

## 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 & Budget Hearing will be held on **October 18, 2023** 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.

The District meetings are once again for in person attendance. However, a zoom option will remain available for those who choose to attend online instead. 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 [charchief8201@gmail.com](mailto:charchief8201@gmail.com) by **2 PM October 18, 2023**. A link for the meeting will be emailed back to you.

### **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 September 20, 2023

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

#### **Reports & Correspondence**

Administrative report: Alarm and drill statistics & operations report

#### **Unfinished Business**

**Transfer of Surplus vehicle to Central Coos Fire & Rescue**

Approval to transfer a Ford Escape to another Fire Agency

**Additional Unfinished Business:**

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

#### **New Business**

**Shore Acres EMS Agreement**

Agreement to provide EMS standby at the Shore Acres Lights

**Additional New Business**

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

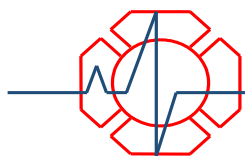
#### **Executive Session**

This executive session of the Charleston Fire District Board of Directors is called pursuant to ORS 192.660(2)(a) to complete the annual performance review of the Fire Chief.

Any member of the media that is here may remain. However, the Board will require that any information derived from this meeting may not be disclosed pursuant to ORS 192.660(4).

#### **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.**

## **September 20, 2023**

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

Called to Order: 6:00 PM

Flag Salute

Roll call:

Present: Roy Holland, Don Manley, Nancy Santos, Ed Powers

Absent: Dave Richards (excused)

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

## **Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting August16, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$18,529.22
Prime	\$40,103.39
LGIP Acct 1	\$14,620.18
Total Operating	\$73,352.79
BERF	\$67,993.50
Debt Service	\$74,056.27
Total All Funds	\$215,402.56

**Motion:** Ed Powers, 2<sup>nd</sup> by Don Manley to approve the consent agenda as proposed with the addition of two items to additional new business.

Discussion: None

Motion Carried by Unanimous Decision

## **Reports & Correspondence:**

Chief gave the Administrative Report.

Chief added Issues with the neighbor at Crown Point Station and we will be at a job fair in Canyonville for recruiting students

## **UNFINISHED BUSINESS:**

No unfinished business was brought before the Board.

## **Additional Unfinished Business:**

None

## **NEW BUSINESS:**

Surplus vehicles

Chief recommended the following two vehicles for surplus and sale through government auction at govdeals.com.

Surplus vehicles

1. 2005 Chevrolet pickup

Vin code: 1GCHK29UX5E240259

Mileage: 147069



2. 2008 Ford Escape

Vin code: 1FMCU59H88KC65411

Mileage: 74645



**Motion:** Don Manley/ 2<sup>nd</sup> by Ed Powers to surplus the following vehicles:

1. 2005 Chevrolet 2500 vin: 1GCHK29UX5E240259

2. 2008 Ford Escape vin: 1FMCU59H88KC65411

Discussion: a reserve was discussed and Chief Sneddon offered a \$5,000 reserve on the Chevrolet.


Motion Carried by Unanimous Decision

Purchase Order

The Assistance to Firefighters Regional Grant purchase approval Chief Sneddon reviewed the recent regional grant through FEMA/AFG program with our request is now 17 new SCBA with a 5% match. The following is the breakdown on the cost. We are only responsible for the District Share of \$7,361.00. The Sumner RFPD will be managing the grant and all funds are through them. Our budget will only reflect the 5% match. The motion can reflect the total purchase price and the match price to make it clearer.

	#	Cost Each	Total cost	Federal Share	District Share
<b>SCBA</b>	<b>17</b>	<b>\$5,900</b>	<b>\$100,300</b>	<b>\$95,285</b>	<b>\$5,015</b>
<b>Cylinders</b>	<b>34</b>	<b>\$1,192</b>	<b>\$40,528</b>	<b>\$38,501</b>	<b>\$2,027</b>
<b>Masks</b>	<b>17</b>	<b>\$375</b>	<b>\$6,375</b>	<b>\$6,056</b>	<b>\$319</b>
			<b>\$147,203.00</b>	<b>\$139,842.00</b>	<b>\$7,361.00</b>

**SeaWestern, Inc**  
P.O. Box 51,  
Kirkland, WA 98083



**SEAWESTERN**  
FIRE FIGHTING EQUIPMENT

**Quote**  
Phone: 425-821-5858  
Email: [Info@seawestern.com](mailto:Info@seawestern.com)  
[www.seawestern.com](http://www.seawestern.com)

