



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 15, 2023** 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 and Budget Hearing by sending an email to the address below by **2 PM February 15, 2023**. 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 15, 2023** 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 15, 2023**.

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

Minutes of: Regular meeting dated January 18, 2023

Financial: Approval of the statements of revenue and expense & check register January 2023

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Agreement for housing lease to CFPA

Option to Lease dorm rooms to Coos Forest Patrol for seasonal FF's

Additional Unfinished Business:

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

New Business

Automatic Aid agreement

A discussion and potential action on an automatic aid agreement with Central Coos Fire & Rescue

Resolution 23-001

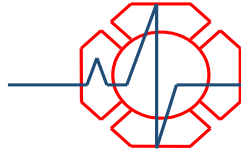
General Fund transfer

Additional New Business

Any business that is required to come before the Board that has arisen 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 18, 2023

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

Called to Order: 7:02 PM

Flag Salute

Roll call:

Present: Dave Richards, Don Manley, Nancy Santos & Ed Powers (via zoom),

Absent: Roy Holland

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom), Admin Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting December 22, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$56,424.30
Prime	\$13,462.11
LGIP Acct 1	\$570,347.91
Total Operating	\$640,334.32
BERF	\$116,555.22
Debt Service	\$133,943.94
Total All Funds	\$890,833.48

Motion: Dave Richards, 2nd by Don Manley 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:**Agreement for housing lease to CFPA**

Option to Lease dorm rooms to Coos Forest Patrol for seasonal FF's

Chief Sneddon explained that our dorm rooms are not occupied during the summer so we could lease out those rooms to CFPA Seasonal Firefighter for additional Income. Coos Bay Fire & Rescue provided rooms at their Eastside Fire Station for the 2022 fire season and it was very successful for them.

Motion: No action taken

Discussion: Item tabled after a short discussion that was supportive of the agreement and requesting the fee be negotiated before action can be taken.

Budget Schedule FY 2023/2024

Chief Sneddon reviewed the proposed budget schedule for Fiscal Year 2023/2024.

January 18th Regular Board meeting

- Board to approve Budget Schedule

April 19th Regular Board Meeting

- Board to appoint Budget Positions
- #5 is up for a 3-year appointment

April 4th 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.) The World Newspaper only Publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 11th & Friday, April 21st (worldlegals@countrymedia.net)

April 11th 1st Notice published in The World Newspaper for May 8th meeting.

April 21st 2nd Notice published in The World Newspaper for May 8th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 8th 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 15th

May 31st 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 13th.
(worldlegals@countrymedia.net)

June 13th The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 21st Budget Hearing for 2023/2024 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2023-2024 Budget
- Enact Appropriation Resolutions/tax levy

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

Review and action on the FY 23/24 Budget Schedule

Motion: Don Manley, 2nd by Dave Richards to approve the FY 23/24 Budget Schedule as presented.

Discussion: None

Motion Carried by Unanimous Decision

MEMORANDUM OF UNDERSTANDING FEMA ASSISTANCE TO FIREFIGHTERS GRANT-2022 REGIONAL GRANT APPLICATION

Review and action on an MOU for a Regional Assistance to Firefighters Grant.

Chief Sneddon explained about applying for a regional grant with other local Fire

Departments/Districts for a grant that would provide funds for all to purchase new air packs.

Additionally he explained that every department or district that participates has to have it approved by their Board. Closing date for the grant application is around February 10th, 2023.

Motion: Don Manley, 2nd by Dave Richards to approve the district participating in the Memorandum of Understanding FEMA Assistance to Firefighter's Grant-2022 Regional Grant Application.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

A. Chief Sneddon brought up that Administrative Assistant Mistie Henderson has been with the district for 5 years now.

B. Don Manley explained he will not be present for the March 2023 Board Meeting due to a scheduled vacation.

Ed Powers adjourned the meeting at 7:25 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary

Fiscal Year 2022/2023:

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$55,491.63
Prime	\$56,112.63
LGIP Acct 1	\$482,224.66
Total Operating	\$593,928.92
BERF	\$116,854.97
Debt Service	\$79,378.04
Total All Funds	\$790,161.93

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$862,137.92
Prior Taxes	\$13,459.60
Other Revenues	\$161,432.87
Total Income General Fund	\$1,037,030.39
Income BERF/ Debt Service	\$2,150.20
Total Incomes all Funds	\$1,039,180.59
Expenses	
Personal Services	\$438,501.06
Material and Services	\$157,244.74
Capital Outlay/ GF Debt Service	\$385.00
Total Expenditures	\$596,130.80
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.14
BERF Equipment	\$24,268.52
BERF Building	\$0.00
Total Expenditures BERF	\$24,268.66
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$78,146.23
Total Expenditures all Funds	\$698,545.69

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3												3
EMS	43												43
MVC/RES	5												5
Burn Complaints	2												2
Good Intent	3												3
Lift Assists	3												3
Total	59												59
YTD	59	59	59	59	59	59	59	59	59	59	59	59	
Daily Avg	1.9	0	0	0	0	0	0	0	0	0	0	0	

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	2	4	2	8	8	1	11	18	7	7	3	73
EMS	60	75	70	73	60	61	75	54	69	58	49	55	759
MVC/RES	6	4	7	4	0	5	6	8	5	1	1	15	62
Burn Complaints	1	2	3	0	0	8	5	6	4	6	3	1	39
Good Intent	11	8	5	5	7	3	4	5	0	5	14	34	101
Lift Assists	0	0	0	1	7	5	4	7	1	4	3	11	43
Total	80	91	89	85	82	90	95	91	97	81	77	119	1077
YTD	80	171	260	345	427	517	612	703	800	881	958	1077	
Daily Avg	2.6	3.1	2.9	2.8	2.6	3	3.1	2.9	3.2	2.6	2.6	3.8	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2023	59												59	59
2022	80	91	89	85	82	90	95	91	97	81	77	119	80	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	78	910
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	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	64	775
Avg	68	62	67	66	63	71	70	75	75	69	69	77	68	

Monthly Training Report

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 **January, 2023**.

