

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

May 20, 2026

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors.

Called to Order: 6:00 PM by Vice President Richards

Flag Salute

Roll call:

Present: Ed Powers, Don Manley, Roy Holland, (Zoom)-Nancy Santos

Absent: Dave Richards

Staff Present: Chief Mick Sneddon, Captain Russell Shield, Jane Stebbins (Via Zoom)

Consent Agenda:

1. Minutes of the prior meeting: - Regular meeting April 15, 2026
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$24,196.28
Prime	\$38,535.76
LGIP Acct	\$59,918.77
Total Operating	\$122,750.81
BERF	\$66,866.26
Debt Service	\$63,972.00
Total All Funds	\$253,589.07

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

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report.

UNFINISHED BUSINESS:

No unfinished business was discussed

Additional Unfinished Business

No additional unfinished business was declared.

NEW BUSINESS:

Resolution 26-002 - 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 2025–2026 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 2025–2026;

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 Category:

<u>Firefighter Salary</u>	\$ 35,000
<u>Health Insurance</u>	\$ 13,500
<u>Conflagration/Hazmat Pass-thru</u>	\$ 20,000

Total Transferred Out - Personal Services \$ 68,500

From the Materials & Services Category:

<u>Clothing</u>	\$ 5,000
<u>Training</u>	\$ 3,500
<u>Hazmat/NFA Travel</u>	\$ 4,000
<u>Grant Expenditures</u>	\$ 19,000

Total Transferred Out - Materials & Services \$ 31,500

From the Contingency:

<u>Contingency Fund</u>	\$ 10,900
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Total Transferred Out - Contingency \$ 10,900

Total Transferred Out - All Categories \$ 110,900

TRANSFERS IN

To the Personal Services Category:	
<u>Fire Chief's Salary</u>	\$ 31,200
<u>Benefit retrieval</u>	\$ 2,300
<u>Overtime</u>	\$ 20,000
<u>Unemployment Insurance</u>	\$ 1,500
<u>Accident Insurance</u>	\$ 7,000
<u>Volunteer Firefighters incentive</u>	\$ 5,000
<u>Life Insurance</u>	\$ 500
<u>Total Transferred In - Personal Services</u>	<u>\$ 67,500</u>
To the Materials & Services Category:	
<u>Attorney</u>	\$ 2,000
<u>Equipment Maintenance</u>	\$ 3,000
<u>Garbage</u>	\$ 500
<u>Office Supplies</u>	\$ 10,000
<u>Membership Fees & Dues</u>	\$ 1,000
<u>Hydrant Maintenance</u>	\$ 1,000
<u>Hydrant Standby Fee</u>	\$ 900
<u>Insurance</u>	\$ 2,000
<u>Volunteer Reimbursement/ incentive</u>	\$ 9,000
<u>Apparatus Maintenance</u>	\$ 14,000
<u>Total Transferred In - Materials & Services</u>	<u>\$ 43,400</u>
<u>Total Transferred In - All Categories</u>	<u>\$ 110,900</u>

Passed by the Board of Directors this 20th day of May, 2026

Motion: Ed Powers, 2nd by Don Manley to adopt Resolution 26-002 General Fund Transfer as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Memorandum of Understanding with the USCG Aids to Navigation Team Facility

Chief Sneddon discussed the purpose of the MOU to provide services to the Aids to Navigation Team off Boat Basin Road.

Motion: Motion: Ed Powers, 2nd by Don Manley to approve the Memorandum of Understanding with the USCG ANT facility as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Seasonal Firefighters

Chief Sneddon reviewed the change from 2025 was a drop in the grant funding since we had not spent it all in the past 2 years. The request was to increase the pay rate from \$20.75 to \$21.00 per hour.

Motion: Don Manley, 2nd by Ed Powers to approve the wage for the seasonal Firefighters at \$21.00/hour as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Tax Correction

Chief Sneddon reviewed the option for the lost revenue when the county levied the incorrect tax rate for fiscal year 25/26. The option was to write it off verses allowing the county to issue a corrected tax levy of \$0.4215 that would appear on the FY26/27 tax bills. A discussion occurred on the pros and cons of this and the board asked to defer to the June meeting. Chief Sneddon felt that would be ok. The Board tabled the discussion until the June 17 meeting through a consensus of the Board.

Income Survey

Chief Sneddon reviewed the proposal to complete an income survey for the Fire District as a requirement to apply for the Federal Block Grant. Portland State University provided a proposal to provide this service and complete the required survey. The amount quoted is \$11,495.00.

Motion: Don Manley, 2nd by Ed Powers to accept the proposal from Portland State University to provide the Income Survey for the Fire District as proposed in the amount of \$11,49.00.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland

Motion Carried by Unanimous Decision

Additional New Business:

No additional New Business was declared.

GOOD OF THE ORDER:

A. Nothing discussed at the meeting

Roy Holland adjourned the meeting at 6:35 PM

Secretary of the Board