

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 will be held on **May 20, 2020** 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 May 20, 2020. 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 May 20, 2020 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 May 20, 2020.

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 AGENDA

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).

Approval of minutes of: Regular meeting dated April 15, 2020

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

Resolution 20-002 General Fund Transfer

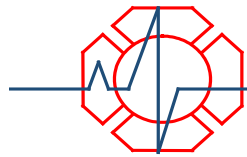
Annual General Fund Transfer

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.

April 15, 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, Heide Cummings, Dave Richards

Absent: Kim Davidson

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins via Zoom Meeting

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting February 19, 2020, note March meeting cancelled due to COVID-19 concerns.
2. Financial: Approval of the statements of revenue and expense & check register

February 2020

Petty Cash	\$ 100.00
Operating	\$ 31,199.70
Prime	\$ 44,718.70
LGIP Acct 1	\$ 330,527.59
Total Operating	\$ 406,545.99
BERF	\$ 67,195.13
Debt Service	\$ 15,492.95
Total All Funds	\$ 489,234.07

March 2020

Petty Cash	\$ 100.00
Operating	\$ 12,432.76
Prime	\$ 104,621.21
LGIP Acct 1	\$ 246,234.78
Total Operating	\$ 363,388.75
BERF	\$ 62,930.64
Debt Service	\$ 15,519.01
Total All Funds	\$ 441,838.40

Motion: Ed Powers, 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. Chief added the repair estimate on the F550 brush truck due to motor issues.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Budget Committee Appointments

Ed Powers declared a conflict of interest due to his wife was an applicant for the Budget Committee and stepped out of the room for the agenda item.

The Budget Committee for 2020/2021 fiscal year is as follows:

- | | | |
|----|---------------|----------|
| #1 | Open | FY 20/21 |
| #2 | Connie Green | FY 20/21 |
| #3 | Allen Solomon | FY 21/22 |
| #4 | Jerry Smith | FY 21/22 |
| #5 | Open | FY 19/20 |

Position #1 is vacant due to the election of Ed Powers to the Board.

Position #5 is vacant due to Ken Bastendorff's term expired.

A discussion on appointing occurred.

President Holland called for nomination of Ken Bastendorff position 1, heard none

President Holland called for nomination of ken Bastendorff position 5, heard none

President Holland called for nomination of Alan Taylor for Position 1, Dave Richards nominated Alan with Heide and Roy consenting.

President Holland called for nomination of Tina Powers for position 5, Dave Richards nominated with Heide and Roy consenting.

Motion: Dave Richards, 2nd by Heide Cummings to accept the nominations of Alan Taylor to position 1 and Tina Powers to position 5.

Discussion: None

Motion Carried by a Unanimous Vote

Financial Services agreement

Chief noted that Rob & Karen Wall have sold out to Stephanie Stroud and proposed a new agreement for financial services with Stephanie Stroud CPA, LLC. Stephanie has been handling our account for the past several years under Wall & Wall so operationally there will be no change.

Motion: Heide Cummings, 2nd by Ed Powers to approve the agreement with Stephanie Stroud CPA, LLC for financial services to the Fire District.

Discussion: None

Motion Carried by a unanimous Vote

Purchase request

Chief Sneddon discussed the purchase request and that to maintain the NIOSH approval of our breathing apparatus, the air cylinders have to be from the same manufacturer as the breathing apparatus. With this in mind, this is a sole source purchase to meet this regulation and that Life Safety is the only vendor in our region for ISI.



QUOTATION

DATE

3/30/2020

BILL TO
CHARLESTON FIRE DEPARTMENT 92342 CAPE ARAGO HWY CHARLESTON, OR 97420

SHIP TO
CHARLESTON FIRE DEPARTMENT ATTN: DARRYL KEMMERLE 92342 CAPE ARAGO HWY CHARLESTON, OR 97420

TERMS	REP	SHIP DATE	SHIP VIA	FOB
Net 30	DPS	3/30/2020	FED-X GRND	DESTINATION

PART NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
CYL-03	4500/45MIN CARBON CYLINDER ISI 22403 LIST \$1398.00	20	1,026.00	20,520.00
CYL-04	4500 PSI, 60 MIN CARBON CYL. W/VALVE LIST \$1720.00	2	1,265.00	2,530.00
FREIGHT CHR.G.	SHIPPING AND HANDLING		0.00	0.00
THANK YOU, DRU SILVA PAUL EQUALL				
PLEASE CALL 800-335-7809 WITH ANY QUESTIONS. WWW.LIFESAFETYCORP.COM			Total	\$23,050.00

