

## 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 will be held on **December 16, 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 November 17, 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 December 16, 2020 by emailing [charchief8201@gmail.com](mailto: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 16, 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**

#### **Call meeting to order, Flag salute, and Rollcall**

**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 dated October 21, 2020  
Note: November 18, 2021 meeting was cancelled

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

Resolution 20-007 Funds Transfer

Transfer fund within the Budget as needed for operations

Purchase request

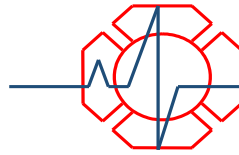
Action on approving purchase of second group of SCBA cylinders as budgeted

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.**

**October 21st, 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 (Via Zoom), Dave Richards (Via Zoom)

Absent: Kim Davidson

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

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting September 16th, 2020
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 19,340.74
Prime	\$ 11,810.27
LGIP Acct 1	\$ 34,099.93
Total Operating	\$ 65,350.94
BERF	\$ 36,168.89
Debt Service	\$ 13,592.42
Total All Funds	\$ 115,112.25

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards 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:**

None

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. Chief Sneddon brought up that the gun raffle for the Charleston Association of Volunteers went really well. Jeff Harden sold the most tickets.
- B. Chief Sneddon brought up that the tender is back in the shop being repaired
- C. 24 years Chief Sneddon has been the Chief for Charleston Fire.

President Holland adjourned the meeting at 7:19 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 October, 2020)

Petty Cash	\$ 100.00
Operating	\$ 32,775.36
Prime	\$ 6,943.02
LGIP Acct 1	\$ 8,796.03
Total Operating	\$ 48,614.41
BERF	\$ 36,179.92
Debt Service	\$ 13,596.57
Total All Funds	\$ 98,390.90

### **Budget Summary incomes versus expenditures:**

Ending Last Day of October for  
Fiscal Year 2020/2021

<b>Revenues</b>	
Other Revenues	\$ 6,709.98
Prior Taxes	\$ 9,234.85
Taxes	\$ 6,720.00
Total Income General Fund	\$ 22,664.83
Income BERF/ Debt Service	\$ 173.87
Total income all Funds	\$ 22,838.70
<b>Expenses</b>	
Personal Services	\$ 185,153.71
Materials and Services	\$ 73,118.94
Capital outlay/ GF Debt Service	\$ 220.00
Total Expenditures	\$ 258,492.65
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.12
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.12
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 0.03
Total Expenditures all funds	\$ 278,740.80

## Reports & Correspondence

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

Current Meeting Financial Summary  
(Ending Last Day of November, 2020)

Petty Cash	\$ 100.00
Operating	\$ 53,927.24
Prime	\$ 33,084.48
LGIP Acct 1	\$ 525,977.30
Total Operating	\$ 613,089.02
BERF	\$ 36,181.49
Debt Service	\$ 1,419.30
Total All Funds	\$ 650,689.81

### Budget Summary incomes versus expenditures:

Ending Last Day of November for  
Fiscal Year 2020/2021

Revenues	
Other Revenues	\$ 12,777.54
Prior Taxes	\$ 15,549.94
Taxes	\$ 652,472.52
Total Income General Fund	\$ 680,800.00
Income BERF/ Debt Service	\$ 186.97
Total income all Funds	\$ 680,986.97
Expenses	
Personal Services	\$ 223,905.97
Materials and Services	\$ 92,212.32
Capital outlay/ GF Debt Service	\$ 275.00
Total Expenditures	\$ 316,393.29
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.13
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.13
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 12,188.82
Total Expenditures all funds	\$ 348,830.24

## 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	4	3	8	2	5		52
EMS	54	40	49	41	37	58	45	53	57	45	56		535
MVC/Rescue	4	4	4	2	7	4	4	4	3	4	1		41
Burn Complaints	4	5	3	8	4	2	4	2	6	6	5		49
Good Intent	5	2	2	3	5	6	5	0	6	2	8		44
Monthly Total	69	55	64	60	60	75	62	62	80	59	75	0	721
Year to Date	69	124	188	248	308	383	445	507	587	646	721	721	

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	

Average calls per day: 30 days, 75 calls equals 2.5 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	62	62	80	59	75		721	721
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	655
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
2015	69	61	52	60	71	55	60	81	66	71	53	72	699	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	605	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	516	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	536	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	551	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	477	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	518	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	505	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	585	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	519	567
avg	56	48	50	54	55	54	56	61	55	57	46	55	595	

## **Training Report, October 2020**

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

### **Weekly Training:**

1. Association Meeting. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions, more to follow. This will continue as expected.

