



## **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 21, 2023** 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.

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 and Budget Hearing by sending an email to the address below by **2 PM June 21, 2023**. 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 2023/2024

**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 dated May 17, 2023

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

#### **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**

#### **Hazmat contract**

Renewal

#### **Purchase order**

Action on radio maintenance invoice

#### **Resolution 23-003**

Adopting Budget for Fiscal Year 2023/ 2024

#### **Resolution 23-004**

General Fund Transfer

#### **Resolution 23-005**

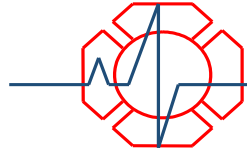
Interfund Loans

#### **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.**

**May 17, 2023**

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, Dave Richards, Nancy Santos & Ed Powers

Absent: Don Manley

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

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting April 19, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$2,988.09
Prime	\$49,667.57
LGIP Acct 1	\$322,886.22
Total Operating	\$375,641.88
BERF	\$97,902.59
Debt Service	\$80,059.18
Total All Funds	\$553,603.65

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report.

**UNFINISHED BUSINESS:**

**OIMB Service Contract**

Nothing to report yet. The Chief requested it be tabled until the next meeting

**Purchase Order**

Request to purchase and install a heat pump system in the truck bay at Station 1. This will replace a 37-year-old diesel heater system and will reduce the heating costs in the truck bay. I plan to maintain the single diesel furnace as a rapid recovery in the winter and us the heat pump as a maintenance for heating and cooling. When the doors open in the winter, the heat exits the room rapidly. By using the heat pump, we should reduce our heating costs at station 1.

COST ABSTRACT			Vendors & bid amounts			
4/19/2023			Coastal Heat Pump	Mahalo Heating	Addcox Heating	Comfort Flow Heating
			Willy			
			541-551-5187	541-672-6707	541-672-6473	541-780-4459
			Willy Ziebell	Tyral Pedotti	Doug Ray	Jesse O'Conner
Quantity	item/project	Budget				
1	Heat Pump system st 1 truck bay	\$7,000.00	\$6,624.00	\$9,286.00	\$10,153.00	No Bid
	Electrical		Included	not included	Included	

Funding has been budgeted from the Building Reserve Fund.

**Motion:** Ed Powers, 2<sup>nd</sup> by Nancy Santos to approve the heat pump installation at Station 1 truck bays from Coastal Heat Pump for \$6,624.00.

**Discussion:** None

**Motion Carried by Unanimous Decision**

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

**Seasonal Firefighters**

The Chief recommended to approve 3 full time Seasonal Utility Firefighter positions for summer 2023 at a rate of \$15.50 per hour based on a 56 hour work week beginning June 1<sup>st</sup> and working until the grant funds are exhausted or September 30, 2023 whichever comes first.

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to approve adding three seasonal firefighters on a grant from Oregon State Fire Marshal's Office for the summer 2023.

**Discussion:** None

**Motion Carried by Unanimous Decision**

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. Chief Sneddon brought to attention that this year's Seafood fest has been cancelled due to lack of volunteers. Volunteer Association will revisit matter at a later time to discuss future of festival. The Festival has lost money over the past few years and there is no staffing to adequately run it anymore.
- B. Sportsman Raffle is still on and tickets are available to purchase.
- C. Our Annual 4<sup>th</sup> of July Pancake feed is still a go. We are looking for monetary donations to help off-set costs to achieve more profit to us towards much needed new heart monitors.
- D. Chief Sneddon will be on Vacation from Thursday May 18<sup>th</sup> through Monday May 29<sup>th</sup>.