<b>Bill To:</b> Sumner RFPD 60817 Selander Rd Coos Bay, OR 97420	<b>Ship To:</b> Sumner RFPD 60817 Selander Rd Coos Bay, OR 97420	<b>Date:</b> 09/08/2023
		<b>Customer No.:</b> 1113259
		<b>Quote No.:</b> QUO17795
<b>Expires:</b> 10/08/2023		<b>Sales Rep:</b> Steve Quackenbush <a href="mailto:squackenbush@seawestern.com">squackenbush@seawestern.com</a>
<b>Attention:</b>	<b>Delivery:</b>	<b>FOB:</b>

Qty	Unit	Part Number	Description	Unit Price	Extended Price
121	EA	SCOTT X3 Pro	3M   Scott Air-Pak X3 Pro SCBA NFPA 1981/1982, 2018 Edition Ordering Part Number: X8914026005304 Includes C5 Regulator with Quick Connect on 2nd Stage Hose and Snap Connect Cylinder Connection	5,900.00	713,900.00
242	EA	SCOTT 200129-35	CYL&VALV ASSY C,30YR,45MIN,4.5 Includes Snap Connect Cylinder Connection and 30 Year Cylinder Life Span	1,192.00	288,464.00
121	EA	Medium C5 Mask	C5,M,KV, C5 Vision Mask  Included with the purchase of SCBA from SeaWestern, 2 years of no charge annual flow testing and no charge use of Portacount Facefit Test machine for 2 years. Pricing per HGAC contract #EE08-19 for Emergency Medical and Rescue Equipment Delivery of SCBA and related equipment estimated at 160 days Freight Included	375.00	45,375.00

**Motion:** Don Manley/ 2<sup>nd</sup> by Nancy Santos to approve the purchase of 17 self-contained breathing apparatus through Seawestern Fire Fighting Equipment with the District cost of \$7,361.00 after the grant match.

Discussion: This is the District match to the FEMA Assistance to Firefighters Grant Program for the regional grant with several agencies in Coos County and managed by Sumner RFPD.

Motion Carried by Unanimous Decision

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. President Holland requested to have an executive session for the evaluation of the Chief.
- B. Chief asked if anyone was interested in the fall conference in Seaside in November.
- C. Please see a staff member if you are interested in buying raffle tickets for the Charleston Firefighter's Association annual Sportsman's raffle. This raffle has purchased several thousand dollars' worth of equipment for this agency through the years.
- D. Ed updated the Board on Tina's health struggle after her recent fall requiring surgeries.

Roy Holland adjourned the meeting at 6:40 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	\$23,002.05
Prime	\$59,927.72
LGIP Acct 1	\$19,067.55
Total Operating	\$102,097.32
BERF	\$8,140.89
Debt Service	\$34,216.79
Total All Funds	\$144,455.00

#### Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$3,540.88
Prior Taxes	\$3,824.55
Other Revenues	\$12,680.22
Total Income General Fund	\$20,045.65
Income BERF/ Debt Service	\$1,360.90
Total Incomes all Funds	\$21,406.55
Expenses	
Personal Services	\$240,134.44
Material and Services	\$57,583.86
Capital Outlay/ GF Debt Service	\$165.00
Total Expenditures	\$297,883.30
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.02
BERF Equipment	\$4,454.68
BERF Building	\$0.00
Total Expenditures BERF	\$4,454.70
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$6,026.10
Total Expenditures all Funds	\$308,364.10

# Administrative report: Alarm and drill statistics & operations report

## ACTIVITY REPORT

Call breakdown by type 2023:

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6	7				53
EMS	43	41	49	53	57	43	71	81	76				514
MVC/RES	5	6	2	2	5	4	1	4	3				32
Burn Complaints	2	2	3	0	5	6	3	4	9				34
Good Intent	3	8	3	6	4	4	2	10	3				43
Lift Assists	3	7	1	2	1	5	4	3	0				26
Total	59	69	60	70	84	67	87	108	98				702
YTD	59	128	188	258	342	409	496	604	702	702	702	702	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	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	69	60	70	84	67	87	108	88				692	692
2022	80	91	89	85	82	90	95	91	97	81	77	119	800	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	643	910
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
Avg	68	63	66	67	66	71	72	80	77	69	69	77	629	

