



CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

“WE’RE HERE FOR LIFE”

Notice of a Regular Meeting & Budget Hearing

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District & Budget Hearing will be held on **June 19, 2024** at the Barview Fire Station, 92342 Cape Arago Highway, at **6:00 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.

A zoom option is available for those who choose to attend online. The public will be able to attend in person, listen to the proceedings or to attend through video conferencing. The public may secure digital access to the Board meeting by sending an email to charchief8201@gmail.com by **2 PM June 19, 2024**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall.

Budget Hearing

Public Input, Board review of the approved Budget for fiscal year 2024/2025

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 May 15, 2024

Financial: Approval of the statements of revenue and expense & check register May 2024

Special considerations

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 24-003

Adopting Budget for Fiscal Year 2023/ 2024

Resolution 24-004

General Fund Transfer

Resolution 24-005

Interfund Loans

Automatic Aid Agreement with Coos Bay Fire Department

Agreement establishing automatic aid between the two agencies.

Memorandum of Understanding

MOU for the use of the new training facility at SWOCC

Fire Protection Agreement Coquille Indian Tribe

Review of renegotiated agreement for emergency response to tribal properties on Kilkitch Village.

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



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

May 15, 2024

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

Called to Order: 6:03 PM

Flag Salute

Roll call: Present: Roy Holland, Dave Richards, Nancy Santos, Don Manley, & Ed Powers

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting April 17, 2024
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$6,738.47
Prime	\$37,889.50
LGIP Acct 1 & 2	\$145,418.99
Total Operating	\$190,146.96
BERF	\$38,269.63
Debt Service	\$80,062.19
Total All Funds	\$308,478.78

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

Discussion: None

Motion Carried by Unanimous Decision

Special considerations

Badge Pinning ceremony for new hire Reed Hamilton and swear-in ceremony. All staff that were present renewed their oath of office as well. Chief Sneddon presented two DPSST certificates to FF/ENG Jimmy McNeill.

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief Sneddon briefed the Board on the recent grant for the purchase of a new training prop for forcible entry from the three Rivers Foundation. Chief Sneddon also reported on the Coquille Indian Tribe requesting that we renegotiate their contract.

UNFINISHED BUSINESS:
RESOLUTION 24-002: POLICY CHANGES

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 15th day of May, 2022

Motion: Ed Powers, 2nd by Don Manley to adopt Resolution 24-002 Policy Change.

Discussion: Chief Sneddon noted that he had removed references to the Deputy Chief and Administrative Assistant after last meetings discussions.

Motion Carried by Unanimous Decision

Additional Unfinished Business

No additional unfinished business was declared.

NEW BUSINESS:

Purchase Order

Chief Sneddon reported on the grant supporting a majority of the purchase price is a new forcible entry prop through the Three Rivers Foundation and support from the Charleston Volunteer Firefighters' Association. The total cost is \$10,519 from The Fire Store. The Association has pledged \$1,000, we recently received a \$500 donation and the remaining \$1,019 will be from the training budget.

Motion: Don Manley, 2nd by Ed Powers to approve the purchase order as requested for \$12,519 for a forcible entry prop from The Fire Store with partial grant support.

Discussion: none

Motion Carried by Unanimous Decision

Dispatch Agreement

Review and action on the proposed Dispatch Renewal Agreement with Coos County Sheriff's Office. The Sheriff's Office has sent the renewal agreement for dispatching services and it is ready for review and approval. The new rate is \$11.49 per call and is based on the 2022 call volume. The cost for this

year is \$11,834.70 plus \$295.87 for the Equipment upgrade Fund (2.5%) for a total cost of \$12,130.57.

Motion: Dave Richards, 2nd by Don Manley to approve the dispatch agreement as proposed with Coos County Sheriff's Office in the amount of \$12,130.57.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

No additional New Business was declared.

GOOD OF THE ORDER:

- A. The Sportsman's raffle is available now featuring three guns, two kayaks, a sport fishing trip and a few other items.

- B. The Pancake feed for the 4th of July will be in the works shortly as well.

Roy Holland adjourned the meeting at 6:35 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary: Fiscal Year 2023/2024:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$6,001.70
Prime	\$37,074.04
LGIP Acct 1 & 2	\$152,824.11
Total Operating	\$195,999.85
BERF	\$38,438.18
Debt Service	\$80,414.82
Total All Funds	\$314,852.85

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$930,407.32
Prior Taxes	\$20,085.58
Other Revenues	\$159,607.58
Total Income General Fund	\$1,110,100.48
Income BERF/ Debt Service	\$5,408.10
Total Incomes all Funds	\$1,115,508.58
Expenses	
Personal Services	\$781,118.91
Material and Services	\$318,306.56
Capital Outlay/ GF Debt Service	\$605.00
Total Expenditures	\$1,100,030.47
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$12,293.42
BERF M&S Building Repair	\$6,624.00
BERF M&S Other	\$0.06
BERF Equipment	\$13,009.88
BERF Building	\$0.00
Total Expenditures BERF	\$31,927.36
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$77,807.82
Total Expenditures all Funds	\$1,209,765.65

