

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 & Budget Hearing will be held on **August 16, 2023** at the Barview Fire Station, 92342 Cape Arago Highway, at **6:00 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 by sending an email to the charchief8201@gmail.com by **2 PM August 16, 2023**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

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 July 19, 2023

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Additional Repair cost funding

Request to fund additional repair costs from Reserve Fund

Additional Unfinished Business:

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

New Business

RESOLUTION 23-006: POLICY CHANGES

Changing the meeting time to 6PM for Board Meetings.

Purchase Order

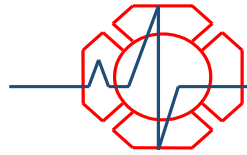
Action on purchasing new turnout gear 50% funded by a grant

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

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These minutes are a draft until adopted by the Board of Directors and signed by the Board Secretary.

July 19, 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, Don Manley & (Via Zoom) Ed Powers

Absent: None

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

President Holland added the required items to the agenda for the election of officers and swear in ceremony for newly elected Board Members.

Chief Sneddon lead a brief swear in ceremony for newly re-elected Board Members Roy Holland, Ed Powers, and Dave Richards.

Election of Officers:

Nominations for Board President

Dave Richards nominated Roy Holland for President, 2nd by Don Manley.

President Roy Holland closed nominations for President after 3 requests for additional nominations.

Discussion: none

Motion Carried by Unanimous Decision for Roy Holland for President

Nominations for Vice President

Ed Powers nominated Dave Richards for Vice President, 2nd by Don Manley

President Roy Holland closed nominations for Vice President after 3 requests for additional nominations.

Discussion: none

Motion Carried by Unanimous Decision for Dave Richards for Vice President

Nominations for Secretary/ Treasurer

Don Manley nominated Nancy Santos for Secretary/Treasurer, 2nd by Dave Richards

President Roy Holland closed nominations for Secretary/ Treasurer

Discussion: none

Motion Carried by Unanimous Decision for Nancy Santos for Secretary/ Treasurer

Consent Agenda:

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

Patty Cash	\$100.00
Operating	\$34,524.06
Prime	\$57,168.99
LGIP Acct 1	\$164,025.66
Total Operating	\$255,818.71
BERF	\$68,351.47
Debt Service	\$79,516.11
Total All Funds	\$403,686.29

Motion: Don Manley, 2nd by Nancy Santos to approve the consent agenda as proposed with the addition of two items to additional new business.

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Repair cost funding

Chief Sneddon explained the repair on the engine after finding water in the pump transmission. When the truck was delivered it was also noted that the brakes were very soft, and the turn signal switch would not cancel. The cost estimate for the pump transmission was under \$7,000 however, the other items the cost was not known.

Request to fund repairs needed to Engine 757 up to \$10,000.

Motion: Dave Richards, 2nd by Don Manley to approve funding to repair 757 up to \$10,000.

Discussion: None

Motion Carried by Unanimous Decision

Purchase Order

Chief Sneddon explained this was a 100% grant funded through grants from SDAO and Kokwell Community Fund to improve the night lighting around station 1 plus add area work lighting for night projects outside of the station.

Motion: Don Manley, 2nd by Dave Richards to approve the station 1 lighting project as proposed with Kyle Electric in the amount of \$9,425.00.

Discussion: None

Motion Carried by Unanimous Decision



PROFESSIONAL ELECTRICAL CONTRACTOR

1085 South 2nd Street Coos Bay, Oregon 97420 (541) 756-2723 Fax: (541)756-4551

CCB#: 240896 June 28, 2023

Billing: Charleston Fire Station ATTN: Mick 92342 Cape Arago Hwy, Coos Bay, OR 97420 charchief8201@gmail.com (541) 297-8245	Job Site: Charleston Fire Station 1 92342 Cape Arago Hwy, Coos Bay, OR 97420 (541) 297-8245
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Re: Light Addition/Retro

- Install the following:
 - New 3 head bullhorn on existing pole and 3 LED Flood lights.
 - 1 light is to be controlled by a photocell and the other 2 are to have a manual toggle switch.
 - 1 24' fiberglass pole with 3 head bull horn with 3 LED Flood lights.
 - Lights to be controlled by a photocell.
 - Conduit and wiring for this will be installed by Kyle Electric. Trenching to be done by others.
 - 2 LED Wall packs on either side of the sign on the front of the building.
 - Lights to be controlled by a photocell.
 - 2 LED Flood lights in front of the shop rollup doors.
 - Lights to be controlled by a switch.
 - 4 Vaportite LED lights for the pit in the shop
 - Swap the welder outlet to a 120-volt double duplex with industrial raised cover.
 - 1 outside weatherproof GFCI on the front of the building near the main entry.
- Final connections and testing.
- Electrical Permit.
- Grounding and boding per NEC.

