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 District will be held on **October 20, 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 October 20, 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 October 20, 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 October 20, 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 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 September 29, 2021
Financial: Approval of the statements of revenue and expense & check register September 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

Part time Training Assistant Position Temporary
Discussion and Action on the proposed part time training assistant to train the new training officer
Purchase Orders
Action on purchase requests for replacement Fire hose under a grant purchase
Paid-On-Call program
A discussion item on hiring paid-on-call Firefighter/EMT's to support staffing
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

Retirement presentation to Deputy Chief Daryl Kemmerle

Adjournment

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

September 29, 2021
Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors
Called to Order: 7:18 PM
Flag Salute
Roll call:

Present: Roy Holland, Ed Powers, Dave Richards, Don Manley
Absent: Nancy Santos
Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom)

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting August 18, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	$100.00
Operating	$11,722.35
Prime	$40,508.25
LGIP Acct 1	$90,878.62
Total Operating	$143,209.22
BERF	$71,437.77
Debt Service	$12,885.05
Total All Funds	$227,532.04

Motion: Ed Powers, 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:

Additional Unfinished Business:

None

NEW BUSINESS:

Resolution 21-007 Adopting a Temporary Policy to meet Order PH38-2021

A RESOLUTION ADOPTING REVISIONS TO THE CHARLESTON FIRE DISTRICT POLICY

RECITALS

1. **WHEREAS,** in order to carry out its authorized function of fire protection and precaution pursuant to the authority granted by ORS §§ 478.010 *et seq*, it is necessary for the protection of the health, safety and general welfare of the District and the District members, that the Charleston Fire District adopt the following resolution; and

2. **WHEREAS,** updating and amending the District Policy is necessary; and

3. **WHEREAS**, the Board has reviewed and approved the attached Policies (attached as Exhibit A and incorporated herein)

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.

2. The Charleston Fire District hereby adopts the updated policy set forth in Exhibit A attached to this resolution and directs Staff to incorporate the changes into the District's Policy documents.

Passed by the Board of Directors this 29th day of September, 2021

Resolution Attachment A:
Temporary Policy Regarding Temporary Administrative Order PH38-2021 OAR 333-019-1010

Temporary Administrative Order PH38-2021 OAR 333-019-1010 COVID-19 Vaccination Requirement for Healthcare Providers and Healthcare Staff in Healthcare Settings, Effective Date 08/25/2021 through 01/31/2022

In accordance with OAR 333-019-101, the Charleston Fire District is adopting a temporary policy to comply with the requirements for Temporary Administrative Order PH38-2021. This temporary policy will be in effect until 01/31/2022 unless rescinded or modified.

On or before October 18, 2021, all Charleston Fire District Staff and Volunteers who hold licensure from Oregon Health Authority, including, but not limited to:

- Emergency Medical Responders (EMR)
- Emergency Medical Technicians (EMT)
- Advanced EMT (AEMT)
- EMT-Intermediate (EMT-I)
- Paramedics,

and respond to medical emergencies must have completed a Charleston Fire District Temporary Administrative Order PH38-2021 Requirements and Verification Form and have received notification of its completion/acceptance by the Fire Chief acting as the District human resources director. Forms will be retained in accordance with applicable federal and state laws; maintained for at least two years; and provided to the Oregon Health Authority upon request.

Attachments:

A. Charleston Fire District Temporary Administrative Order PH38-2021 Requirements and Verification Form
B. COVID-19 Vaccine Medical Exemption Request Form (OHA 3870)
C. COVID-19 Vaccine Religious Exemption Request Form (OHA 3871)

Signature: _____ Date: _____
Michael Sneddon, Fire Chief

Temporary Policy Attachment A:

Charleston Fire District

Temporary Administrative Order PH38-2021

Requirements and Verification

Firefighter Name: _____ License #: _____

To ensure that the Charleston Fire District Remains in compliance with Temporary Administrative Order PH38-2021 the following requirements must be met for anyone holding licensure from Oregon Health Authority:

_____ Provide proof of Vaccination to HR

Or

_____ COVID-19 Vaccine Medical Exemption Request Form using provided Oregon Health Authority Form (OHA 3870)

_____ Acceptance of COVID-19 Vaccine Medical Exemption Request Form

Or

_____ COVID-19 Vaccine Religious Exemption Request Form using provided Oregon Health Authority Form (OHA 3871)

_____ Complete Follow-up Charleston Fire District Questionnaire and interview with HR

_____ Acceptance of COVID-19 Vaccine Religious Exemption Request Form

I, _____ certify that _____ has met the requirements as laid out in Temporary Administrative Order PH38-2021.

