



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **September 29, 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 September 29, 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 September 22, 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 September 29, 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 Rollicall

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 August 18, 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

COVID-19 rules

Discussion on action to meet COVID-19 regulations

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



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

August 18, 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,

Present on Zoom: Dave Richards, Nancy Santos, Don Manley

Absent: Don Manley

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting July 21, 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, adding the Jeff Common Foundation annual ride.

UNFINISHED BUSINESS:

Resolution 21-006 Policy Changes/ Cost Recovery

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 18th day of August, 2021

Attachment A:

SECTION 3: Billing for Services

3. ADDITIONAL CHARGES

- a. All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team or the rope rescue team from the City of Coos Bay.
 - b. Special services will be charged on an hourly or flat fee basis depending on the service.
Dispatch Fee: \$ 15.00 flat fee
Extrication fee: Use of Extrication tools \$ 250.00 flat fee
Special Rescue: Low/High Angle Rescue: \$ 75.00 per hour plus personnel costs
Structure fire response fee \$ 500.00 flat fee
 - c. All materials and supplies used for the benefit of those persons receiving service will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.
 - d. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action.
4. All additional costs associated with the provision of services, not identified by the standardized cost schedule referenced above shall be billed in accordance with this Policy.
 5. Materials and Supplies costs will be charged at the cost of replacement of those materials.
 6. The bill for service shall be sent (a) in the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent; and (b) when the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent. The bill for service, in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on Fire District forms.
 7. Whenever there is more than one party involved in the incident, the bill shall be divided equally among all parties.

Chief Sneddon commented that this was a general housekeeping item in the policy to fix some minor issues.

Motion: Ed Powers, 2nd by Dave Richards to approve Resolution 21-006 amending the Cost Recovery Program for Fire Protection, Crash Scene Response and Traffic Safety for Emergency Response Incidents and All Related & adopting District Policy Change.

Discussion: None

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

No new business

Additional New Business:

None

GOOD OF THE ORDER:

- A. Nancy Santos asked a question based on a complaint she received from a community member. She explained the person asked why the Fire District doesn't do several community events anymore. Chief Sneddon answered the questions based on each item.
- a. Seafood Festival: canceled last 2 years due to COVID-19 and this year due to a lack of vendors which is where the Association makes the money from the festival. Also that the festival is a function of the Charleston Volunteer Firefighter's Association which is a stand-alone organization in which they have their own Board of Directors.
 - b. Octoberfish is a festival hosted by the Charleston Community Enhancement Corporation and the District participated as a vendor.
 - c. The Annual Christmas Village was the Shield Family and the District provided them with a space before they moved it to the old Charleston School. Rusty and Debbie have since moved to Central Oregon.
 - d. Christmas Tree Pick-up, we tried this 20 plus years ago and most of the community burns their trees. This also again was a fund raising event by the Charleston Volunteer Firefighters Association.
 - e. Public Education: at this point COVID-19 has been the contributor to not being out in the community at events. In the past we have been at the Fair and the local head start schools. The annual open house will return after the threat of COVID-19 finally subsides.
 - f. Santa Claus: actually we had Santa in the engine last year and they drove around the district and we participated in a Christmas parade with the Coquille Tribal Community.
 - g. Food Drive at Christmas: The Association did do the food drive with the Charleston Fishing family's last year as in years and has participated in the Easter egg hunts and the trunk or treat in recent years as well.
- B. President Holland read the thank you card from Kim Davidson regarding her time on the Board.

President Holland adjourned the meeting at 8:00 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	\$21,915.04
Prime	\$61,269.98
LGIP Acct 1	\$31,170.97
Total Operating	\$114,455.99
BERF	\$26,506.58
Debt Service	\$12,890.97
Total All Funds	\$153,853.54

Budget Summary incomes verses expenditures:

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

Revenues	
Taxes	\$2,354.47
Prior Taxes	\$2,919.35
Other Revenues	\$2,914.91
Total Income General Fund	\$8,188.73
Income BERF/ Debt Service	\$81.34
Total Incomes all Funds	\$8,270.07
Expenses	
Personal Services	\$113,474.47
Material and Services	\$38,086.18
Capital Outlay/ GF Debt Service	\$110.00
Total Expenditures	\$151,670.65
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.04
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.04
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$0.01
Total Expenditures all Funds	\$151,670.70

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					42
EMS	53	46	43	58	60	60	51	61					432
MVC/RES	10	4	2	4	2	7	7	9					45
Burn Complaints	5	1	3	2	1	2	2	5					21
Good Intent	6	0	3	2	3	4	4	6					28
Total	78	54	57	69	72	79	70	89	0	0	0	0	568
YTD	78	132	189	258	330	409	479	568	568	568	568	568	
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: 31 days, 89 calls equals 2.62 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					568	568
2020	69	55	64	60	60	75	62	62	80	59	75	58	507	779
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
Avg	66	55	61	64	60	70	62	70	66	60	62	61	507	

Training Report, August 2021

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

Weekly Training:

1. We continue on-line Target Solutions training (Fire & Medical continuing education).
2. Company Evolutions & loading hose.
3. 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. None

Public Relations:

1. None

There were **58** training hours completed in the month of August.

Respectfully submitted,

Deputy Fire Chief Kemmerle

ADMINISTRATIVE REPORT

- A. Current status of the engine in refurb: We are still working through issues with the engine, I am meeting with the owner of US Fire Equipment on how we can close this out. The motor seems to be the issue and other things are just trivial items we are working through.
- B. Crews are painting stations continues with final touchups in process.
- C. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The latest rules do not require masks nor require the social distancing during daily operations. We are requiring masks and distancing during medical calls. The latest requirements sent down by the Governor requires that all health care workers that are not vaccinated be tested weekly for COVID-19 at our cost. I am not sure how she thinks local government and the private health care facilities will be able to afford that plus I see a great increase in potential exposure to those administering the tests that the Health care community really cannot afford. We have recommended that members thorough research the inoculations for the COVID-19 Virus and make an informed decision on whether to or not to get it.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

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

The actual resolution and policy will be provided as a separate document as it is currently in legal review. A draft copy has been attached with this in the email to the Board.

Additional Unfinished Business:

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

New Business

No new business proposed

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) Deputy Chief Daryl Kemmerle retires effectively 9/30 after 30 years in the Fire Service as a volunteer and then career.

B)