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2024:

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	2	0	4	3								13
EMS	66	48	55	44	42								255
MVC/RES	0	1	5	1	2								9
Burn Complaints	2	6	3	5	5								21
Good Intent	8	9	15	11	10								53
Lift Assists	7	5	5	7	6								30
Total	87	71	83	72	68	0	0	0	0	0	0	0	381
YTD	87	158	241	313	381	381	381	381	381	381	381	381	
Daily Avg	2.8	2.4	2.7	2.4	2.2	0	0	0	0	0	0	0	4.2

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6	7	8	7	4	72
EMS	43	41	49	53	57	43	71	81	76	47	67	56	684
MVC/RES	5	6	2	2	5	4	1	4	3	6	5	9	52
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3	4	49
Good Intent	3	8	3	6	4	4	2	10	3	9	5	33	90
Lift Assists	3	7	1	2	1	5	4	3	0	3	1	2	32
Total	59	69	60	70	84	67	87	108	98	81	88	108	979
YTD	59	128	188	258	342	409	496	604	702	783	871	979	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	3.5	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2024	87	71	83	72	68								381	381
2023	59	69	60	70	84	67	87	108	98	81	88	108	342	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	427	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	330	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	308	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	288	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	294	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	316	775
Avg	71	64	68	67	66	71	72	80	78	70	72	82	336	

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 **May, 2024**.

(hours listed are staff hours and not class time hours)

Weekly Training:

05-01-2024: Forcible entry-Door prop **(33 hours)**

05-08-2024: Medical- Combi tube, King airways, managing sucking chest wounds **(20 hours)**

05-15-2024: Ropes and Knots **(22 hours)**

05-16-2024: Association Meeting **(12 hours)**

05-22-2024: Type 6 ops with Tender shuttle **(22 hours)**

Joint Training:

05-28-2024: CCF&R Type 6 ops with Tender and porta tank **(16 hours)**

Special Training/Events:

05-19-2024: Burn to learn with CCF&R **(35 hours)**

Shift Training:

1. Shift training topics:
Monday = Medical,
Tuesday = Target solutions,
Wednesday = Water Wednesday (Apparatus Operator topics),
Thursday = Technical (Rope, Hazmat, Vehicle, Drone, etc),
Friday = Fire (try for hands on or do table top),
Saturday = Safety (NIOSH review),
Sunday = Scenarios (table top).
2. Total shift training hours: **(36 hours)**

Total training hours for the month of **May, 2024: (160 hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. HB 2805: new mandatory “public meetings” training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. As members of the governing body for Charleston RFPD each of you must receive Public Meetings Law training at least once during each term of office. “Still No additional information is currently available as of June 14”.
- B. We are currently in the roll out of First Due our new online records, scheduling, training, incident management and notification software.
- C. The dispatch service change to Coos Bay Police Dispatch is still in the discussion phase at Coos Bay.
- D. Southwestern had a dedication ceremony for the new training facility last month. We will start using the facility as soon as the Memorandum of Understanding is full signed and executed. This is on the agenda for this board meeting.
- E. Several of the current staff spent 40 hours last week working towards their Rope Rescue Technician Certification.
- F. Hiring process for the seasonal positions is occurring presently. They are scheduled to start July 1st.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Budget Hearing

The Board President will open the Board Meeting and after roll call will open the Budget Hearing. He will request input from all those in attendance. When deliberation and discussion is completed the Board President will then close the Budget Hearing and return to the Regular Meeting.

As approved by the Budget Committee, the Budget is now ready for Public Comment and final review. During the Budget Hearing the Board will accept testimony from the Public and discuss the Budget one final time before formally adopting the 2024/2025 Budget during the Regular Meeting after this Hearing. A copy of the Approved Budget is available in the office free to the community and can be accessed at our web page located at www.charlestonfire.net.

The Board then has the option of modifying the Budget if necessary, however they cannot increase the Tax Levy. The Tax Levy can only be increased by a vote of the Budget Committee.

Administrative recommendations: No recommendations at this time.

Return to the Regular Meeting

Unfinished Business

No unfinished Business requested at time of issue

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 24-003 Adopting the Budget for FY 24/25

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2024-2025 in the total of \$1,887,400. This budget is now on file at the office of Charleston Rural Fire Protection District, located at 92342 Cape Arago Highway; Coos Bay, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Fire Protection	\$1,272,200	
Debt Service	\$ 105,700	
Transfers to other funds		
Building/ Equipment Reserve Fund	\$ 15,000	
Debt Service Fund	\$ 72,500	
General Operating Contingency	<u>\$ 40,000</u>	
Total General Fund		\$ 1,505,400
BUILDING/ EQUIPMENT RESERVE FUND		
Acquisition and Improvement	<u>\$ 54,500</u>	
Total Reserve Fund		\$ 54,500
DEBT SERVICE FUND		
Debt Service	<u>\$ 92,500</u>	
Total Debt Service Fund		<u>\$ 92,500</u>
Total Appropriations, All Funds		\$ 1,652,400
Total Unappropriated and Reserve Funds, All Funds		<u>\$ 235,000</u>
TOTAL ADOPTED BUDGET		<u>\$ 1,887,400</u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2024-2025 upon the assessed value of all taxable property within the district at the rate of \$3.6500 per \$1,000 of assessed value for permanent rate tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	General Government <u>Limitation</u>	Excluded from <u>Limitation</u>
Permanent Rate Tax	\$3.65/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 19th day of June 2024.

