



Notice of a Regular Meeting

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

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 February 19, 2020 Note: March meeting cancelled due to pandemic concerns

Financial: Approval of the statements of revenue and expense & check register for February and March 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

Appoint Budget Committee

Review applicants and make appointments to positions 1 & 5

Agreement for Financial Services

Review and action on agreement with Stephanie Stroud CPA's

Purchase request

Review and action on the budgeted purchase of replacement breathing apparatus cylinders

Agreement with HIV Alliance for IV needle drop Box

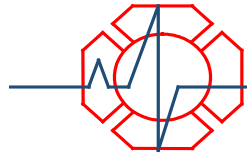
Review & action on a proposed agreement with HIV Alliance to place a needle drop box at Station 1.

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.

February 19, 2020

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

Called to Order: 7:05 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Heide Cummings, Dave Richards & Kim Davidson

Absent: None

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins, Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting January 15, 2020

2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 6,916.37
Prime	\$ 46,099.87
LGIP Acct 1	\$ 7,454.54
Total Operating	\$ 60,570.78
BERF	\$ 111,935.06
Debt Service	\$ 13,931.75
Total All Funds	\$ 186,437.59

Motion: Dave Richards, 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:

Purchase Order for Heat Pump System

In response to the failure of the heat pump system at Station 1, I propose the replacement of this system using a mini-split system. Below is a list of the bids. My proposal is to fund the replacement using the Reserve Fund which has a line for these kinds of emergency repairs and currently has \$10,000 available in that line.

COST ABSTRACT		Vendors & bid amounts		
2/11/2020		Coastal Heat Pump	RHR Heating	Pacific Air Comfort
Quantity	item/project			
1	Heat Pump system st 1	\$8,755.00	\$9,550.00	\$8,944.00
	Electrical	Included	Included	Add \$1,500
		\$8,755.00	\$9,550.00	\$10,444.00

Motion: Ed Powers 2nd by Dave Richards to approve the purchase order for the Heat Pump System.

Discussion: None

Motion Carried by Unanimous Decision

Budget Schedule

Budget Schedule FY2020/2021

- February 19th Regular Board meeting
 - Board to approve Budget Schedule

- April 15th Regular Board Meeting
 - Board to appoint Budget Positions
 - #1 vacated when Ed was elected to the Board, term expires after FY 2021 Budget
 - # 5 is up for a 3 year appointment

- April 4th Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1st meeting and have 2 notices at least 7 days apart.) Notice to request The World Newspaper Publish on Monday, April 13th and Wednesday, April 22nd

- April 13th 1st Notice published in The World Newspaper for May 4th meeting.

- April 22nd 2nd Notice published in The World Newspaper for May 4th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

- May 4th Budget Committee to meet at 7:00 p.m.
 Budget Committee to appoint office of Chair

Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. Budget Committee may opt to begin deliberations at the next meeting, date to be set from list in next section.

Optional dates for future meetings: May 18th

May 25th Wall and Wall to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.)

June 9th The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 17th Budget Hearing for 2020/2021 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2020-2021 Budget
- Enact Appropriation Resolutions/tax levy

By July 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Motion: Kim Davidson, 2nd by Heide Cummings to approve the Budget Schedule.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Jane went to SDAO Conference and will be providing us with more information on the new employment laws.
- B. Fire Districts Banquet March 21st at The Mill Casino at 6pm
- C. Former Board Member Bob Bonk passed away.

President Holland adjourned the meeting at 7:26 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Petty Cash	\$ 100.00
Operating	\$ 31,199.70
Prime	\$ 44,718.70
LGIP Acct 1	\$ 330,527.59
Total Operating	\$ 406,545.99
BERF	\$ 67,195.13
Debt Service	\$ 15,492.95
Total All Funds	\$ 489,234.07

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

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

Revenues	
Other Revenues	\$ 50,087.19
Prior Taxes	\$ 14,819.43
Taxes	\$ 669,562.66
Total Income General Fund	\$ 734,469.28
Income BERF/ Debt Service	\$ 1,837.61
Total income all Funds	\$ 736,306.89
Expenses	
Personal Services	\$ 319,217.28
Materials and Services	\$ 186,846.88
Capital outlay	\$ -
Total Expenditures	\$ 506,064.16
Transfers to BERF	\$ 50,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 4,377.50
BERF M&S Other	\$ 0.20
BERF Equipment	\$ 98,360.01
BERF Building	\$ -
BERF Total Expenditures	\$ 102,737.71
Transfers to Debt Service Fund	\$ 13,900.00
Debt Service Fund	\$ 12,446.30
Total Expenditures all funds	\$ 621,248.17