Roy Holland adjourned the meeting at 7:30 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	-\$5,725.21
Prime	\$100,034.91
LGIP Acct 1	\$230,212.59
Total Operating	\$324,622.29
BERF	\$66,124.70
Debt Service	\$79,252.30
Total All Funds	\$469,999.29

### Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$895,557.31
Prior Taxes	\$17,572.71
Other Revenues	\$220,060.75
Total Income General Fund	\$1,133,190.77
Income BERF/ Debt Service	\$4,046.35
Total Incomes all Funds	\$1,137,237.12
Expenses	
Personal Services	\$694,467.29
Material and Services	\$258,806.17
Capital Outlay/ GF Debt Service	\$605.00
Total Expenditures	\$953,878.46
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.21
BERF Equipment	\$66,505.26
BERF Building	\$0.00
Total Expenditures BERF	\$66,505.47
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$79,215.06
Total Expenditures all Funds	\$1,099,598.99

# 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								29
EMS	43	41	49	53	57								243
MVC/RES	5	6	2	2	5								20
Burn Complaints	2	2	3	0	5								12
Good Intent	3	8	3	6	4								24
Lift Assists	3	7	1	2	1								14
Total	59	69	60	70	84								342
YTD	59	128	188	258	342	342	342	342	342	342	342	342	
Daily Avg	1.9	2.5	1.9	2.3	2.7	0	0	0	0	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								342	342
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	68	63	66	67	66	71	70	75	75	69	69	77	329	

# Charleston Fire District Training Division 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, 2023**.

## **Weekly Training:**

1. **05-03-2023**: EMS drill- pediatric burns, stemi/heart attacks, pediatric trauma, and neo-natal care were the topics covered for EMT refresher. **(36 training hours)**
2. **05-10-2023**: We had quick safety & association meetings then went to Cascade.
3. **05-10-2023**: Crews went to Cascade Farm & Outdoor and worked on the NFPA Driver task book. **(24 training hours)**
4. **05-17-2023**: Crews went to Cascade Farm & Outdoor and worked on the NFPA Driver task book. **(16.5 training hours)**

## **Joint Training:**

1. **05-24-2023**: Crews from North Bend, Coos Bay, and Charleston all worked together on a RIT/C CPR drill. **(30 training hours for Charleston crews)**

## **Special Training:**

1. **05-13-2023**: (Saturday Drill) Crews worked on Hose management/streams. **(17.5 training hours)**
2. **05-31-2023**: Crews went to Central Coos and did some Jaws & Stabilization with Chris Mills the Holmatro tech. (This was part of the package of the purchase of the struts we purchased a few months back). **(45 training hours)**

**169** Total training hours completed in **May, 2023**.

Respectfully,  
Caleb Moldt  
Training Officer  
Charleston Fire District

## Administrative Report

- A. Coos Forest Protective Association has staff members moving into the Crown Point Fire Station currently. We have received the payment for the summer.
- B. No action has occurred with the OIMB contract, I elected to hold off and start back with them after the 1<sup>st</sup> of July for next year.
- C. We have hired 2 of the 3 seasonal firefighters as of Monday June 12<sup>th</sup>. We are actively seeking a third to fill all three shifts. They are currently working 4-10's for a couple weeks and will eventually go to their assigned shifts.
- D. I am currently working on the lighting upgrade around station 1. We received grants totaling \$10,000 recently from Kokwell Community Fund and SDAO for this project. This includes improving security lighting around the station and adding work space lighting for the front ramp, parking lot, rear lot and the south driveway. This will provide improved lighting when working at night after large alarms or for training.
- E. I am waiting for notifications from 2 grants for funding replacements of the turnout gear. Our gear is aging and showing wear issues. The two grants should 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.
- F. We have hired two of the seasonal positions and working on the third. Ian Stevenson, a volunteer firefighter was the first hired and then we hired Julien Temps as the second. Julien comes to us from Coos Bay Fire as a student firefighter. Julien is seeking his paramedicine degree in the fall and Ian is seeking his Fire Science degree as well.

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 2023/2024 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](http://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:

Staff recommends transferring funds from the Grants-Staffing line to the Seasonal wage line and the Overtime for funding the costs of the seasonal Firefighters. The amount recommended is \$35,000. The payroll costs affiliated are already within the other lines ie Social Security, Medicare etc.

Recommended change #1

Page 2

Line 19 Grants-Staffing: change from \$38,000 to \$3,000

Line 6 Overtime: change from \$30,000 to \$35,000

Line 16 Seasonal Firefighters: change from \$0.00 to \$30,000

Line 18 Total Personal Services: No Change

This recommended change comes from the grant recently received to fund this program for the summer of 2023.

No other lines including page and section totals change.

