



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **December 15, 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 December 15, 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 December 15, 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 December 15, 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

Budget Hearing

Public Input, Board review of the Supplemental Budget for fiscal year 2021/2022

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 November 10, 2021

Financial: Approval of the statements of revenue and expense & check register November 2021

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Fire Engine purchase

Discussion and action on specifications, funding and purchasing a new Fire Engine

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 21-008 Adopting Supplemental Budget

Required to adopt the supplemental budget

Intergovernmental Agreement ODF&W Fire Protection Contract

Review and action on the new fire protection agreement for ODF&W

SDAO longevity credit agreement

Review and action on the longevity credit agreement with the insurance carrier

Resolution 21-009 Financing of Pierce Fire Engine

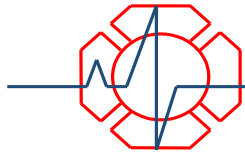
Review and action on the financing of the new Fire Engine

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



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.

November 10, 2021

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

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

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting October 10, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	-\$5,596.63
Prime	\$28,509.84
LGIP Acct 1	\$14,908.13
Total Operating	\$37,921.34
BERF	\$1,517.22
Debt Service	\$2,899.90
Total All Funds	\$42,338.46

Motion: Ed Powers, 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, an open discussion regarding Captain Shield’s responsibilities currently being much more than when he was hired due to a change in staffing and relating to his current pay rate for a future Board discussion.

Chief commented on the budget error for the Flexlease payment. Due to the under budget amount for the payment, we will need to do a supplemental budget in December to correct the error. This was the first supplemental my 25 years as Chief and was due to an error I made over 10 years ago on the chart I use to create the budget.

UNFINISHED BUSINESS:

Paid-On-Call Program

Chief Sneddon explained the need to add to our workforce 5 paid-on-call Firefighters to support the career staff and call on to back fill vacancies and for large emergencies. The Chief estimated a cost of under \$30,000 for a year with this program, plus reducing 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.

Expected cost analysis:

Non-shift coverage with 5 Paid-On-Call Firefighters based on attending 40 drills per year plus responding to 45 calls would be \$13,000. The remaining costs would be for shift coverage which we are already paying out at overtime for the off-duty staff to cover would be \$780 for a 48 hour shift. This is figured at 8 hours of overtime as they would remain on the 40-hour work week. If there were 5 shifts requiring coverage that would be a cost of \$3,900 for the year. This also gives me an opportunity to send the paid staff to the Fire Academy and other classes out of the area without placing more stress on the current staff. With the numbers I have provided the cost would be under \$17,000 per year, however the alarm numbers and the call back numbers can only be guesstimates. And could be higher based on alarm types requirements and shift vacancies. The other positive is next time we have a vacancy; we have time to do a full hiring process verses the immediate replacement time. The other is we have a potential pool to hire from as well. We do have the funding this in the budget due to 2 things. The wages saved with changing the Deputy Chief position to a line officer position and the lack of volunteers responding reducing that cost.

Motion: Don Manley, 2nd Ed Powers to approve the creation of five paid-on-call part time positions at \$15.00 per hour.

Discussion: none

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

Fire Engine purchase

The Chief provided information on purchasing a new Fire Engine using a financing solution now instead of waiting until next year. Indications are that a large jump in prices is scheduled for February this year due to heavy increases in materials costs. The Chief asked for advisory opinion from the Board on direction whether to continue working on this purchase or move on the smaller vehicle purchases this year and work through the budget on the replace Engine.

The Board through a consensus agreed to move forward on the purchase.

Ed Powers questioned the ability to get parts for new construction of trucks. Chief noted they do not seem to be having an issue at this point, only the increase in materials costs.

Staff Salaries

Given that staffing has changed and some upper management responsibilities have been passed down to the Shift Captain and these extra responsibilities were not figured in to the wage for that position. The Chief requested a 7.5% wage increase for Captain Russell Shield as both a merit increase and a change in working conditions. Russell was hired at \$3,750 per month and the increase would change it to \$4,031.25.