Resolution 24-004: 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 2023–2024 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 2023–2024;

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:

Conflagration/ Hazmat Pass-thru	\$ 5,000
<u>Part Time Positions</u>	\$ 2,500
<u>Health Insurance</u>	\$ 12,000
<u>Volunteer Firefighters</u>	\$ 5,000

Total Transferred Out - Personal Services \$ 24,500

From the Materials & Services Category:

<u>Haz-Mat/ NFA travel</u>	\$ 1,000
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Total Transferred Out - Materials & Services \$ 1,000

From the Contingency:

<u>Contingency Fund</u>	\$ 1,600
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Total Transferred Out - Contingency \$ 1,600

Total Transferred Out - All Categories \$ 27,100

TRANSFERS IN

To the Personal Services Category:

<u>Paid On Call Firefighters</u>	\$	900
<u>Fire Chief's Salary</u>	\$	900
<u>Benefit Retrieval</u>	\$	3,500
<u>Overtime</u>	\$	7,000
<u>Unemployment Insurance</u>	\$	1,400
<u>Total Transferred Out - Personal Services</u>	<u>\$</u>	<u>13,700</u>

To the Materials & Services Category:

<u>Building Maintenance</u>	\$	2,500
<u>Travel & Lodging</u>	\$	500
<u>Meals</u>	\$	500
<u>Freight</u>	\$	200
<u>Office Supplies</u>	\$	700
<u>Clothing</u>	\$	2,000
<u>Small Tools</u>	\$	300
<u>Motor Vehicle & Heating Fuels</u>	\$	3,000
<u>Fire Prevention</u>	\$	500
<u>Hydrant Standby</u>	\$	1,200
<u>Medical (EMS Supplies)</u>	\$	1,500
<u>Communications Contracts</u>	\$	500
<u>Total Transferred In - Materials & Services</u>	<u>\$</u>	<u>13,400</u>
<u>Total Transferred In - All Categories</u>	<u>\$</u>	<u>27,100</u>

Passed by the Board of Directors this 19th day of June, 2024

Resolution 24-005

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2024-2025 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2024-2025 fiscal year, and,

WHEREAS, ORS 294.460 allows the District to borrow internally as provided in this official resolution, and,

WHEREAS, the need for interfund loans would be to cover the borrowing fund's cash flow needs, and,

WHEREAS, the interfund loan would be repaid to the loaning funds by the borrowing funds on or before June 30, 2025, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2025-2026 fiscal year, and,

WHEREAS, no interest shall be charged to the borrowing funds for such interfund loans herein authorized, and,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby authorizes interfund loans to be made from any District funds during the 2024-2025 fiscal year, except from any fund established for bonded indebtedness, to any other District funds that occur and are necessary in accordance with ORS 294.460.

The foregoing resolution was duly adopted by the Board of Directors of the Charleston Rural Fire Protection District, Coos County, Oregon, on this 19th day of June 2024.

Automatic Aid Agreement with Coos Bay Fire Department

*See Attachment A for Agreement

After quite a bit of discussion, Chief Anderson and I reached a consent on providing automatic aid between Coos Bay and Charleston. North Bend remains in opposition of this style of agreement and is why they are not included in the proposal. The agreement states that upon receipt of a reported structure fire within the response areas of Charleston and Coos Bay, the other agency will be dispatched simultaneously as to start them enroute immediately instead of waiting for an agency officer to decide and make the request. This can cut 5 to 10 minutes off the response time.

Memorandum of Understanding with Southwestern for use of Training Facility

*See Attachment B for MOU

With the upgrade in the training facility at Southwestern, the college felt it necessary that we formalize the relationship between them and the Fire Agencies in the region. The MOU provides protection for the College and the District plus it lays out the process to access and use the facility. The agreement was reviewed by Jane (district's legal counsel) as well as the city attorneys of both Coos Bay and North Bend as they have signed the same agreement.

Fire Protection agreement with the Kokwell tribe for Kilkitch Village

*See attachment C for proposed agreement

This is due to a request by the Kokwell administration to renegotiate the agreement for the Fire and emergency services to the tribal properties at Kilkitch Village. The does not include the Coquille Indian Housing Authority at the same location.

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 Sportsman's raffle will be launching soon and will feature three guns, two kayaks, a sport fishing trip and a few other items.
- B. The Pancake feed for the 4th of July will be in the works shortly as well. This year it is on Thursday which usually equates to reduced patronage.