End recommendations

## **Return to the Regular Meeting**

## **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**

### Purchase Order

Radio Maintenance invoice

It would seem that my estimate for the needed maintenance and radio system programming was greatly off. Where I expected the cost to be under the \$5,000 threshold, it was not. Below are copies of the invoices totaling \$9,165.82. The funding to cover these 2 invoices is included in the general fund transfer tonight. The maintenance on our radio systems included all radios utilized by the district and several items required repairs. These were issues found by the tech's when they were testing the radios that we were unaware of.

The process also included reprogramming of all radios to include several new frequencies from other agencies that have been received since our last radio system upgrade.

I am requesting approval to pay the invoices from Complete Wireless Solutions.

**Invoice #1**

**Complete Wireless Solutions**

*Radio Communications Service, Inc.*

**1758 22nd St SE  
Salem, OR 97302**

SALEM 503-362-1388 FAX 362-1559

**INVOICE**

DATE	INVOICE #
3/15/2023	100094

P.O. NO.	TERMS
	Net 30

REP	TAL
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BILL TO
Charleston Fire District 92342 Cape Arago Highway Coos Bay, OR. 97420-8745

<b>PLEASE PAY FROM INVOICE</b>
<b>\$15.00/MO LATE FEE PER INVOICE</b>

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
KMC-72W NASPO Discount	Kenwood Noise-Cancelling Speaker MIC(Immersion) MIL-SPEC, IP54/55/67 National Assoc. of State Procurement Officials No. 06913 Discount Kenwood	2	112.70 -30.00%	225.40 -67.62
KRA-26M NASPO Discount	Kenwood VHF Helical Antenna 146-162 Mhz National Assoc. of State Procurement Officials No. 06913 Discount Kenwood	5	18.50 -30.00%	92.50 -27.75
NMOWBQB	NMOWBQB VHF 1/4 Wave Antenna w/ Spring Black	1	60.00	60.00
Labor	Service - Day 1 8X2=16 Regular, Day 2 8X2=16	32	150.00	4,800.00
After Hours	Service- Day 1 7 Hours, Day 2 3 Hours	10	225.00	2,250.00
Expenses	Per Diem 2 days X 2	1	783.29	783.29
Encl	See Attached Work Order			0.00

WE APPRECIATE YOUR BUSINESS

**TOTAL**

**\$8,115.82**

**Invoice 2**

***Complete Wireless Solutions***

*Radio Communications Service, Inc.*

**1758 22nd St SE  
Salem, OR 97302**

SALEM 503-362-1388 FAX 362-1559

**INVOICE**

<b>DATE</b>	<b>INVOICE #</b>
3/10/2023	100089

<b>P.O. NO.</b>	<b>TERMS</b>
	Net 30

<b>REP</b>	<b>TAL</b>

<b>BILL TO</b>
Charleston Fire District 92342 Cape Arago Highway Coos Bay, OR. 97420-8745

<b>PLEASE PAY FROM INVOICE</b>
<b>\$15.00/MO LATE FEE PER INVOICE</b>

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Labor Encl	Service - Update programming template for radio PM See Attached Work Order	7	150.00	1,050.00 0.00
<b>WE APPRECIATE YOUR BUSINESS</b>			<b>TOTAL</b>	<b>\$1,050.00</b>

Hazmat contract

The latest contract for the Hazardous Materials Team is due for approval. This is for the new biennium. All changes are simply housekeeping for the change in State budget years.

I recommend approval.

Email received from OSFM regarding the updating purpose.

**Agreement Notice**

**For:** Charleston RFPD

**Agreement expiring 6/30/2023:** PO-25700-00016000

**New OregonBuys agreement #:** PO-26000-00017762

**Respond by:** June 23, 2023

Dear Chief Sneddon,

We appreciate and thank you for your continued partnership with the Oregon State Fire Marshal as a Regional Hazmat Emergency Response Team (RHMERT) member. Please find attached the final draft for a new RHMERT agreement for your signature.

This document is based on a template approved by our attorney. Please note that any changes will incur additional delay and review by our attorney.

Please let Jamie and I know if you have any questions or concerns. Otherwise, please sign and return by 6/23/2023.

