



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 will be held on **July 15, 2020** 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 July 14, 2020. 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 May 20, 2020 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 July 14, 2020.

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 AGENDA

Call meeting to order, Flag salute, and Rollcall

Election of Officers

The election of President, Vice President and Secretary/Treasurer for the Board of Directors

Consent Agenda: (items will be approved by a single motion unless the Board wants to address a single item separately during the meeting).

Approval of minutes of: Regular meeting & Budget Hearing dated June 17, 2020

Financial: Approval of the statements of revenue and expense & check register for June 2020

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

Title adjustments for staff

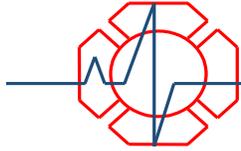
Action on promoting the full time firefighters to Lieutenants

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.

June 17, 2020

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, Heide Cummings, Dave Richards, Kim Davidson

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

Budget Hearing:

President Holland opened the Budget Hearing for the 2021 fiscal year budget and asked for comments on the approved budget.

Administrative recommendations: no changes recommended

No comments from the Board nor the audience

President Holland closed the Budget Hearing

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting May 20, 2020
2. Financial: Approval of the statements of revenue and expense & check register

April 2020

Petty Cash	\$ 100.00
Operating	\$ 29,701.05
Prime	\$ 59,875.94
LGIP Acct 1	\$ 156,573.37
Total Operating	\$ 246,250.36
BERF	\$ 72,004.31
Debt Service	\$ 13,544.01
Total All Funds	\$ 331,798.68

Motion: Kim Davidson, 2nd 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:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Resolution 20-003 Adopting Budget for FY 2020/2021

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2020-2021 in the total of \$1,258,800. 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, 2020 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personal Services	\$ 494,500
Materials and Services	\$ 382,500
Capital Outlay	\$ 23,000
Debt Service	\$ 1,000

Transfers to other funds

Building/ Equipment Reserve Fund	\$ 35,000
Debt Service Fund	\$ 13,200
General Operating Contingency	<u>\$ 40,000</u>

Total General Fund \$ 989,200

BUILDING/ EQUIPMENT RESERVE FUND

Materials and Services	\$ 35,100
Capital Outlay	<u>\$ 57,900</u>

Total Reserve Fund \$ 93,000

DEBT SERVICE FUND

Debt Service	<u>\$ 14,400</u>
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Total Debt Service Fund \$ 14,400

Total Appropriations, All Funds \$ 1,096,600

Total Unappropriated and Reserve Funds, All Funds \$ 162,200

TOTAL ADOPTED BUDGET \$ 1,258,800

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2020-2021 upon the assessed value of all taxable property within the district at the rate of \$3.0000 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	\$3.00/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 17th day of June 2020.

Motion: Heide Cummings, 2nd by Ed Powers to adopt Resolution 20-003 Adopting the FY 20/21 Budget as presented.

Discussion: None

Motion Carried by a Unanimous Vote

Resolution 20-004 Authorizing Interfund Loans

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2020-2021 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2020-2021 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, 2021, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2020-2021 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 2020-2021 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 17th day of June 2020.

Motion: Kim Davidson, 2nd by Ed Powers to adopt Resolution 20-004 Authorizing Interfund Loans as presented.

Discussion: None

Motion Carried by a Unanimous Vote

Resolution 20-005: 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 2019–2020 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 2019–2020;

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:

Volunteer Firefighters \$ 2,000

Total Transferred Out – Personal Services \$ 2,000

From the Materials and Services:

Physician & Medical Services \$ 5,000

Grants \$ 10,650

Total Transferred Out – Materials & Services \$ 15,650

From Non-Departmental:

Operating Contingency \$ 10,000

Total Transfer Out - All Categories \$ 27,650

TRANSFERS IN

To the Personal Services category as follows:

PERS Retirement \$ 9,000

Health Insurance \$ 3,200

Unemployment \$ 600

Total Transferred In – Personal Services \$ 12,800

To the Materials and Services category as follows:

Financial \$ 1,850

Building Maintenance \$ 3,000

Lights & Power \$ 400

Telephone \$ 2,000

Small Tools \$ 200

Motor Vehicle & Heating Fuels \$ 700

Training \$ 150

Hydrant Maintenance \$ 700

Hydrant Standby Fee \$ 800

Firefighting Supplies \$ 350

Other Materials & Services \$ 400

Apparatus Maintenance \$ 4,300

Total Transferred In – Materials & Service \$ 14,850

Total Transfer In - All Categories \$ 27,650

Passed by the Board of Directors this 17th day of June, 2020

Motion: Ed Powers, 2nd by Kim Davidson to adopt Resolution 20-005 General Fund Transfer as presented.

Discussion: None

Motion Carried by a Unanimous Vote

Roof Replacement Station 2

Kim Davidson Declared a Conflict of Interest as her Husband's company was one of the bidders.

Chief Sneddon explained the quotes and the project. He recommended going with the low bidder Crown Roofing as they are qualified.

COST ABSTRACT			Vendors & bid amounts		
6/1/2020			Crown Roofing	Gary Long Construction	Mike Davidson Construction
			PO Box 785	92799 Anderson Ln	2259 Newmark Ave \$334
			North Bend, OR 97459	Coos Bay, OR 97420	North Bend, OR 97459
			541-888-3207	541-269-0579	541-290-4017
Quantity	item/project	Budget			
	Remove old roofing, repair up to 320 FT ² of bad substraight and install new roofing	\$20,000.00	\$19,988.00	\$23,110.18	\$20,850.00

Motion: Dave Richards, 2nd by Ed Powers to award the Station 2 Roof replacement project to Crown Roofing in the amount of \$19,988.00.