Exclusions:

- Painting and sheetrock patch.
- Trenching, backfill and patch.

Total: \$9,425.00

Notes:

- This proposal is valid for 30 calendar days from the above date after which it will be subject to review for cost increases.
- Work done other than the items listed above will accrue additional charges. Our rate is \$125 an hour.
- All work is to be done during normal business hours, Monday through Friday 7:00 am to 5:00 pm. **Collection Fee**

Clause: If it is necessary to refer this account for collection buyer agrees to pay seller reasonable attorney fees and collection costs including any collection fees charged by a collection agency, even though no suit or action is filed. If a suit or action is filed the amount of such reasonable attorney's fees or collection charges shall be fixed by the court or courts in which the suit or action including any appeal therein, is tried, heard, or decided.

Additional COLA for staff

Proposal for one time 5% COLA increase for all full time paid staff retroactive to July 1, 2023 to keep up with the rate of inflation. The request was for Line staff, the Board added the Fire Chief to the list to receive the COLA.

Motion: Don Manley, 2nd by Dave Richards to approve a onetime 5% COLA increase to all full time staff.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

Change Administrative Assistant Hours and Pay Rate

Chief explained that with Mistie leaving for another full time position with the State, he proposed changing the Administrative Assistant hours to 10hrs/week and increasing pay rate from \$18/hr to \$25/hr since there will be no benefits. Mistie has accepted the proposal.

Motion: Don Manley, 2nd by Dave Richards to approve adjusting the Administrative Assistants at 10 hours per week with pay rate of \$25/hr.

Discussion: None

Motion Carried by Unanimous Decision

Change Board Meeting Time

Chief Sneddon proposed changing the Board Meeting time from 7pm to 6pm moving forward.

Motion: Nancy Santos, 2nd by Dave Richards to approve adjusting the Board Meeting start time from 7pm to 6pm effective the August 16, 2023 meeting.

Discussion: None

Motion Carried by Unanimous Decision

GOOD OF THE ORDER:

- A. 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.
- B. The Annual 4th of July Pancake Feed was a success. The Association raised roughly \$4,000 towards the purchase a new defibrillator/monitor for the first out Engine. The estimated cost is \$40,000.
- C. We will have a booth this year at the Coos County Fair again for Fire Prevention, Education and to sell the tickets for the sportsman's raffle.

Roy Holland adjourned the meeting at 7:59 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	\$39,694.45
Prime	\$44,058.23
LGIP Acct 1	\$75,491.99
Total Operating	\$159,344.67
BERF	\$68,589.80
Debt Service	\$79,793.38
Total All Funds	\$307,727.85

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$0.00
Prior Taxes	\$0.00
Other Revenues	\$7,401.45
Total Income General Fund	\$7,401.45
Income BERF/ Debt Service	\$515.60
Total Incomes all Funds	\$7,917.05
Expenses	
Personal Services	\$84,803.09
Material and Services	\$25,024.63
Capital Outlay/ GF Debt Service	\$55.00
Total Expenditures	\$109,882.72
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.00
BERF Equipment	\$844.68
BERF Building	\$0.00
Total Expenditures BERF	\$844.68
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$0.00
Total Expenditures all Funds	\$110,727.40

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	5	6						40
EMS	43	41	49	53	57	43	71						357
MVC/RES	5	6	2	2	5	4	1						25
Burn Complaints	2	2	3	0	5	6	3						21
Good Intent	3	8	3	6	4	4	2						30
Lift Assists	3	7	1	2	1	5	4						23
Total	59	69	60	70	84	67	87						496
YTD	59	128	188	258	342	409	496	496	496	496	496	496	

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	67	87						496	496
2022	80	91	89	85	82	90	95	91	97	81	77	119	612	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	479	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	445	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	405	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	431	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	437	775
Avg	68	63	66	67	66	82	70	75	75	69	69	77	472	

Administrative Report

- A. I have scheduled a training and review for Sunday, September 17 for this program. Please refer to your email on this program.