### **Joint Training:**

1. DPSST Live Fire Training prop @ North Bend Fire Department.

### **Special Training:**

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays. Fire District continues to get updates.
2. Utilized SWOCC Fire tower for drill night, foam utilization and Deck Gun (Master Stream) operations.

There were **112** training hours completed in the month of October.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
11/03/2020

# Training Report, November 2020

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

## Weekly Training:

1. Association Meeting. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions, more to follow. This will continue as expected into next year.

## Joint Training:

1. All joint training has been cancelled due to COVID restrictions.

## Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Fire District continues to get updates.

There were **66.5** training hours completed in the month of November.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
12/09/2020



## ADMINISTRATIVE REPORT

- A. The Engine with the damaged door has been repaired and returned to service. I am still working with the insurance company to get the repairs paid for.
- B. With the latest COVID-19 regulations, we have changed our protocols to try and keep up with the safety standards. The mask standard is the toughest thing to address as the crews are around each other for 24 to 48 hours at a time. The latest rules require the masks be on unless in a room alone. They also require the 6' distancing which is difficult in some areas of the station. To date we have had 2 member test positive with one with symptoms and one without.
- C. I am working on the CARES Act funding. This program provides 75% reimbursement of all our COVID-19 expenditures including PPE and equipment. We are reviewing alarms were COVID could have been an issue and will be reimbursed for those as well. The Fire Act also has funding and I am working on a grant to add on to the back of the station, where this isn't an immediate fix, we do not have a good clean room for the cleaning of equipment and personnel potentially exposed to an infectious substance or disease. This is a long shot however is something we need to work on once the vehicles are up to date. I contacted HGE and received an estimate of \$268,000. I believe a simple 25X25 garage kit is all that is needed and added on to the back of the station behind the rescue. We would be the general again in this and would be required to hire electrical, plumbing and to save costs over DIY hire the insulation done. The equipment we have in the station for the decon area and the SCBA maintenance section.
- D. US Fire Equipment is in to do more warranty work on the last refurb. We have a coolant leak show up and some other minor issues.
- E. Projects I am working on for next fiscal year include the rescue chassis change retiring the 1983 GMC one ton chassis for a new F550 crew cab chassis. I have been talking with Bay Cities Ambulance's mechanic and they can do the chassis swap for a lot less than sending it out to a shop. I would also be active in the switch process. I estimate the chassis to be around \$45,000 and another \$10,000 for the lighting and control equipment update. The second project is the replacement of the 2005 Chevrolet Suburban. It is beginning to fail with several trips to the shop and getting more and more expensive every time. The last time was \$1,500 in an attempt to fix a rough running engine on start-up (intermittent) ( spent 3 weeks or more in the shop twice on this issue with no confirmed fix). The other issues were a bad airbag sensor in the front and the heat control for the driver side failed in high heat position. My idea is to find a Ford Expedition approx. 3 years old and add the emergency systems. I would expect \$35,000 for the vehicle and an additional \$7,000 for the systems and decals.

F. From the Coquille Tribal Police Chief:



## COQUILLE INDIAN TRIBE

3050 Tremont Street North Bend, OR 97459  
Phone: (541) 756-0904 Fax: (541) 756-0847  
[www.coquilletribe.org](http://www.coquilletribe.org)

I would like to take this opportunity to thank Charleston Fire Department for their quick actions on a fire that they responded to on Libby Lane near the B. A. C. A. P. A. ball field. This was approximately one hour after the North Bank fire started to burn out of control on 9/8/2020

When Charleston fire arrived on scene they immediately requested traffic control as their fire apparatus was blocking one lane of traffic. I arrived on scene and observed two firefighters racing to remove an attack line from the fire truck and immediately cutting their own trail through thick underbrush towards the fire. I could clearly hear and see that the fire was growing fast and was definitely concerned about it getting out of control.

Several fire trucks from outside agencies arrived on scene to supply additional water. Not long after as smoke and debris filled the sky fire fighters were able to get the fire under control.

I would like to personally thank volunteer firefighters Zach Breitreutz, Austin Cybulski, and assistant fire chief Jerry Huff for their quick response and brave actions to quickly get the fire under control.