HR Signature: _____ Date:_____

Date of Notification: _____

Firefighter Signature: _____

Temporary Policy Attachment B:

OFFICE OF THE DIRECTOR
Office of the State Public Health Director

COVID-19 Vaccine Religious Exception Request Form

I am requesting an exception from the COVID-19 vaccination on the basis of a sincerely held religious belief.

Individual's name:	Date of birth:
Phone number:	
Employer/Organization:	Job Title/Position:

Please check the boxes below as appropriate and complete related questions:

Receiving the COVID-19 vaccination conflicts with my religious observances, practices or beliefs as described below.
Please describe your religious belief and how it affects your ability to receive a COVID-19 vaccination

I certify the above information to be true and accurate and that I sincerely hold the religious beliefs described above.

Signature:	Date:

Please note that if your exception request is approved, you may be required by your employer or other responsible party to take additional steps to protect you and others from contracting and spreading COVID-19. Workplaces are not required to provide this exception accommodation if doing so would pose a direct threat to the excepted individual or others in the workplace or would create an undue hardship.
Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsoha.state.or.us.

Temporary Policy Attachment C:
OFFICE OF THE DIRECTOR
Office of the State Public Health Director

Oregon Health Authority

COVID-19 Vaccine Medical Exception Request Form

Instructions: Please refer to the Instructions for filling out the COVID-19 Medical Exception Request Form. If you are requesting an exception from the COVID-19 vaccination requirement for medical reasons you must fill out this form and **submit it to your employer or other responsible person**.

DO NOT SEND THIS FORM TO THE OREGON HEALTH AUTHORITY.

I am requesting an exception from the COVID-19 vaccination requirement on the basis of a diagnosed physical or mental condition that limits my ability to receive the COVID-19 vaccination, as certified by my medical provider below.

Individual's name:	Date of birth:
Phone number:	
Signature:	Date:
Employer/Organization:	Job Title/Position:

Please note that if your exception request is approved, you may be required by your employer or other responsible party to take additional steps to protect you and others from contracting and spreading COVID-19. Workplaces are not required to provide this exception accommodation if doing so would pose a direct threat to the excepted individual or others in the workplace or would create an undue hardship.

Statement from Medical Provider

Your patient, named above, has requested an exception to the COVID-19 vaccination requirement due to a medical condition. Please provide the information below.

Please check an option below and complete related questions:

☐ The patient should not receive the COVID-19 vaccination due to a medical condition.

What is the medical condition that prevents them from receiving the COVID-19 vaccination?

☐ Yes ☐ No Is the medical condition permanent?

☐ Yes ☐ No Is the medical condition temporary? If yes, what is the expected duration?

Please describe how this medical condition impacts their ability to receive the COVID-19 vaccination.

☐ The patient may not receive a certain type of COVID-19 vaccination. The patient may receive a vaccination manufactured by.

☐ The patient may receive a COVID-19 vaccination.

I certify the above information to be true and accurate.

Printed name of medical provider:	Date:
Signature of medical provider:	Work address:
	Work telephone number:

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsoha.state.or.us.

Providence Additional Language:

Please email this completed form to

Oregon.regioncaregiverhealthservices@providence.org

Motion: Don Manley, 2nd by Ed Powers to approve Resolution 21-007 Adopting a Temporary Policy to meet Order PH38-2021 and a temporary District Policy Change.
Discussion: Some discussion on the temporary policy and hesitation on the policy. Chief Sneddon commented that the policy is unfortunately meeting a mandate set forth by the governor and is the same as other agencies in the area in which legal counsel commented that it was from North Bend and before that Coos Bay as her firm represents both cities.
Motion Carried by a vote of 3 to 0 with Dave Richards abstaining

Additional New Business:
Ed Powers requested an update on the change of command for the District with all the recent changes.

