

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 **September 18, 2019** 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.

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 August 21, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Debris Burning Program

Review of the proposed program to require burning permits

Resolution 19-006

Adopting debris burning rules and permit process

Additional Unfinished Business:

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

New Business

Cell Phone Allowance EMS Coordinator

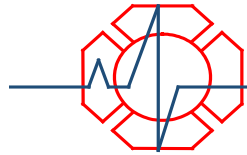
Request to add the EMS coordinator to the list of employees receiving the monthly cell phone reimbursement

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

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

August 21, 2019

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

Called to Order: 7:08 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Kim Davidson, Dave Richards

Absent: Heide Cummings

Staff Present: Chief Mick Sneddon, Administrative Assistant Mistie Henderson, Legal Counsel Jane Stebbins arrived late due to trial responsibilities

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting & Budget Hearing dated July 17, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 26,103.81
Prime	\$ 27,086.62
LGIP Acct 1	\$ 178,643.08
Total Operating	\$ 231,933.51
BERF	\$ 113,945.22
Debt Service	\$ 13,811.76
Total All Funds	\$ 359,690.49

Motion: Ed Powers, 2nd by Kim Davidson to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS

Request to surplus property

Chief Sneddon requested to sell 4 lots of unused equipment of Govdeals.com

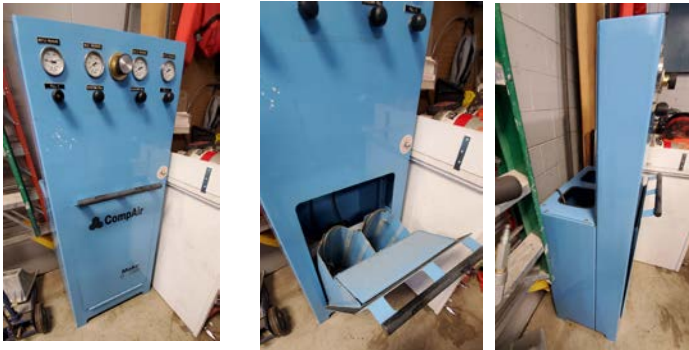
Lot #1

DOT 4-cylinder rack



Lot # 2

Air Cylinder fill station, single bank, 2 cylinder fill, enclosed



Lot # 3

Air Cylinder fill station, 3 bank, 2 cylinder, open



Lot # 4

LG Front Load Washer and Dryer set left by a student firefighter.
(I have a confirmation email from him releasing the machines to the Fire District.)



Motion: Ed Powers, 2nd by Dave Richards to approve the surplus of unused equipment
Discussion: None
Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Chief Sneddon brought to the board that Battalion Chief Jerry Huff would like to receive the \$40 a month stipend for using his personal phone for Fire Station business. Board agreed to discuss it at the next meeting.
- B. Chief Sneddon said the Seafood Fest was a success. He brought to attention that without Chris Eiselein's help and commitment it wouldn't have gone so well. Tina Powers also did a great job with our Chowder Booth.
- C. Raffle tickets sales are still going strong. The Raffle has helped contribute a lot of equipment to the Organization.

Adjourned the meeting at 7:35 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Petty Cash	\$ 100.00
Operating	\$ 30,456.30
Prime	\$ 54,902.32
LGIP Acct 1	\$ 46,167.14
Total Operating	\$ 131,625.76
BERF	\$ 114,467.30
Debt Service	\$ 13,875.05
Total All Funds	\$ 259,968.11

Current Meeting Financial Summary
(Ending Last Day of August, 2019)

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

Revenues	
Other Revenues	\$ 13,293.41
Prior Taxes	\$ 1,978.96
Taxes	\$ 1,916.41
Total Income General Fund	\$ 17,188.78
Income BERF/ Debt Service	\$ 585.37
Total income all Funds	\$ 17,774.15
Expenses	
Personal Services	\$ 81,550.55
Materials and Services	\$ 40,474.22
Capital outlay	\$ 700.00
Total Expenditures	\$ 122,724.77
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ -
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ -
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ -
Total Expenditures all funds	\$ 122,724.77

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2					16
EMS	50	48	47	52	41	44	44	55					381
MVC/Rescue	5	3	2	5	3	3	6	8					35
Burn Complaints	4	3	3	2	4	2	2	8					28
Good Intent	1	2	0	2	2	2	9	3					21
Monthly Total	60	57	55	65	51	53	64	76					481
Year to Date	60	117	172	237	288	341	405	481					