Reports & Correspondence

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

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

Petty Cash	\$ 100.00
Operating	\$ 12,432.76
Prime	\$ 104,621.21
LGIP Acct 1	\$ 246,234.78
Total Operating	\$ 363,388.75
BERF	\$ 62,930.64
Debt Service	\$ 15,519.01
Total All Funds	\$ 441,838.40

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

Revenues	
Other Revenues	\$ 51,183.86
Prior Taxes	\$ 16,734.99
Taxes	\$ 682,784.44
Total Income General Fund	\$ 750,703.29
Income BERF/ Debt Service	\$ 1,976.68
Total income all Funds	\$ 752,679.97
Expenses	
Personal Services	\$ 354,653.39
Materials and Services	\$ 214,552.57
Capital outlay	\$ -
Total Expenditures	\$ 569,205.96
Transfers to BERF	\$ 50,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 8,755.00
BERF M&S Other	\$ 0.20
BERF Equipment	\$ 98,360.01
BERF Building	\$ -
BERF Total Expenditures	\$ 107,115.21
Transfers to Debt Service Fund	\$ 13,900.00
Debt Service Fund	\$ 12,446.30
Total Expenditures all funds	\$ 688,767.47

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										12
EMS	54	40	49										143
MVC/Rescue	4	4	4										12
Burn Complaints	4	5	3										12
Good Intent	5	2	2										9
Monthly Total	69	55	64										188
Year to Date	69	124	188	188	188	188	188	188	188	188	188	188	

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: 31 days, 64 calls equals 2.07 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										188	188
2019	60	57	55	65	51	53	64	76	73	79	48	63	744	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	713	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	775	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	708	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	771	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	657	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	576	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	574	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	602	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	523	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	564	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	548	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	653	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	567	567
avg	56	48	50	54	55	53	56	61	53	57	50	59	154	

Training Report, February 2020

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during February, 2019.

Weekly Training:

1. 2/5 Association Meeting / Medical Training (Lifting Patients)
2. 2/12 Fire fighter 2 (Construction Materials)
3. 2/19 Banquet Ballots, Extrication Tools and Review
4. 2/26 CPR Refresher / After Action Reviews (Vehicle Accident w/power lines / Structure Fire)
5. Weekly Duty Shift Company Evolutions

Joint Training:

1. Millington Firefighter 1 & FF 2 Academy on Monday & Tuesday evenings.
2. Haz-Mat Operations drill with Coos Bay Fire Department

Special Training:

1. Winter Fire School (McGahan) Leadership and Supervision
2. Winter Fire School (Kemmerle) Fire Adaptive Communities Part 1
3. Fire Chief's Roundtable for volunteer and Combination Fire Departments Huff & Sneddon

Public Relations:

1. Terrell's shift hosted a community Birthday Party.

There were **23** classes and **61.25** training hours completed in the month of January.

Respectfully submitted,

Deputy Fire Chief Kemmerle
03/04/2020

Training Report, March 2020

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

Weekly Training:

1. Association Meeting / Medical Training (COVID 19 Information/PPE)
2. Student Drills (Finished their in house task books) Moved on to Pumper Operator Tasks
3. Due to Corona Virus (Drills were moved to on-line training through Target Solutions).

Joint Training:

1. Rope Rescue Technician Joint Training @ North Bend Fire Department
2. Live Fire Training at SWOCC with Millington Fire Academy

Special Training:

1. Multiple Classes through Target Solutions

There were **31** classes and **50** training hours completed in the month of March.