Motion: Don Manley, 2nd Dave Richards to approve a 7.5% wage increase for Captain Russell Shield effective November 1, 2021.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

GOOD OF THE ORDER:

1. Happy Thanksgiving to all

President Holland adjourned the meeting at 8:00 PM

BUDGET HEARING SUPPLEMENTAL BUDGET

Due to an error several years ago, the schedule for the Flexlease payment was listed as \$10,000 and the actual payment was \$15,000. With this under-budgeted amount under budget law since the amount is increasing the fund by more than 10% we are required to do a supplemental budget. The hearing is to hear testimony from the Board and the public on the proposed budget change. The change proposed is to take \$5,000 from the General Fund Contingency Line, move it to the Debt Service transfer line and thus increasing the income in the Debt Service Fund. The increased income would then be placed in the Principal payment line item.

	Adopted Budget	Budget Adjustments	Amended Budget
Debt Service Fund			
Requirements			
Debt Service/Bond Principal	10,000	5,000	15,000
General Fund			
Requirements			
Operating Contingency	40,000	(5,000)	35,000
Transfer to Debt Service Fund	17,900	5,000	22,900
Total Requirements	67,900	5,000	72,900
 Debt Service Fund			
Resources			
Transfer from General Fund	17,900	5,000	22,900
Total Resources	17,900	5,000	22,900

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	\$55,061.79
Prime	\$134,613.79
LGIP Acct 1	\$421,147.39
Total Operating	\$610,922.97
BERF	\$121,522.17
Debt Service	\$13,878.31
Total All Funds	\$746,323.45

Budget Summary incomes verses expenditures:

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

Revenues	
Taxes	\$647,588.56
Prior Taxes	\$20,469.70
Other Revenues	\$139,423.96
Total Income General Fund	\$807,482.22
Income BERF/ Debt Service	\$115.78
Total Incomes all Funds	\$807,598.00
Expenses	
Personal Services	\$263,324.36
Material and Services	\$95,898.34
Capital Outlay/ GF Debt Service	\$275.00
Total Expenditures	\$359,497.70
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.10
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.10
Transfers to Debt Service Fund	\$17,900.00
Debt Service Fund	\$16,931.35
Total Expenditures all Funds	\$376,429.15

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	6	4		57
EMS	53	46	43	58	60	60	51	61	62	70	63		627
MVC/RES	10	4	2	4	2	7	7	9	3	2	5		55
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2		25
Good Intent	6	0	3	2	3	4	4	6	4	5	10		47
Total	78	54	57	69	72	79	70	89	75	84	84	0	811
YTD	78	132	189	258	330	409	479	568	643	727	811	811	
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, 84 calls equals 2.80 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	84	84		811	811
2020	69	55	64	60	60	75	62	62	80	59	75	58	721	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	681	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	655	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	708	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	650	708
Avg	66	55	61	64	60	70	62	70	68	64	66	61	704	

Training Report, November 2021

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 November, 2021.

Weekly Training:

1. Company evolutions
2. Ropes/knots training courtesy of Ret. Chief Mac Maniman
3. Hydrant operations and reloading all Engine hose loads

Joint Training:

1. None

Special Training:

2. None

Total training hours completed last month: Approximately 112 man hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

ADMINISTRATIVE REPORT

- A. I am currently working on the Assistance to Firefighter’s Grant Program to replace the breathing apparatus which is a 90% grant and the estimated cost for this program is \$200,000. The SDAO grant only provided \$3,000 and just to add the gates on each end was proposed at \$24,000 so I canceled that grant proposal.
- B. Staff are working on the 42 Ford Fire Engine for the upcoming Community Christmas Parade. We are again partnering with the Coquille Tribe on this parade through the Killkitch Village and the Barview/Charleston Communities. The parade is scheduled for the evening of December 20th.
- C. I am working on the Paid-on-call program to start marketing for applicants. I want to make sure we have the program rules that allow for the dismissal of anyone that is not participating. I am working with SDAO pre loss legal on the guidelines and position description. I plan to have the program ready to start hiring in early January.
- D. Received notice we received \$3,000 of the \$7,200 grant requested from the Coquille Indian Community Fund. The grant budget was as follows. The 4,200 not received covered the lights that would have been put on the third engine that we will be soon retiring so this works just fine. The grant is to replace the side mounted scene lights with new LED’s. We did not do this during the refurb to reduce the costs at the time. After seeing the Brow light, I decided it was time to do the change. The reduction in granted moneys is fine given the discussion to purchase a new engine. We can drop the costs of doing the remaining non-refurbished engine saving the bulk of that reduction.

