



Notice of a Regular Meeting & Budget Hearing

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection and **Budget Hearing** will be held on **June 17, 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 May 20, 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 June 17, 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

Budget Hearing

Public Input, Board review of the approved Budget for fiscal year 2020/2021

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 May 20, 2020

Financial: Approval of the statements of revenue and expense & check register for May 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 arisen since the posting of the agenda

New Business

Resolution 20-003

Adoption of the Budget for fiscal year 20/21

Resolution 20-004

Interfund Loans

Resolution 20-005

General Fund Transfer

Approve roof repair for Station 2

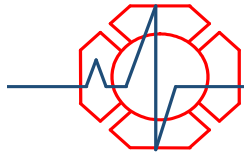
Review of quotes for the repair and replacement of the roof at Station 2 (Crown Point Station)

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 20, 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 via Zoom Meeting

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting April 15, 2020, note March meeting cancelled due to COVID-19 concerns.
2. Financial: Approval of the statements of revenue and expense & check register

April 2020

Petty Cash	\$ 100.00
Operating	\$ 30,167.42
Prime	\$ 38,769.89
LGIP Acct 1	\$ 251,010.94
Total Operating	\$ 320,048.25
BERF	\$ 63,021.30
Debt Service	\$ 15,541.37
Total All Funds	\$ 398,610.92

Motion: Ed Powers, 2nd by Heide Cummings 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 20-002: 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:	
<u>Accident Insurance</u>	\$ 3,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 3,000</u>
From the Materials and Services:	
<u>Travel & Lodging</u>	\$ 2,000
<u>Meals</u>	\$ 2,000
<u>Volunteer Reimbursement/ Incentive</u>	\$ 4,000
<u>Conflagration Act</u>	\$ 10,000
<u>Total Transferred Out – Materials & Services</u>	<u>\$ 18,000</u>
From the Contingency:	
Contingency Fund	\$ 12,100
<u>Total Transferred Out – Contingency</u>	<u>\$ 12,100</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 33,100</u>

TRANSFERS IN

To the Personal Services category as follows:	
<u>Overtime</u>	\$ 3,000
<u>PERS Retirement</u>	\$ 5,000
<u>Health Insurance</u>	\$ 6,700
<u>Seasonal Firefighters</u>	\$ 1,600
<u>Total Transferred In – Personal Services</u>	<u>\$ 16,300</u>
To the Materials and Services category as follows:	
<u>Equipment Maintenance</u>	\$ 3,000
<u>Building Maintenance</u>	\$ 5,000
<u>Small Tools</u>	\$ 800
<u>Medical Supplies</u>	\$ 3,000
<u>Apparatus Maintenance</u>	\$ 5,000
<u>Total Transferred In – Materials & Service</u>	<u>\$ 16,800</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 33,100</u>

Passed by the Board of Directors this 20th day of May, 2020

Motion: Dave Richards, 2nd by Kim Davidson to adopt Resolution 20-003 General Fund Transfer as presented.

Discussion: None

Motion Carried by a Unanimous Vote

Additional New Business:

None

GOOD OF THE ORDER:

A) Discussed the annual volunteer firefighters pancake feed noting that it has not been cancelled however it is being looked at.

B)

President Holland adjourned the meeting at 7:25 PM

EXPLANATION OF BOARD PACKET

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 2020/2021 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.

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:

Return to the Regular Meeting

Reports & Correspondence

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

Prior Meeting Financial Summary
(Ending Last Day of May, 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

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

Revenues	
Other Revenues	\$ 60,945.88
Prior Taxes	\$ 19,830.20
Taxes	\$ 689,417.87
Total Income General Fund	\$ 770,193.95
Income BERF/ Debt Service	\$ 2,197.90
Total income all Funds	\$ 772,391.85
Expenses	
Personal Services	\$ 426,326.35
Materials and Services	\$ 250,730.90
Capital outlay	\$ 23,050.00
Total Expenditures	\$ 700,107.25
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	\$ 14,465.06
Total Expenditures all funds	\$ 824,187.56

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								25
EMS	54	40	49	41	37								221
MVC/Rescue	4	4	4	2	7								21
Burn Complaints	4	5	3	8	4								24
Good Intent	5	2	2	3	5								17
Monthly Total	69	55	64	60	60								308
Year to Date	69	124	188	248	308	308	308	308	308	308	308	308	