Motion: Ed Powers, 2nd by Dave Richards to approve the purchase of 20 45 minute SCBA cylinders and 2 60 minute SCBA cylinders as proposed from Life Safety Corporation in the amount of \$23,050.
Discussion: None
Motion Carried by a unanimous Vote

Agreement with HIV Alliance for IV needle drop Box

The Board reviewed the agreement to place this drop box at Station 1. This agreement was drawn up by Jane with input from Jason Jantzi of Special Districts and myself. It was then sent to HIV Alliance for their review. They are asking that the District hold some of the liability of which Jason was comfortable with. The liability discussion occurred with input from Legal Counsel Jane Stebbins. President Holland asked for a motion to approve the agreement with no liability, no motion.

President Holland asked for a motion to approve the agreement with the 50% liability clause

Motion: Ed Powers, 2nd by Dave Richards to approve the agreement with HIV alliance with section 4 which included the 50% liability clause.

Discussion: None

Motion Carried by a Unanimous Vote

Additional New Business:

None

GOOD OF THE ORDER:

- A) We are working on a reschedule of the awards banquet however, we won't do anything until things level out and we can get a good overview of the upcoming future.
- B) The Association has decided to cancel the 2020 Seafood Festival and the pancake feed is still in discussion.

President Holland adjourned the meeting at 8:00 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Prior Meeting Financial Summary
(Ending Last Day of April, 2020)

Petty Cash	\$ 100.00
Operating	\$ 30,167.42
Prime	\$ 38,769.89
LGIP Acct 1	\$ 251,010.94
Total Operating	\$ 320,048.25
BERF	\$ 63,021.30
Debt Service	\$ 15,541.37
Total All Funds	\$ 398,610.92

**Budget Summary incomes
verses expenditures:**
Ending Last Day of April
for Fiscal Year 2019/2020

Revenues	
Other Revenues	\$ 60,690.80
Prior Taxes	\$ 17,866.96
Taxes	\$ 686,068.36
Total Income General Fund	\$ 764,626.12
Income BERF/ Debt Service	\$ 2,089.75
Total income all Funds	\$ 766,715.87
Expenses	
Personal Services	\$ 391,608.22
Materials and Services	\$ 234,382.32
Capital outlay	\$ -
Total Expenditures	\$ 625,990.54
Transfers to BERF	\$ 50,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 8,755.00
BERF M&S Other	\$ 0.24
BERF Equipment	\$ 100,860.01
BERF Building	\$ -
BERF Total Expenditures	\$ 109,615.25
Transfers to Debt Service Fund	\$ 13,900.00
Debt Service Fund	\$ 14,465.06
Total Expenditures all funds	\$ 750,070.85

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	2	4	6	6									18
EMS	54	40	49	41									184
MVC/Rescue	4	4	4	2									14
Burn Complaints	4	5	3	8									20
Good Intent	5	2	2	3									12
Monthly Total	69	55	64	60									248
Year to Date	69	124	188	248	248	248	248	248	248	248	248	248	

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2	4	5	1	7	33
EMS	50	48	47	52	41	44	44	55	57	62	32	44	576
MVC/Rescue	5	3	2	5	3	3	6	8	2	1	2	9	49
Burn Complaints	4	3	3	2	4	2	2	8	5	6	9	0	48
Good Intent	1	2	0	2	2	2	9	3	5	5	4	3	38
Monthly Total	60	57	55	65	51	53	64	76	73	79	48	63	744
Year to Date	60	117	172	237	288	341	405	481	554	633	681	744	

Last Month: Average calls per day: 30 days, 60 calls equals 2 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2020	69	55	64	60									248	248
2019	60	57	55	65	51	53	64	76	73	79	48	63	237	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	249	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	251	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	230	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	242	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	201	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	170	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	215	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	179	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	155	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	163	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	178	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	216	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	183	567
avg	56	48	50	54	55	53	56	61	53	57	50	59	208	

Training Report, April 2020

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during April, 2020.

Weekly Training:

1. Volunteer Drill has continued as on-line or in-house during the COVID-19 phase. Regular drills when direct communications were required for the group were done via Zoom Meetings. The online classes have been via Target Solutions which is a training program management software program online.
2. Student Drills have moved to Pumper Operator Task Books and training during shift.

