



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection will be held on **September 16, 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 September 16, 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 September 16, 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 September 16, 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 August 19, 2020

Financial: Approval of the statements of revenue and expense & check register for August 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 arisen since the posting of the agenda

New Business

Vehicle transfer to Upper McKenzie Fire District

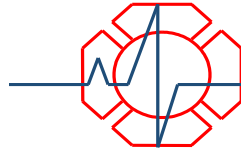
Review and action on transferring a surplus ambulance to a Fire District that lost one in the Holiday Farm Fire

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.

August 19, 2020

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

Called to Order: 7:05 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Heide Cummings, Kim Davidson (Via Zoom) & Dave Richards

Absent: None

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting July 15, 2020
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 61,203.25
Prime	\$ 25,176.74
LGIP Acct 1	\$ 82,741.35
Total Operating	\$ 169,221.34
BERF	\$ 50,349.30
Debt Service	\$ 13,571.06
Total All Funds	\$ 233,141.70

Motion: Heide Cummings, 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.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Audit Engagement Letter

Review and action on the engagement letter for audit services for FY1920

Motion: Ed Powers 2nd by Kim Davidson to approve the audit engagement letter for audit services for FY1920.

Discussion: None

Motion Carried by Unanimous Decision

Resolution 20-006

Honoring 28 years of volunteer service by Lieutenant Linda Willis

WHEREAS, Lieutenant Linda Willis (retired) has served as a member of the Charleston Fire District and the Charleston Volunteer Firefighters' Association for 28 years with dedication and distinction; and

WHEREAS, the Officers and Firefighters of the Charleston Fire District are cognizant of Linda's special talents and expertise in the field of Fire, EMS and as a Seamstress, and the invaluable service she has given our community as a responder and her work to sew patches on uniforms and repair district uniforms at no cost to the District of staff; and



NOW, THEREFORE, THE DISTRICT HEREBY RESOLVES that the Board of Directors for the Charleston Rural Fire Protection District does hereby convey to Linda our heartfelt appreciation and commendation for her long-time service, and for her dedication to the welfare of our community and firefighters.

Passed by the Board of Directors this 19th day of August, 2020

Motion: Ed Powers 2nd by Heide Cummings to approve the honoring of 28 years of volunteer service by Lieutenant Linda Willis

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Chief Sneddon brought up that the gun raffle for the Charleston Association of Volunteers is still going on.
- B. Chief Sneddon brought to attention the Districts new improved ISO rating. The ISO rating improved from a 4/8b to a 3 providing reduction opportunities for fire insurance around the District.

President Holland adjourned the meeting at 7:25 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 August, 2020)

Petty Cash	\$ 100.00
Operating	\$ 22,446.17
Prime	\$ 70,903.62
LGIP Acct 1	\$ 26,687.01
Total Operating	\$ 120,136.80
BERF	\$ 36,139.31
Debt Service	\$ 13,581.30
Total All Funds	\$ 169,857.41

Budget Summary incomes versus expenditures:
Ending Last Day of August
for Fiscal Year 2020/2021

Revenues	
Other Revenues	\$ 5,632.46
Prior Taxes	\$ 1,806.71
Taxes	\$ 2,075.26
Total Income General Fund	\$ 9,514.43
Income BERF/ Debt Service	\$ 117.94
Total income all Funds	\$ 9,632.37
Expenses	
Personal Services	\$ 97,937.67
Materials and Services	\$ 27,530.36
Capital outlay/ GF Debt Service	\$ 110.00
Total Expenditures	\$ 125,578.03
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.08
BERF M&S Other	\$ 0.08
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.16
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 0.02
Total Expenditures all funds	\$ 145,826.21

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	7	5	4	3					37
EMS	54	40	49	41	37	58	45	53					377
MVC/Rescue	4	4	4	2	7	4	4	4					33
Burn Complaints	4	5	3	8	4	2	4	2					32
Good Intent	5	2	2	3	5	6	5	0					28
Monthly Total	69	55	64	60	60	75	62	62					507
Year to Date	69	124	188	248	308	383	445	507	507	507	507	507	

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: 31 days, 62 calls equals 2.00 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	60	75	62	62					507	507
2019	60	57	55	65	51	53	64	76	73	79	48	63	481	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	499	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	502	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	483	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	509	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	435	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	362	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	422	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	375	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	346	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	381	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	379	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	449	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	396	567
avg	56	48	50	54	55	54	56	61	53	57	50	59	435	

Training Report, August 2020

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

Weekly Training:

1. Association Meeting. (Zoom Meeting)
2. Safety Committee (Zoom Meeting)
3. We continue on-line Target Solutions training (Fire & Medical continuing education).
4. Student Drills - Second year students are working on Apparatus Operator and being mentors for new students task book check offs and assisting new volunteers.
5. New recruits are working on In-House Task Books.

Joint Training:

1. Joint Student Academy held at the SOCC Campus Fire Tower. Coos Bay Fire & North Bend.

Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays. Fire District continues to get updates.
2. Vehicle Extrication, patient packaging and extrication tool use.

There were **231.25** training hours completed in the month of August.

Respectfully submitted,

Deputy Fire Chief Kemmerle
09/11/2020

ADMINISTRATIVE REPORT

- A. The District picnic has been postponed until indefinitely.
- B. The Zoom Meetings will continue for our Board Meetings until hazard of COVID-19 goes away. Under the current protocols, masks will be worn during the meetings and all members in the station during the meeting will be required to wear a mask as well.
- C. ODOT has a culvert replacement started 9/14/2020 for third creek which is just North of Station 1. There will be some brief interruptions in our service during the three week replacement. The interruptions will be when the highway is closed, units will have to take the bypass around Penny to get to the North of the Station. For the most part, interruptions should be limited. This project is due to the collapse of the original culvert pipe in 2019. The water has been diverting through the old steel supply pipe for the pulp mill that was across the highway.
- D. The student program is in full swing and the school year at SWOCC starts 9/14/2020. We currently have 6 students in the program and the recruits have been in their recruit academy the last 2 weeks. We have again teamed with Coos Bay, North Bend and North Bay on this academy as well as support from the SWOCCC Fire Science program. The trip to the Eugene Fire training facility and the DPSST training facility in Salem was postponed due to the fire situation.
- E. Charleston provided an engine with 4 and myself for structural protection at the North Bank Rd MM8 fire on the 9th. We were tied up on a half-acre fire off Libby on the 8th or we would have been there on that day as well.
- F. Current restrictions through CFPA are that no use of power tools ie lawn mowers, weed trimmers etc are allowed until the fire danger subsides some. We currently are in Extreme Fire Danger.

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

Vehicle Transfer

Since we were preparing to surplus the 2002 Wheeled Coach Ambulance and the fact it was given to us by Winston-Dillard Fire, I feel it is best that we offer and it free to Upper McKenzie Fire to replace a unit they lost when one of their stations burned in the Holiday Farm Fire. This would be a direct transfer to them.

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 Gun raffle sales for the Charleston Volunteer Firefighter's Association are still happening, slow sales this year without the usual events we use to sell the tickets at.

B)