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, 60 calls equals 1.94 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								308	308
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
2016	59	49	53	69	64	82	50	57	55	54	58	58	294	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	313	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	282	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	214	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	266	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	224	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	193	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	216	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	226	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	273	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	238	567
avg	56	48	50	54	55	53	56	61	53	57	50	59	263	

Training Report, May 2020

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

Weekly Training:

1. Volunteer Drill has resumed w/social distance compliance.
2. Association Meeting.
3. We continue our on-line Target Solutions training (Fire & Medical continuing education).
4. Student Drills have moved to Pumper Operator Task Books and training during shift.
5. Pumper Operator (Group training) / Hose Loads. Working on developing in-house video of training / operations for district.
6. New recruits are working on In-House Task Books.

Joint Training:

1. Consortium training has been discontinued during COVID-19. Consortium training officers will meet and discuss training that will be offered starting September of 2020 as we do not drill during summer months.

Special Training:

1. DPSST Vehicle Fire (Hands On Training @ North Bend High School) (Cybulski, Betzinger)
Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays.

There were **46** Classes and **42.5** training hours completed in the month of May.

Respectfully submitted,

Deputy Fire Chief Kemmerle
06/12/2020

ADMINISTRATIVE REPORT

- A. The Seasonal FF's start June 21. This year we have Austin Cybulski and Chris McCloskey in these positions. Looking for a good summer season.
- B. The student FF's year is winding down with the end of Spring Term. FF Conner Corpus has left to return home and accepting job as an EMT for a medical provided in the Boise area. Conner served 2 years as a student FF. FF Nick Terrell under the direction of Captain Henderson has been working hard to recruit new students for the upcoming year. We have six ready and possibly up to eight to start the year out. Trenton McGahan is starting his third year and starting the Paramedicine in the Fall, Austin Cybulski and Hunter Betzinger are remaining and just completed year one for them. Hunter will be working for Coos Forest Patrol this summer and Trenton has applied for Bay Cities Ambulance.
- C. We have great news after our recent Insurance Services Office Public Protection Classification regrade. We have successfully improved out ISO rating from a class 4/8b to a class 3 throughout the district. This means a reduction in Fire Insurance rates to commercial and residential properties. The biggest drop is the 8b areas (no hydrants) will potentially see a bigger reduction. If you would like to see this report, please ask and I will send it to you electronically. This classification will take affect September 1, 2020. Deputy Chief Kemmerle was our liaison on this project.
- D.
- 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 arisen since the posting of the agenda

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.

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.

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:	
<u>Volunteer Firefighters</u>	\$ 2,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 2,000</u>
From the Materials and Services:	
<u>Physician & Medical Services</u>	\$ 5,000
<u>Grants</u>	\$ 10,650
<u>Total Transferred Out – Materials & Services</u>	<u>\$ 15,650</u>
From Non-Departmental:	
<u>Operating Contingency</u>	\$ 10,000
<u>Total Transfer Out - All Categories</u>	<u>\$ 27,650</u>

TRANSFERS IN

To the Personal Services category as follows:

<u>PERS Retirement</u>	\$ 9,000
<u>Health Insurance</u>	\$ 3,200
<u>Unemployment</u>	\$ 600

Total Transferred In – Personal Services \$ 12,800

To the Materials and Services category as follows:

<u>Financial</u>	\$ 1,850
<u>Building Maintenance</u>	\$ 3,000
<u>Lights & Power</u>	\$ 400
<u>Telephone</u>	\$ 2,000
<u>Small Tools</u>	\$ 200
<u>Motor Vehicle & Heating Fuels</u>	\$ 700
<u>Training</u>	\$ 150
<u>Hydrant Maintenance</u>	\$ 700
<u>Hydrant Standby Fee</u>	\$ 800
<u>Firefighting Supplies</u>	\$ 350
<u>Other Materials & Services</u>	\$ 400
<u>Apparatus Maintenance</u>	\$ 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

Roof Replacement Station 2

Below is the quotes for the roof replacement at Station 2. This is funded in the reserve fund and I have notified Crown Roofing as the low bidder and I recommend using them. All the bidders are more than qualified and two of them are from within the District.

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

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 4th of July Pancake Feed has been cancelled and we are encouraging our would be customers to go ahead and patronize our local eateries for breakfast that morning in an effort to help support them after the COVID-19 issues that has plagued them this year.

B) The members have decided to have a summer picnic this year in August to replace the annual awards banquet. The time and place is under consideration.

C)