Respectfully submitted,

Deputy Fire Chief Kemmerle
04/07/2020

ADMINISTRATIVE REPORT

- A. An update on Station 2 roof, I am budgeting a replacement this summer.
- B. We are working on installing the equipment back on the engine from the recent refurb
- C. The ladder rack is repaired and has been placed back on the engine after it failed recently. The Company is refunding the repair costs
- D. The heat pump system at Station 1 has been installed and is functioning quite well.
- E. The Signature stamps have all been purchased and bank paperwork completed and turned back in.
- F. Over the past few months, there has been an effort to install needle drop boxes by the HIV Alliance at local fire stations. We will discuss this agreement during this meeting.
- G. Due to the COVID-19 concerns besides the March board meeting, all drills and meetings have been canceled until we feel comfortable to get everyone back together. With this in mind, Charleston Fire District now has the availability of a virtual meeting for training and public meetings. We completed a test last week with the Volunteers' Association meeting. If you do not have the link for tonight's meeting, please call me and I will make sure you are ready. The meeting notice will be in an email separate of this packet.
- H. I recently purchased the third 2008 Ford Escape which will replace the 2002 Ambulance as medical and support for Station 3 in Charleston. The cost was \$2,500. After the COVID-19 issues subside, the 1997 F150 and the 2002 Ambulance will go on the auction block. The F150 was approved for sale a year or so ago while the ambulance will need to be surplused through Board action this summer.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

No 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

Budget Committee Appointments

The Budget Committee for 2020/2021 fiscal year is as follows:

#1	Vacated	FY 20/21
#2	Connie Green	FY 20/21
#3	Allen Solomon	FY 21/22
#4	Jerry Smith	FY 21/22
#5	Vacant	FY 19/20

Position #1 is vacant due to the election of Ed Powers to the Board.

Position #5 is vacant due to Ken Bastendorff's term expired.

Position #1 has 1 year left on the term and will expire with the completion of FY 20/21 budget cycle. Position #3 will be a full three year term.

Applicants for these positions are:

Ken Bastendorff

Tina Powers

Alan Taylor

Agreement for Financial Services

Rob and Karen Wall have retired and sold out to Stephanie Stroud. She will be working under the name of Stephanie Stroud CPA's. With this change in ownership, we need to sign a new agreement. The key items have not changed and the names are the only changes. I recommend approving this change. As for operations, it will be seamless as we are still working with the same people.

Purchase request

Due to NFPA and other standards our breathing air cylinders are approaching the end of their 15 year life. We have budgeted to replace half this year and the other half will be in the upcoming budget. The amount Budgeted is \$23,500 and the purchase price is \$23,050. This includes 20 - 45 minute cylinders for the airpacks and two (2) - 60 minute cylinders for two (2) of the three (3) Rapid Intervention kits designed to rescuing our own if trapped. 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 invoice on next page"



QUOTATION

DATE

3/30/2020

BILL TO
CHARLESTON FIRE DEPARTMENT 92342 CAPE ARAGO HWY CHARLESTON, OR 97420

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

TERMS	REP	SHIP DATE	SHIP VIA	FOB
Net 30	DPS	3/30/2020	FED-X GRND	DESTINATION

PART NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
CYL-03	4500/45MIN CARBON CYLINDER ISI 22403 LIST \$1398.00	20	1,026.00	20,520.00
CYL-04	4500 PSI, 60 MIN CARBON CYL. W/VALVE LIST \$1720.00	2	1,265.00	2,530.00
FREIGHT CHR.G.	SHIPPING AND HANDLING		0.00	0.00
	THANK YOU, DRU SILVA PAUL EQUALL			

PLEASE CALL 800-335-7809 WITH ANY QUESTIONS. WWW.LIFESAFETYCORP.COM	Total	\$23,050.00
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Agreement with HIV Alliance for IV needle drop Box

We will review the agreement to place this drop box at Station 1 during the meeting. This agreement was drawn up by Jane with input from Jason Jantzi of Special Districts and myself. It was then sent to HIV Alliance for their review. They are asking that the District hold some of the liability of which Jason was comfortable with. With this said, we will openly discuss at the meeting your thoughts and here any concerns from Jane. It is a great program and provides a good safe location for these needle to be dumped. Coos Bay and North Bend Fire Departments have them already. They were not overly concerned with having an agreement which is something I do not understand. Coos Bay also was driven by a Council member to provide this service.

See the agreement attached to a separate email.

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) We are working on a reschedule of the awards banquet however, we won't do anything until things level out and we can get a good overview of the upcoming future.
- B) The Association has decided to cancel the 2020 Seafood Festival and the pancake feed is still in discussion.
- C)