GOOD OF THE ORDER:
A. Deputy Chief Kemmerle retires effective 10/1/21

President Holland adjourned the meeting at 7:50 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary

(Ending Last Day of prior month)

Patty Cash	$100.00
Operating	$8,030.09
Prime	$62,643.81
LGIP Acct 1	$5,211.29
Total Operating	$75,985.19
BERF	$1,516.76
Debt Service	$12,895.91
Total All Funds	$90,397.86

Budget Summary incomes verses expenditures:

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

Revenues	
Taxes	$3,895.95
Prior Taxes	$5,406.04
Other Revenues	$4,303.28
Total Income General Fund	$13,605.27
Income BERF/ Debt Service	$96.52
Total Incomes all Funds	$13,701.79
Expenses	
Personal Services	$181,688.34
Material and Services	$46,872.03
Capital Outlay/ GF Debt Service	$165.00
Total Expenditures	$228,725.37
Transfers to BERF	$0.00
BERF M&S Equipment Repair	$0.00
BERF M&S Building Repair	$0.00
BERF M&S Other	$0.07
BERF Equipment	$0.00
BERF Building	$0.00
Total Expenditures BERF	$0.07
Transfers to Debt Service Fund	$0.00
Debt Service Fund	$0.03
Total Expenditures all Funds	$228,725.47

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
Fire	4	3	6	3	6	6	6	8	5				47
EMS	53	46	43	58	60	60	51	61	62				494
MVC/RES	10	4	2	4	2	7	7	9	3				48
Burn Complaints	5	1	3	2	1	2	2	5	1				22
Good Intent	6	0	3	2	3	4	4	6	4				32
Total	78	54	57	69	72	79	70	89	75	0	0	0	643
YTD	78	132	189	258	330	409	479	568	643	643	643	643	
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	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/RES	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
Total	69	55	64	60	60	75	62	62	80	59	75	58	779
YTD	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 30 days, 75 calls equals 2.50 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2021	78	54	57	69	72	79	70	89	75				643	643
2020	69	55	64	60	60	75	62	62	80	59	75	58	587	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	554	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	547	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	577	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	538	708
Avg	66	55	61	64	60	70	62	70	68	60	62	61	574	

Training Report, September 2021

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during September, 2021.

Weekly Training:

1. We continue on-line Target Solutions training (Fire & Medical continuing education).
2. Due to the newest COVID outbreak in Coos County, all internal drills were suspended by the Fire Chief.

Joint Training:

1. None

Special Training:

1. planning session with officers to plan training and reorganization of the training program management

Public Relations:

1. None

There were **0** training hours completed in the month of August.

Respectfully submitted,

Chief Sneddon

ADMINISTRATIVE REPORT

A. The engine in refurb is back in service, we still have a couple minor issues we are dealing with.

B. Crews painted or touched up all three stations this summer, We still have more to do and will most likely continue next spring.

C. We recently placed red screens on the exterior lights of all three stations in honor of National Fallen Firefighters memorial weekend.

D. The beginning of October took off and Charleston Fire answered 30 alarms in the first 10 days including a commercial fire at Captain John's motel and a travel trailer fire up seven devils rd. This is a 90+ call pace for the month. Our current pace of calls for service are on pace for over 860 calls this year. This is a potential increase of over 10% from prior years. Later in this report is an informational item on a program to help alleviate coverage problems we are currently having.

E. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The recent COVID policy is in place and we are working through it still. In a volunteer situation like this there are times that volunteers are out of touch or not making contact and thus seeking the information is not available. I have made it clear that in accordance with the policy and during the life of this policy unvaccinated members will not be allowed to be around or near patients. This means they are still able to respond to non- medial calls and be utilized in areas that meet the rule.

F. At the last meeting VP Powers requested a current chai of command for the organization.

Chief: Mick Sneddon
Battalion Chief: Jerry Huff
Captains: Russell Shield, Don Marr & Jeff Henderson
Lieutenants: Chris Eiselein, Jenny Powers, Nickl Terrell & Jim Bush (LT. Fire Marshal)
Engineer/ Firefighter: Tina Powers, Austin Cybulski & Hunter Betzinger
(Austin and Hunter to be promoted to LT when training is completed next spring)

The remaining are line firefighters/ EMT's and support services.

We are currently seeking new volunteers and have some waiting on interviews and background checks. Getting active volunteers has been a challenge and the recent pandemic and other issues that we are working through has not helped. Of our volunteer corps, there are roughly 3 to 5 that we see regularly and the rest we are reviewing their status to determine if they can become more active or released from the program.