# 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 September, 2023.

## Weekly Training:

**09-06-2023: Safety and Association meeting. (38 hours)**

**09-13-2023: NWCG & NIMS ICS account setup, (19 hours)**

**09-27-2023: Company Evolutions, Pumping with engine and tender. (17.5 hours)**

## Joint Training:

**09-20-2023: Company Evolutions at SWOCC Fire Tower (8 hours)**

## Special Training:

**No specialty training this month**

## 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: (31.5 hours)**

Total training hours for the month of: **114 hours**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer



## Administrative Report

- A. I am currently seeking grants and donations to assist the Fire District in purchasing two new defibrillators. The estimated cost of the two is \$50,000. The Association has made \$7,000 to date and I figure the Fire District can provide \$10,000. Funding sources I am checking on are the Hospital Grant program (I have found that the hospital grant program is temporarily defunct and is now in rebuild), the Coquille Community Fund, Three Rivers Tribal Community Fund, Ford Family Foundation, and groups such as Rotary. If you have any ideas, please share them.
- B. I am waiting for notifications from a FEMA grant for funding replacements of the turnout gear. Our gear is aging and showing wear issues. This is the second of two grants requesting to help fund approximately 20 sets of turnouts. Since we have tied back into the Hazmat team, our members on that team will have a set of gear from that. We will be purchasing that same gear for the others as we replace so all have the same specifications.
- C. We have 2 student Firefighters in the program currently. Jamis Neumeyer & Ian Stevenson.
- D. The District Holiday Dinner is scheduled for Wednesday December 13, 2023 at 6PM at The Mill Casino & Hotel.
- E. The Association has teamed up with the district on the purchase of new commercial furniture for the dorm at Station1. We have ordered a recliner system including 4 recliners and spacers with power between each one. They have been ordered from Fire Station Furniture out of North Carolina.



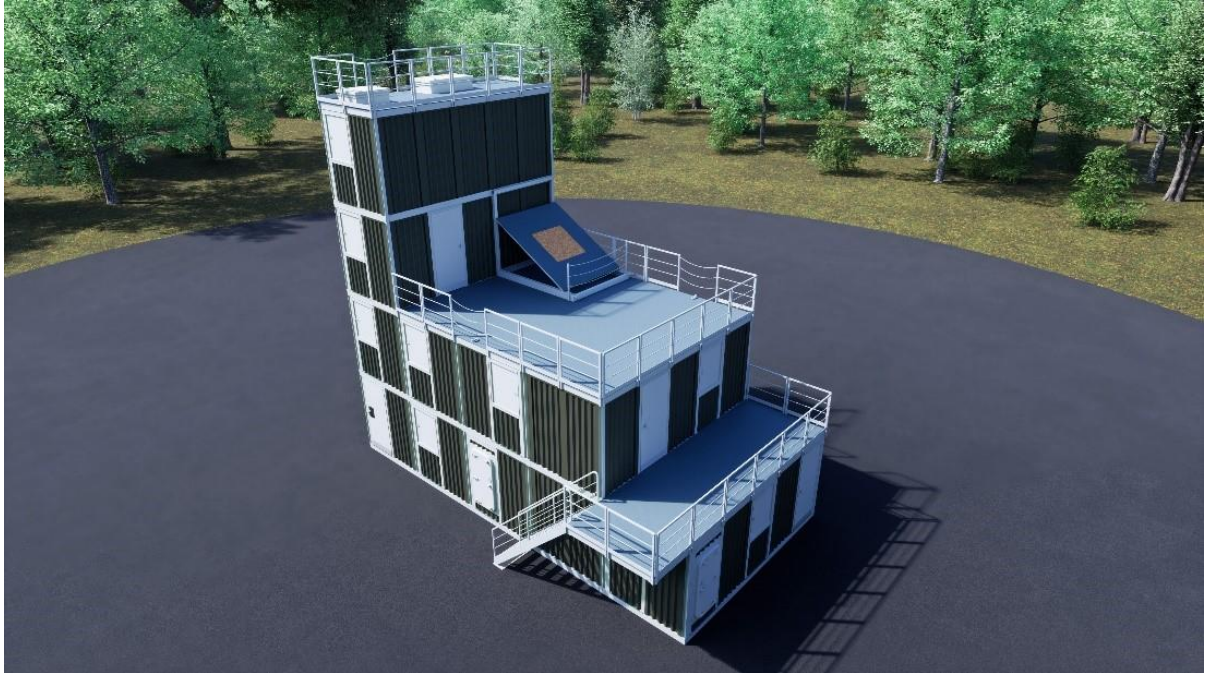
F. I have had an issue with the prices charged by Amerigas through the years and have requested they come remove their tank. Since they have taken no action, Jane has issued a letter requiring the tank be removed by a specific time. If the tank is not removed, it will be considered abandoned, and the district will take ownership of it. Having our own tank, we can price propane at time to order and get the best price.