**Resolution 23-003 Adopting Budget Fiscal Year 2023/2024**

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2023-2024 in the total of \$1,738,900. 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, 2023 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Fire Protection	\$ 1,226,000	
Debt Service	\$ 700	
Transfers to other funds		
Building/ Equipment Reserve Fund	\$ 0	
Debt Service Fund	\$ 74,600	
General Operating Contingency	\$ 40,000	
Total General Fund		\$ 1,341,300
BUILDING/ EQUIPMENT RESERVE FUND		
Acquisition and Improvement	\$ 69,000	
Total Reserve Fund		\$ 69,000
DEBT SERVICE FUND		
Debt Service	\$ 77,300	
Total Debt Service Fund		\$ 77,300
Total Appropriations, All Funds		\$ 1,487,600
Total Unappropriated and Reserve Funds, All Funds		\$ 251,300
TOTAL ADOPTED BUDGET		\$ 1,738,900

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2023-2024 upon the assessed value of all taxable property within the district at the rate of \$3.5000 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	\$3.50/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 21<sup>st</sup> day of June 2023.

**RESOLUTION 23-004: 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 2022–2023 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 2022–2023;

**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:

<u>Firefighter Salaries</u>	\$ 18,000
<u>Health Insurance</u>	\$ 30,000
<u>Volunteer Firefighters</u>	\$ 5,000

Total Transferred Out - Personal Services \$ 53,000

From the Materials & Services Category:

<u>Physicians &amp; Medical Services</u>	\$ 2,500
<u>Volunteer Reimbursement</u>	\$ 2,500
<u>State &amp; Federal Reimbursables</u>	\$ 6,800
<u>Grant Expenditures</u>	\$ 10,000

Total Transferred Out - Materials & Services \$ 21,800

From the Contingency:

<u>Contingency Fund</u>	\$ 13,000
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Total Transferred Out - Contingency \$ 13,000

Total Transferred Out - All Categories \$ 87,800

**TRANSFERS IN**

To the Personal Services Category:

<u>Paid On Call Firefighters</u>	\$ 1,000
<u>Part Time Positions</u>	\$ 4,000
<u>Fire Chief's Salary</u>	\$ 2,000
<u>Fire Lieutenant's Salary</u>	\$ 6,000
<u>Overtime</u>	\$ 20,000
<u>Unemployment Insurance</u>	\$ 1,000
<u>Medicare/ Social Security</u>	\$ 2,300

Total Transferred Out - Personal Services \$ 36,300

To the Materials & Services Category:

<u>Equipment Maintenance</u>	\$ 8,000
<u>Building Maintenance</u>	\$ 10,000
<u>Travel &amp; Lodging</u>	\$ 3,500
<u>Meals</u>	\$ 2,000
<u>Lights &amp; Power</u>	\$ 500
<u>Telephone</u>	\$ 1,500
<u>Office Supplies</u>	\$ 5,000
<u>Books &amp; Subscriptions</u>	\$ 500
<u>Membership Fees &amp; Dues</u>	\$ 2,000
<u>Motor Vehicle &amp; Heating Fuels</u>	\$ 5,000
<u>Fire Prevention</u>	\$ 300
<u>Hydrant Standby</u>	\$ 700
<u>Insurance</u>	\$ 2,500
<u>Communications Contracts</u>	\$ 2,000
<u>Other Materials &amp; Services</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 7,000

Total Transferred In - Materials & Services \$ 51,500

Total Transferred In - All Categories \$ 87,800

Passed by the Board of Directors this 21<sup>st</sup> day of June, 2023



**RESOLUTION 23-005**

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2023-2024 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2023-2024 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, 2024, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2024-2025 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 2023-2024 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 21<sup>st</sup> day of June 2023.

**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 has determined that they do not have the staff nor the vendors to keep the Seafood Festival running have decided to cancel it for this year and revisit the festival in the years to come. It has lost money the last few years that we have managed it which defeats the purpose of the fund raiser.
- B. 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.
- C. Please remember the Annual 4<sup>th</sup> of July Pancake Feed. This year we will be offering a gluten free option on the pancakes.