	Requested	Received
Funding from District Budget:	\$ 4,300	\$4,300
Requested Funding from CTCF:	<u>\$ 7,200</u>	<u>\$3,000</u>
Total program cost estimate:	\$ 11,500	\$7,300

E.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Fire Engine purchase

After countless hours working with Hughes Fire Equipment and 4 different financing companies. I have learned quite a bit in both the specification process and the world of financing. The truck specifications have been reviewed by myself and my staff and will meet the needs of the Fire District for many years.

To get to the point, the cost breakdown is as follows:

Proposed price:	\$ 525,025.00
Payment upon completion @factory discount:	\$ 4,601.00
Less 100% Pre-payment discount	<u>\$ 9,623.00</u>
Subtotal including all pre-payment discounts	\$ 511,801.00

Note: The performance bond is included in the purchase price and the purchase is through the purchasing consortium known as Sourcewell which meets the bidding requirement of the State of Oregon and our Contract review board rules in policy.

Other costs that will occur are as follows:

Radio system: (State Purchasing Contract)	\$ 2,562.08
FireCom System (cab intercom & radio interface)	\$ 5,835.00
Installation:	\$ 1,000.00

The radio and FireCom is through Complete Wireless Solutions, the FireCom requires 3 quotes as it is not on a purchasing agreement and is over the \$5,000 threshold according to our policy. I am working through that presently and does not need to be approved until the truck arrives. The final preparations of installing equipment will occur in our shop here and most of the equipment needed we have. Some brackets and items will need to be purchased however, what they are we will not know until it is here.

To further the discussion of why we need this and the concerns with the refurb process. For the most part the refurb process extended the life of the two trucks we did and they will provide service for many years. The issue is that two things have occurred, the first is that the call volume is growing and the second is the cost of replacement trucks is increasing at a drastic pace at this time. The purchase allows us to retire the truck that has not been through the refurbishment and then all three front line engines have power trains and drive trains that are rebuilt or recently inspected. The Arrows will last many years in the secondary status even though we are having electrical issues with them. If we take the load off of them, the issues will be less and time spent diagnosing and repairing will be diminished. This is time that can be used for other Fire Safety items plus a reduction in maintenance and repair costs. The new engine will also be a much cleaner vehicle as pressure is increasing every year to retire the older diesels such as the Detroit's in these trucks. By purchasing now we are in both the driver's seat for emissions upgrades and financially capable to make the

purchase in today's low interest market. These are items that may not be afforded us in the future. Interest rates today are at a low making this the best time to make this purchase plus with the current situations around the world, the costs of these vehicles are going up dramatically making this the best time to order.

Below is a model similar to the one we are currently seeking to purchase.



This is a truck that is similar for the most part. The one we are looking at will not have the extended front bumper due to a limited depth in the station. The order will also include the grey cab top and the correct white strip configuration.

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 21-008 Adopting Supplemental Budget

Due to an error made in 2011 when the payment schedule was adapted to the annual working budget documents, I missed that the 1/1/22 payment should have been \$15,000 and our budget reflected \$10,000. This is a housekeeping item to correct the under budgeted item within Oregon budget law.