G. Southwestern Oregon Community College has stepped up and has reached the construction phase for a new training tower replacing the one built in 1981. The original was built with volunteer labor and donated materials. Darrell Saxton was the Fire Science Coordinator at the time. I started in the Fire Science program in 1982. During the funding phase, I was part of the team seeking funding from our legislators including Boomer Wright and



Southwestern Oregon Community College recently demolished the old fire training tower on the Coos Bay campus. This work paves the way for a new tower which should be completed by winter 2024. Southwestern trains approximately 25 students each year to become professional firefighters and many of the students live at local fire stations, training alongside professional fire teams.





*The last photo was taken by staff photographer Chris Owen during our last training night using the training tower the week before it was demolished.*

Respectfully Submitted, Michael J. Sneddon, Fire Chief

## **Unfinished Business**

### **Request to transfer Ford Escape to Central Coos County Fire & Rescue**

I am requesting approval to transfer the 2008 Ford Escape vin: 1FMCU59H88KC65411 to Central Coos County Fire & Rescue instead of selling it on Govdeals.com. The vehicle was declared surplus at the September meeting.

### **Additional Unfinished Business:**

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

## **New Business**

### **Shore Acres EMS Agreement**

I am proposing the same agreement and program as 2022.

Here is the information from last year's Board Meeting modified for this year. The lights open Thanksgiving, and the last night is New Years Eve. Coverage is 39 nights in total and the total income is \$5,070. Agreement is on the next page.

### **\*EMT Coverage for Shores Acres**

Discussion on providing Shore Acres with an EMT from 4-9pm every night while the Holiday Lights are going. The contract with Shore Acres requires that the Friends of Shore Acres will pay District \$130/night.

### **\*Volunteer Stipend for EMT Coverage for Shores Acres**

Discussion on providing Shore Acres with an EMT from 4-9pm every night while the Holiday Lights are going. Full time and paid on call firefighters will get Overtime compensation at their rate and Volunteers will receive a stipend of \$75 (\$65 last year) for every shift covered.

Friends of Shore Acres Inc  
David and Shirley Bridgham  
541-756-5401  
PO Box 1172  
Coos Bay, OR 97420  
Tax ID 93-0941893, "A 501C3 Organization"

**Subject:** Letter of Understanding for EMS staging during 2023 Shore Acres Light Display.

It is understood that the Friends of Shore Acres are taking a proactive approach to public safety and are requesting Charleston RFPD to stage a qualified EMS member with basic EMT equipment within the Shore Acres State Park property between the hours of 4PM and 9PM.

Charleston RFPD will stage at the specified location and time above, one (1) qualified EMS member with a medical response vehicle (non-transport) stocked with a basic EMS kit and equipment to begin treatment and obtain basic vitals. The crew member will be able to patrol the facility if desired or necessary.

Oregon State Parks Sunset Bay Management Unit will provide a two-way radio with the operating frequency for the event and a location for the unit and crew member to be safely staged out of the elements for the duration of their assignment. Any call for medical service will be made via telephone through the 9-1-1 dispatch service by shore acres staff or citizen involved with the patient. If crew member can request ambulance via radio, they will.

Charleston RFPD will be paid by Friends of Shore Acres \$130.00 per night for a total of \$5,070 for the 39-night run for 2023. Charleston RFPD will bill Friends of Shore Acres at the address above at the end of the 2023 season for the entire amount due. If Charleston assigned more than one crew member to the event, Friends of Shore Acres will only be charged for one member.

It is understood by Friends of Shore Acres that the response to any medical emergency will be under the direction of the Charleston Fire District and Bay Cities Ambulance. This letter only covers the intent to stage resources at the park, the crew member is under the direction of CRFPD staff.

## **Executive Session (to be read into the minutes by Meeting Chair)**

“This executive session of the Charleston Fire District Board of Directors is called pursuant to ORS 192.660(2)(a) to complete a performance review of the Fire Chief. This meeting is closed to the public. Representatives of the news media may remain, so long as they understand all discussion in the executive session is to remain confidential. Everyone else is excused.”

The performance review form will be sent to each Board Member before the meeting.

### Return to New Business/ Staff Coverage

Further discussion on request if needed

### 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 Association made approximately \$2,000 net profit on the sportsman’s raffle. They are considering another raffle next year.