Joint Training:

1. Consortium training has been discontinued during COVID-19.

Special Training:

1. The Target Solutions web based Training program is being utilized in place of drill night
2. N95 Fit Testing with updated respiratory protection plan. Thank you Captain Marr for obtaining the test equipment from Coos County Health & Wellness for testing.
3. Senior Staff has been attending the weekly COVID-19 meetings with Coos Health & Wellness via Zoom Meetings. The Chief has also attended several meetings with the State Fire Marshal's Office as a Fire Defense Board Chief for Coos County via teleconference calls.

Public Relations:

1. Zoom meetings have been hosted by the Fire District & Association with great attendance.

There were **108** training hours completed in the month of April.

Respectfully submitted,

Deputy Fire Chief Kemmerle
05/02/2020

ADMINISTRATIVE REPORT

- A. It has been a long month for our equipment and has carried on into May. The RAV (2001 F550 brush truck) had oil in the coolant and was lacking power. Tower Ford replaced the oil cooler and found an exhaust leak. The bill for this was roughly \$3,000. The tender shut down enroute to a fire and a faulty oil pressure pump was the cause there. I have not seen the bill from Peterson Cat nor Mast Brothers for that repair. I did take the opportunity while in the shop to get the biannual PM done including replacing the belts and hoses besides the fluids. The three Escapes went in for an inspection and service at Tower Ford and mostly in great shape, there are some minor repairs with most being able to be handled in house. Nothing great and earth shattering and will serve for many years for us. The last issues were the Chevrolet pick-up required a new air bag sensor in the bumper and the suburban required a new thermostat. While the suburban was in, I had the cooling system serviced as it was time. The tow bill will be sent to insurance once it is received.
- B. The engine from the recent refurbishment has been put on the fast track to get back into service. Over the next year we will take the time to mount the tools properly, we will need to order specific brackets and holders for some items to ensure safety of personnel and of the equipment. This will occur as funding becomes available next fall.
- C. I am still working on the light across the parking lot, I made a great step forward as while the crews were here recently direct drilling, I had them run the conduit under the parking lot for it. Next fall funding will be available to install the light and the wiring. The conduit cost was \$1,500. The savings by doing it then and by doing it that was is great. If we would have trenched around the parking lot, first the issues of the buried foundation from the original station would be great and the cost of the wire alone would have been the \$1,500. This part of the project has been my biggest stumbling block.
- D. Station 2 roof, I will have bids for the roof replacement at the June meeting so we can get that project done in July or August. I have it budgeted in the reserve fund and estimate to be almost \$20,000 with the sub straight repairs needed due to the use of OSB instead of plywood.
- E. I will be hiring the two seasonal utility firefighters soon, they have a start date of June 22nd and will end September 12th.

F. With the COVID-19 concerns, we are still under the semi quarantine procedures and dispatch protocols we established in early March. All members are required to enter through the back door and have their temperature taken and logged each day. We also will do this for visitors before entering the station. I will have a member stationed at the door for the board meeting and they will do this for anyone entering the building for the meeting as well.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

-No unfinished 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

RESOLUTION 20-002: GENERAL FUND TRANSFER

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 2019–2020 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 2019–2020;

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>Accident Insurance</u>	\$ 3,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 3,000</u>
From the Materials and Services:	
<u>Travel & Lodging</u>	\$ 2,000
<u>Meals</u>	\$ 2,000
<u>Volunteer Reimbursement/ Incentive</u>	\$ 4,000
<u>Conflagration Act</u>	\$ 10,000
<u>Total Transferred Out – Materials & Services</u>	<u>\$ 18,000</u>
From the Contingency:	
Contingency Fund	\$ 12,100
<u>Total Transferred Out – Contingency</u>	<u>\$ 12,100</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 33,100</u>

TRANSFERS IN

To the Personal Services category as follows:	
<u>Overtime</u>	\$ 3,000
<u>PERS Retirement</u>	\$ 5,000
<u>Health Insurance</u>	\$ 6,700
<u>Seasonal Firefighters</u>	\$ 1,600
<u>Total Transferred In – Personal Services</u>	<u>\$ 16,300</u>
To the Materials and Services category as follows:	
<u>Equipment Maintenance</u>	\$ 3,000
<u>Building Maintenance</u>	\$ 5,000
<u>Small Tools</u>	\$ 800
<u>Medical Supplies</u>	\$ 3,000
<u>Apparatus Maintenance</u>	\$ 5,000
<u>Total Transferred In – Materials & Service</u>	<u>\$ 16,800</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 33,100</u>

Passed by the Board of Directors this 20th day of May, 2020

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) The Charleston Seafood Festival has been cancelled for 2020

B) The 4th of July Pancake Feed is still scheduled at this time. It will be reviewed a couple weeks before the event for a final determination. One idea is curb side service instead of table service.

C)