Resolution 21-008

WHEREAS, a budget is a financial plan containing estimates of revenues and expenditures for a single financial year; and

WHEREAS, circumstances can make it necessary to make adjustments in the budget from time to time and as recommended by the Board of Directors of Charleston Rural Fire Protection District; and

WHEREAS, the notice of Supplemental Budget was posted and published as is required by Oregon Revised Statutes prior to the Public Hearing; and

WHEREAS, there was unanticipated debt service payments during the 2021-2022 fiscal year.

NOW THEREFORE, the Charleston Rural Fire Protection District resolves the changes to the budget will be adopted amending the Budget for the Fiscal Year 2021-2022 as follows:

	Adopted Budget	Budget Adjustments	Amended Budget
Debt Service Fund			
Requirements			
Debt Service/Bond Principal	10,000	5,000	15,000
General Fund			
Requirements			
Operating Contingency	40,000	(5,000)	35,000
Transfer to Debt Service Fund	17,900	5,000	22,900
Total Requirements	<u>67,900</u>	<u>5,000</u>	<u>72,900</u>
 Debt Service Fund			
Resources			
Transfer from General Fund	17,900	5,000	22,900
Total Resources	<u>17,900</u>	<u>5,000</u>	<u>22,900</u>

Passed by the Board of Directors this 15th day of December, 2021

Intergovernmental Agreement

Review and action on the new fire protection agreement for ODF&W. Oregon Department of Fish and Wildlife has requested an update agreement for their fire protection agreement. Legal has reviewed and it is ready for approval and signature.

SDAO Longevity Credit agreement

The following is the agreement provided by SDAO for the annual longevity credit. We have not received this for a couple years due to the lawsuit that was paid out on our behalf couple years ago. I need approval from the Board to accept the agreement.

Charleston Fire District

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2022 to December 31, 2023.

In return for this commitment the SDIS Trust agrees to the following:

1. Provide the Member with a Longevity Credit equal to: **\$3,720**
 - a. Amount to be mailed to the Member in February 2022: \$1,860.00
 - b. Amount to be mailed to the Member in February 2023: \$1,860.00
 2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2023 – December 31, 2023 based on the Member's rates for the January 1, 2022 – December 31, 2022
- The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

** Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

Financing for Pierce Fire Engine

I have been marketing to 4 different lenders over the past month. As I noted in the earlier agenda item, I looked at financing the entire amount vs placing \$100,000 down and financing less. In my discussions with them, they noted that at the low rates we are seeing, we would be better off holding onto our capital and finance the entire amount. I know this increases the payments and cost in the long run, however the amount is quite small and holding on the funds has benefits. One of which is, if we use all our capital at this point, we may need to borrow to operate the first 4 months before taxes arrive like many agencies actually do.

When marketing the financing, I have received quotes from 4 companies.

Holman Capital

Government Capital

PNC Equipment Finance

First Government Lease

I will have the proposals for you Wednesday night and in reviewing the process, most likely we will need to have a special meeting before the end of the year to finalize the contracts for the purchase and the financing. I am seeing percentage rates in the 2.5 to 3.5 range and payments between \$45,000 and \$65,000 per year depending on the length of the contract. I am recommending a 10 year contract which should be near \$62,000. These payments are based one payment per year. I am working on what the payment would be if we made an interest payment in July each year plus the regular principle payment in December. Looking at the paperwork and process, I am requesting that we have a special meeting at the end of the month to review and approve the financing contract and the purchase contract. Approval of the purchase tonight will place the hold on the truck therefore placing a hold on it. The final paperwork would take less than half an hour once I have the approval to purchase the truck as proposed.

I am seeking a discussion on the contract length and the amount financed. All required information will be sent to the vendor, financing agent and legal counsel for final review and paperwork and can be ready for a meeting on December 29th. If the Board would like, the meeting could be in the afternoon.

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 membership has voted to not have the annual family Christmas dinner again but instead do a Christmas dinner box for all members of the organization. This is funded through a shared cost between the Fire District and the Association.
- B. The Firefighters' Association decided this year that providing a few food baskets was getting more difficult. They provided a gift of \$1,000 to the Charleston Food Bank.
- C. The staff want to wish everyone Merry Christmas and Happy Holidays.