office Supplies</u>	\$ 500
<u>Small Tools</u>	\$ 1,000
<u>Hydrant Standby Fee</u>	\$ 1,300
<u>Medical (EMS Supplies)</u>	\$ 2,000
<u>Insurance</u>	\$ 600
<u>Safety Programs</u>	\$ 300
<u>Total Transferred In – Materials & Service</u>	<u>\$ 16,700</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 29,700</u>

Passed by the Board of Directors this 16th day of June, 2021

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) Please remember the annual 4th of July Pancake Feed 7Am to 12 noon.

B)