Discussion: None

Motion Carried by a Unanimous Vote

(Kim Davidson did not participate in the discussion nor the motion)

Additional New Business:

None

GOOD OF THE ORDER:

A) Discussed the annual volunteer firefighters pancake feed noting it had been cancelled and we encouraged those that would have come to patronize a local restaurant for breakfast that morning instead.

President Holland adjourned the meeting at 7:30 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Prior Meeting Financial Summary
(Ending Last Day of June, 2020)

Petty Cash	\$ 100.00
Operating	\$ 8,352.51
Prime	\$ 37,670.08
LGIP Acct 1	\$ 171,595.30
Total Operating	\$ 217,717.89
BERF	\$ 56,293.22
Debt Service	\$ 13,557.55
Total All Funds	\$ 287,568.66

**Budget Summary incomes
verses expenditures:**
Ending Last Day of June
for Fiscal Year 2019/2020

Revenues	
Other Revenues	\$ 61,125.43
Prior Taxes	\$ 21,735.38
Taxes	\$ 702,357.81
Total Income General Fund	\$ 785,218.62
Income BERF/ Debt Service	\$ 2,174.15
Total income all Funds	\$ 787,392.77
Expenses	
Personal Services	\$ 465,190.54
Materials and Services	\$ 276,197.85
Capital outlay	\$ 23,050.00
Total Expenditures	\$ 764,438.39
Transfers to BERF	\$ 50,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 8,755.00
BERF M&S Other	\$ 0.24
BERF Equipment	\$ 100,860.01
BERF Building	\$ -
BERF Total Expenditures	\$ 109,615.25
Transfers to Debt Service Fund	\$ 13,900.00
Debt Service Fund	\$ 14,465.07
Total Expenditures all funds	\$ 888,518.71

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call volume for the fire district this month is as follows:

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	2	4	6	6	7	5							30
EMS	54	40	49	41	37	58							279
MVC/Rescue	4	4	4	2	7	4							25
Burn Complaints	4	5	3	8	4	2							26
Good Intent	5	2	2	3	5	6							23
Monthly Total	69	55	64	60	60	75							383
Year to Date	69	124	188	248	308	383	383	383	383	383	383	383	

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2	4	5	1	7	33
EMS	50	48	47	52	41	44	44	55	57	62	32	44	576
MVC/Rescue	5	3	2	5	3	3	6	8	2	1	2	9	49
Burn Complaints	4	3	3	2	4	2	2	8	5	6	9	0	48
Good Intent	1	2	0	2	2	2	9	3	5	5	4	3	38
Monthly Total	60	57	55	65	51	53	64	76	73	79	48	63	744
Year to Date	60	117	172	237	288	341	405	481	554	633	681	744	

Last Month: Average calls per day: 30 days, 75 calls equals 2.50 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2020	69	55	64	60	60	75							383	383
2019	60	57	55	65	51	53	64	76	73	79	48	63	341	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	365	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	375	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	376	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	368	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	318	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	254	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	327	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	260	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	237	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	267	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	271	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	324	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	295	567
avg	56	48	50	54	55	54	56	61	53	57	50	59	317	

Training Report, June 2020

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during June, 2020.

Weekly Training:

1. Association Meeting.
2. We continue our on-line Target Solutions training (Fire & Medical continuing education).
3. Student Drills have moved to Pumper Operator Task Books and training during shift.
4. Pumper Operator (Group training) & Tender Operations.
5. New recruits are working on In-House Task Books.
6. Wildland apparatus refresher, response procedures and hose deployment

Joint Training:

1. Technical Rescue Group Training at Shore Acres State Park. North Bend, Coos Bay and North Bay Fire Agencies were in attendance.

Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays.

There were **57** Classes and **112.25** training hours completed in the month of June.

Respectfully submitted,

Deputy Fire Chief Kemmerle
07/01/2020

ADMINISTRATIVE REPORT

- A. Former Volunteer Firefighter Harvey Willis passed away recently of a stroke. Over the past week, Linda Willis suffered a Heart attack requiring surgery. She is home and recovering well.
- B. The District picnic has been postponed until September. The actual date is not been decided.
- C. With the new COVID-19 regulations, I consulted my fellow Fire Chief's around the county and updated our COVID-19 protocols for our crews. Masks are now required when working with the public in and out of the station. We are still monitoring the situation and the County Health Department's biweekly meetings via Zoom.
- D. The Zoom Meetings will continue for our Board Meetings until hazard of COVID-19 goes away. Under the current protocols, masks will be worn during the meetings and all members in the station during the meeting will be required to wear a mask as well.
- E.
- F.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

-No unfinished business proposed-

Additional Unfinished Business:

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

New Business

Staff Promotions support

As I stated when creating the new positions of Utility Firefighter, I wanted to eventually promote them to Lieutenant after meeting some criteria. It is time to promote the two full time Utility Firefighters to Lieutenant. My request is to adjust the wage scale by 3% to reflect the new duties they will have under the new title. This will actually resolve some of the growing pains we have experienced recently and put them on a proper supervisory level for the job they have been doing especially with the shift coverage now. The increased salary equals \$55.00 per pay period effective August 1, 2020. After their November step increase for their anniversary the total is \$57.00 per check over what it would have been if the change did not occur.

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)

B)