Consulting Services Program

The SDAO Consulting Services Program is here to provide our districts with expert advice and guidance for reducing risk, improving services, and planning for the future. With a cadre of expert consultants at its fingertips, the Consulting Services Program can assist districts with organizational assessments, management recruitments, basic planning, board and staff training, and overall best practices for your district.

First Eight Hours Free - Member districts enrolled in the SDIS Property/Casualty Program are eligible for up to eight hours of free services provided by our consultants. After this time is exhausted, members will have the option of continuing at an hourly rate.

- B. I am waiting for notifications from a FEMA grant for funding replacements of the turnout gear. Our gear is aging and showing wear issues. This is the second of two grants requesting to help 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. We are still holding on a FEMA grant for the replacement of our breathing apparatus. This is the regional grant that we joined with several agencies in the county and applied for.
- C. The Firefighters' Association is working to raise funds for the replacement of the primary heart monitor. I have found that the one we are looking at, which is the common monitor in our area between Fire and Ambulance services is approximately \$23,000. Besides fund raising we are seeking grants as well, the big grant is the Bay Area Hospital Grant, which we are awaiting that to open.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Repair cost funding

Additional costs over the \$10,000 for the repairs on Engine 757 due to the brake replacement issues that have been determined after they reviewed the truck. We are evaluating the front drums, if they do not require replacement, we will save \$1,255.

The estimate is as provided:

Labor	\$2,072
Parts	<u>\$4,759</u>
Total:	\$6,831

Cost breakdown:

Front axle parts:

Drums x 2	\$627.33 each	(\$1,255)
Shoes x4	\$49.53 each	(\$199)
Hardware kit x2	\$33.37 each	(\$67)
Slacks x2	\$135.07 each	(\$271)
Clevis kit x2	\$22.45 each	(\$45)
Seals x2	\$50.79 each	(\$102)

Rear axle parts:

Drums x2	\$623.48 each	(\$1,247)
Shoes x4	\$222.35 each	(\$890)
Hardware kit x2	\$132.44 each	(\$265)
Slacks x2	\$135.07 each	(\$271)
Clevis kit x2	\$22.45 each	(\$45)
Seals x2	\$59.48 each	(\$102)

My request is to fund the additional repairs from the Building/ Equipment Reserve Fund for the Materials & Services Equipment Repair line for the amounts above the prior approved of \$10,000.

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 23-006: POLICY CHANGES

This resolution changes the policy to reflect the decision of July 19th regarding changing the meeting time to 6PM for Board Meetings.

A RESOLUTION ADOPTING REVISIONS TO THE CHARLESTON FIRE DISTRICT POLICY

RECITALS

1. **WHEREAS**, in order to carry out its authorized function of fire protection and precaution pursuant to the authority granted by ORS §§ 478.010 *et seq*, it is necessary for the protection of the health, safety and general welfare of the District and the District members, that the Charleston Fire District adopt the following resolution; and
2. **WHEREAS**, updating and amending the District Policy is necessary; and
3. **WHEREAS**, the Board has reviewed and approved the attached Policies (attached as Exhibit A and incorporated herein)

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Charleston Fire District hereby adopts the updated policy set forth in Exhibit A attached to this resolution and directs Staff to incorporate the changes into the District's Policy documents.

Passed by the Board of Directors this 16th day of August, 2023

EXHIBIT A

The Section that was amended is as follows:

Division 1: Management Policy

ARTICLE VII: Meetings and Agenda

SECTION 1. Regularly scheduled board meetings shall be held on the third Wednesday of every month at **6:00 PM**, at Barview Station #1 92342 Cape Arago Highway. All meetings of the Board of Directors and of Board appointed committees of the CRFPD shall comply with current Oregon revised statues (ORS 192.610 to 192.710). Regular meetings can be changed during a prior regular meeting.

Purchase Order

We recently secured a grant in the amount of \$8,500 with a 50% match that will provide funding to purchase 5 more set of turnout gear. The amount available with our share included is \$17,000 which equates to 5 plus sets of gear. I am seeking approval to purchase the 5 sets of turnout gear from Seawestern using the same specifications as Coos Bay Fire Department. This is since the two members that are part of the hazardous materials team will be provided turnouts and having the matching gear is valuable.

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. 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.
- B.