G. The final discussion item not requiring action is a potential vehicle replacement plan. Wea re in need of replacing the three vehicles in the next 2 years. The first is the rescue, where I had thought the best course of action was to replace the chassis on the rescue, I have decided after extensive discussion with the membership that a F350 crew cab with a canopy and drawer would be a much better purchase and would save money and headaches in the long run. I took some time recently and looked at what w are carrying in that rescue and found much of it was things we have not used in years if ever. The second vehicle is a replacement command buggy for me. The 2005 Suburban is being retired due to constant repair needs and the 2005 pickup I am currently using is going to begin to do the same. I plan to request the suburban be declared surplus and sold via govdeals.com in the next few months. My vehicle would be an F150 and can be a couple years old thus reducing the cost and still providing a good vehicle. The F350 should be a new purchase and given the current situation would be several months off before we could consider that purchase. We do have the funds in the reserve fund this yea to make these purchases. The final would be a new engine and with the purchasing program we can purchase another Pierce without a bid program. Reviewing the apparatus companies, I find that Pierce is the most trouble free and trustworthy manufacturer out there. They also have the closest warranty center which is in Eugene. Charleston has relied on Pierce for 35 years and I see no reason to change. The biggest hurdle with the engine purchase is that the cost is going to be $500,000 which will require a bond purchase. It is a proven concept that purchasing on a truck on a debt service contract actually saves money over the life of the vehicle verses saving the money and paying cash. With the current interest rates, the overall cost of the truck would be less to purchase now verses waiting 5 years or longer to save the money.

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

Part Time Training Position Temporary
I am proposing a part time training assistant position for a period of 18 months. The position will work in a consulting role except as an employee. They will be responsible for helping the new training officer learn the position and create the new training program which is being rebuilt from the ground up. I am proposing a wage of $15.00 per hour and 12 hours per week. The cost in wages and fees is under $10,000 for the remainder of this fiscal year. My proposal is to utilize the expertise in instruction and program creation of Tina Powers in teaching Hunter in creating and managing this valuable program. Tina has an education in teaching many different learning styles generationally and mentally. I see it as an important investment in the training program and the organization as a whole.

Purchase Order
I recently was notified that the grant for the Volunteer Fire Assistance grant was approved due to an excess of funds. I was notified last spring of a denial, in September they emailed and stated it was available. The grant is a 50% match for 3,000 feet of 2.5” hose and 3,000 feet of 1” hose with quarter turn couplings to match with Coos Forest Patrol. I am ordering the 1” as the cost was under the $5,000 cap in accordance with policy and is the same vendor as CFPA. The 2.5” hose is much more. The 1” is through Mallory Company in the amount of $3,337.50. District cost is $1,668.75.

I have three quotes for the 3,000 feet of 2.5” NFPA structural hose:

Seawestern:	$10,999.80 plus shipping
Cascade Fire Equipment:	$12,900 plus shipping
Fire hose Direct:	$15,756.60 plus shipping

I propose we purchase the hose from Seawestern of Seattle, Washington in the amount of $10,999.80 plus shipping costs. District cost is $5,499.90

The grant has a value of $18,000 and a 50% match. This means that the 50% of the cost of the hose will be reimbursed under the grant to the District. I had planned to purchase 1,000 feet this year already. The need to replace this hose has been showing each year as we have 1 or 2 sections fail annual testing. Most of the 2.5" hose was purchased around 2000. We purchased 1,000 feet last year.

Total cost to the district after the grant and before shipping is $8,837.40, the Grants line item has $80,000 available.

Paid-on-call program

I would like to start a discussion on a new program that could help with coverage for call backs and major alarms. I have discussed briefly for some time a "paid-on-call" program where we hire 3 to 5 "paid-on-call" firefighter/EMT's as a pool to call on for times when career staff take time off or are sent to out-of-town training. These staff would be paid for all they do including training, call backs for major alarms and of course leave time for full time staff. Under current labor laws I cannot utilize a volunteer firefighter to cover for a full-time staff as the paid not unpaid then for the same type of tasks is not allowed. I estimate a cost of under $30,000 for a year with this program, it also reduces the overtime on a cover shift as the entire cover shift would be at time and half for the full-time staff to cover and a "paid-on-call" staff would not reach overtime until they have 40 hours in a 7-day week. This means that if they have not returned for any calls or drill time in that week, then only 8 hours would be time and half. This program would not replace the volunteer program nor the student program by any means but would be another program to provide needed coverage to meet the service needs of our community, a need that is getting harder to fulfill with the current staffing models used. The actual program specifics still need to be spelled out in policy and guidelines and can be brought back in a future board meeting if the Board is interested. Funding is available within the current budget through the reducing of staffing salaries in the change of staff and the contingency fund.
This discussion item is to determine your interest in this program and if there is, I will return in November with a full program for approval.

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) Trunk or Treat hosted by the Charleston Fishing Families is a go for October 31st 4 to 7 pm at the Charleston Boat Basin. We will be there with a booth.

B) Request for meeting date change for November Board Meeting. I have a family vacation in California during the week of the 17th and I am requesting to move the meeting up one week to November 10th.

C)