Weekly Training:

1. **01/04/2023:** We had an association meeting, safety meeting, and an EMS Drill: We conducted the classroom portion of an airway drill. **Total: 14.95 staff hours.**
2. **01/11/2023:** We did the classroom and hands on portion of Ground Ladders class. **Total: 40 staff hours.**
3. **01/18/2023:** We did a class on the basics of ropes and knots for rope rescue. **Total: 28 staff hours**
4. **01/25/2023:** We did a continuation of ropes and knots for rope rescue and added ropes and knots for the fire ground. **Total: 28 staff hours.**

Joint Training:

1. No joint training in January.

Special Training:

2. No special training in January.

110.95 Total staff training hours completed in January, 2023.

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. Staff are working diligently to get the new engine in service. We should be close by the end of February. We have talked about a small celebration and doing a “push-in” to place it in service.
- B. I flew back to Uniondale Fire District on Tuesday February 7th and met with their staff and the dealer (Signal 5 Fire Apparatus) on the morning of the 8th. I reviewed the vehicle, and we completed the sale. I was on the highway by 10:30 Eastern Time.
- a. Wed. - Uniondale, NY (Queens) to Washington, PA - 7 hrs/ 420 miles.
 - b. Thurs - Washington PA to Kansas City, KS - 12 hrs/ 820 miles.
 - c. Fri - Kansas City, KS to Laramie, WY – 10 hrs/ 685 miles.
 - d. Sat – Laramie, WY to Ontario, OR – 11 hrs/ 740 miles.
 - e. Sun – Ontario, OR to home – 9 hrs/ 500 miles.
 - f. Totals: 49 hours, 3,165 miles.
- C. The crews competed a burn to learn last Saturday which was a successful training exercise for all involved, we once again hosted firefighters and offices from neighboring agencies.
- D. We received the \$5,000 check from the Coquille Indian Community Fund and will be matched by \$5,000 from SDAO’s Safety & Security Grant program plus \$5,000 from the general fund to upgrade the exterior lighting around station 1 for nighttime security plus additional lighting in the front and rear parking areas and front ramp for work space lighting when working on the equipment after dark and restoring the equipment to response ready status. I am waiting for the seismic upgrade grant program before we start work on this as it would coincide with that work if we receive that grant. Our current status is sometime in April we should hear if we will be successful for that grant. Station 2 will be done upon completion of the first station.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Agreement for housing lease to CFPA

After discussions with CFPA, we have settled on a cost of \$1,000/ month starting June 1st and ending October 31st. We will provide 4 rooms, all at Crown Point Station. The agreement provides oversight for those residents they place in the rooms including violation intervention.

The rules provide for the protection of CFD assets and when visitors are allowed and required to leave the property.

The agreement will provide \$5,000 to the district with a minimal cost for electricity.

Sewer is a fixed cost and water is provided from a well on the property.

Additional Unfinished Business:

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

New Business

Automatic Aid agreement

After several discussions with Chief's Mason and Aton from Central Coos Fire & Rescue, we have agreed to move forward on an operational agreement to provide each agency a water tender and a senior officer upon dispatch to a known working structure fire. This will reduce the time to get a second water tender moving towards each district when needed for water supply plus sharing the senior officers to begin filling the incident command positions quicker on these larger incidents. Currently, I have estimated that a mutual aid water tender is a minimum of 30 minutes out from request to on scene from either, Central Coos and North Bay. This automatic aid request would be initiated by the dispatcher upon paging the original agency to the fire. If the hosting agency determines the additional resources are not needed upon arrival or anytime during the incident, these resources can be canceled at any time.

This is a beginning of future operational changes that we can see that will further enhance the safety of the citizens of our region.

RESOLUTION 22-004: 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 2022–2023 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 2022–2023;

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 Materials & Services Category:

<u>Volunteer Reimbursement</u>	\$ 10,000
<u>State & Federal Reimbursements</u>	\$ 10,000
<u>Grant Expenditures</u>	\$ 32,000
<u>Total Transferred Out - Materials & Services</u>	<u>\$ 52,000</u>

From the Contingency:

<u>Contingency Fund</u>	\$ 9,000
<u>Total Transferred Out - Contingency</u>	<u>\$ 9,000</u>
<u>Total Transferred Out - All Categories</u>	<u>\$ 61,000</u>

TRANSFERS IN

To the Personal Services Category:

<u>Paid On Call Firefighters</u>	\$ 7,000
<u>Part Time Positions</u>	\$ 10,000
<u>Overtime</u>	\$ 8,000
<u>Total Transferred Out - Personal Services</u>	<u>\$ 25,000</u>

To the Materials & Services Category:

<u>Equipment Maintenance</u>	\$ 4,000
<u>Building Maintenance</u>	\$ 4,000
<u>Travel & Lodging</u>	\$ 3,000
<u>Meals</u>	\$ 3,000
<u>Office Supplies</u>	\$ 7,000
<u>Motor Vehicle & Heating Fuels</u>	\$ 4,000
<u>Fire Prevention</u>	\$ 1,000
<u>Medical Supplies</u>	\$ 1,000
<u>Firefighting Supplies</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 8,000
<u>Total Transferred In - Materials & Services</u>	<u>\$ 36,000</u>
<u>Total Transferred In - All Categories</u>	<u>\$ 61,000</u>

Passed by the Board of Directors this 15th day of February, 2023

Approved:

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.

B.