Chief Jerry Merritt



Coquille Tribal Police Department

Respectfully Submitted

Michael J. Sneddon, Fire Chief

## **Unfinished Business**

No Unfinished Business at this time

### 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 20-007: 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 2020–2021 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 2020–2021;

**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:	
<u>Accident Insurance</u>	\$ 3,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 3,000</u>
From the Materials and Services:	
<u>Travel &amp; Lodging</u>	\$ 5,000
<u>Meals</u>	\$ 3,000
<u>Conflagration Act</u>	\$ 15,000
<u>Total Transferred Out – Materials &amp; Services</u>	<u>\$ 23,000</u>
From the Contingency:	
Contingency Fund	\$ 11,500
<u>Total Transferred Out – Contingency</u>	<u>\$ 11,500</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 37,500</u>

### TRANSFERS IN

To the Personal Services category as follows:	
<u>PERS Retirement</u>	\$ 10,000
<u>Seasonal Firefighters</u>	\$ 4,000
<u>Total Transferred In – Personal Services</u>	<u>\$ 14,000</u>
To the Materials and Services category as follows:	
<u>Equipment Maintenance</u>	\$ 5,000
<u>Building Maintenance</u>	\$ 5,000
<u>Office Supplies</u>	\$ 2,000
<u>Small Tools</u>	\$ 1,500
<u>Apparatus Maintenance</u>	\$ 10,000
<u>Total Transferred In – Materials &amp; Service</u>	<u>\$ 23,500</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 37,500</u>

The issues this year that have occurred are related to multiple issues. The Personal services both are attributed to my process I used to determine the budget amounts. My algorithms I built had errors and I recently caught it. The Materials and Services are due to costly repairs on vehicles and expenses related to COVID purchases.

### Purchase order

As budgeted, this request is to purchase that last remaining Breathing air cylinders to replace the ones that have timed out under NIOSH regs. This year we have the option to purchase some that are a year old at a substantial savings. Given that these Breathing Apparatus will not make it another 15 years, this is a good purchase and savings. We also have a credit as last year when the cylinders arrived they were already several months old. We called the company on it and they reduced the costs of them.

We budgeted \$23,000 for this purchase and with the reduced prices for the older cylinders, the total cost is \$14,310. The 1 hour cylinder is the full 15 years so it is full price. As you can see we are saving \$373 per cylinder for a total savings of \$7,460.

I recommend this purchase and the savings on buying the cylinders that are a year old. The total cost is \$14,310 plus we have a credit from last year's purchase due to the age issue of \$1,368. The final cost with the credit is \$12,942 plus freight costs. This is \$10,000 under the amount budgeted.

To justify "Sole source" purchasing, Life Safety is our dedicated sales firm for ISI and under NIOSH guidelines which OR-OSHA supports, only cylinders of that brand are allowed to be used except in an emergency. Fire operations whereas is an emergency to the public, is not an emergency to us, therefore NIOSH and OR-OSHA approval would be violated.

*See the quote on the next page.*



**QUOTATION**

DATE  
12/14/2020

<b>BILL TO</b>
CHARLESTON FIRE DEPARTMENT 92342 CAPE ARAGO HWY CHARLESTON, OR 97420

<b>SHIP TO</b>
CHARLESTON FIRE DEPARTMENT ATTN: DARRYL KEMMERLE 92342 CAPE ARAGO HWY CHARLESTON, OR 97420

<b>TERMS</b>	<b>REP</b>	<b>SHIP DATE</b>	<b>SHIP VIA</b>	<b>FOB</b>
Net 30	DPS	12/14/2020	COMMON CAR...	DESTINATION

PART NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
CYL-04	4500 PSI, 60 MIN CARBON CYL. W/VALVE LIST \$1698.00	1	1,250.00	1,250.00
CYL-03	4500/45MIN CARBON CYLINDER ISI 22403 *THESE CYLINDERS WERE MANUFACTURED 11/2019 LIST \$1398.00 (BRAND NEW CYLINDERS, YOUR COST; \$1026.00)	20	653.00	13,060.00
FREIGHT CHRG.	SHIPPING AND HANDLING  THANK YOU, PAUL EQUALL		0.00	0.00
PLEASE CALL WITH ANY QUESTIONS. WWW.LIFESAFETYCORP.COM			<b>Total</b>	\$14,310.00

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 Dinner boxes for the members of the agency were a great program and the cost was well under what the banquet would have cost us.
- B) We will be doing a Parade through the District with Santa Clause on Saturday night starting on the reservation at 5:15pm (joining them first for theirs). We will travel around the fire district after that. Captain Russell Shield has worked hard and has the 1942 Ford running. We will use it this weekend for the Santa parade along with one of the Pierces and the rescue.
- C)
- D)