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	6	7	3	3	4	1	4	8	6	9	6	5	62
EMS	54	48	54	41	35	57	57	54	36	24	53	38	551
MVC/Rescue	4	6	6	3	1	4	2	4	3	2	1	3	39
Burn Complaints	2	1	0	2	4	4	1	0	2	2	6	6	30
Good Intent	2	0	1	6	1	5	2	2	1	2	3	6	31
Monthly Total	68	62	64	55	45	71	66	68	48	39	69	58	713
Year to Date	68	130	194	249	294	365	431	499	547	586	655	713	

Last Month: Average calls per day: 31 days, 76 calls equals 2.46 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2019	60	57	55	65	51	53	64	76					481	481
2018	68	62	64	55	45	71	66	68	48	39	69	58	499	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	502	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	483	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	509	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	435	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	362	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	422	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	375	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	346	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	381	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	379	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	449	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	396	567
avg	55	47	49	54	55	53	56	61	51	55	46	54	430	

Training Report, AUGUST 2019

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

Weekly Training:

1. Engine Company Evolutions (Pump / Hose, Hydrant Evolutions, and Search & Rescue)
2. FF 1 Curriculum with new students.
3. Introduction to Rope Rescue
4. Ladders at SWOCC Fire Tower

Joint Training:

1. Rescue 3 International Rope Rescue Technician Course (Kemmerle, Breikreutz, Terrell, Cook, Corpus, McGahan)
2. MAST Brothers towing demonstration at North Bend
3. Joint Fire Academy started with North Bend and Coos Bay Fire Departments

Special Training:

1. Association Meeting
2. Rope Rescue (Low Angle – Use of MPD on a 3:1 and 5:1 system review)

Public Relations:

1. Charleston Seafood Festival

There were **40** classes and **228.5** training hours completed in the month of August.

Respectfully submitted,

Deputy Fire Chief Kemmerle
09/16/2019

ADMINISTRATIVE REPORT

- A. Engine Refurb, the truck is just finished with paint, I am scheduling next week to possibly travel up and check the progress and check that items are being completed according to the agreement..
- B. The washer/Dryer lot sold for \$100 and the 3 bank fill station sold for \$1 on govdeals.com. The other two items did not sell and have been offered to Chemult Fire at no cost. Waiting for Rusty to pick them up.

C.

D.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Debris Burning Program implementation

The program will provide for education of district patrons on proper burning and recycling options, also it will provide more of a direct contact with the community for issuing burn permits and site inspections. We have a trifold information pamphlet, additional information for the district website and information on the actual burn permits to hopefully curb the improper burning around the district. The program will provide both an online option to initiate a permit and a hard copy by coming in and requesting the permit. The issue of billing for repeat offenders will need to be addressed in policy change and potentially the Ordinance. Either way, these changes will require a public hearing in the near future.

Resolution 19-006 Adopting Debris Burning program

Adopting the rules for debris burning regulations and permitting for the Fire District.

This resolution is still in the works and may not be ready for this meeting. Zach and I are meeting with Jane at 5:30 on Wednesday before the meeting to work on this program. With the end of Fire Season looming, I was hopeful to have this program ready to go at that point, however, there are some issues that may still be needed to finalize.

Additional Unfinished Business:

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

New Business

Cell Phone Allowance EMS Coordinator

Request to add the EMS coordinator to the list of employees receiving the monthly cell phone requires a change in Employee policy, my recommendation is listed below and underlined.

RESOLUTION 19-007: POLICY CHANGES

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 Policy attached herein as Exhibit A is intended to provide a comprehensive policy for the Fire District in all sections of the Policy Manual; and
4. **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 18th day of September, 2019

EXHIBIT A

DIVISION 2: PERSONNEL POLICY

EMPLOYMENT PRACTICES

ARTICLE XIII BENEFITS

SECTION 13. CELL PHONE USAGE REIMBURSEMENT

The Fire District will reimburse each full time employee \$40.00 per month for the use of their personal cellular phone. This is a flat reimbursement due at the first of each month for the month prior. Part Time employees will receive the cell phone usage reimbursement when individually approved by Board Action by position.

1. EMS Coordinator Position

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) Former Board President Robert “Bob” Lavoie passed away recently. Bob retired from Hillsborough PD in California after 27 yrs of service. He loved his job, he was always civil minded, a truly and deeply good person. Bob was appointed by the Coos County Commissioners along with Dr. Ward Studt and Bruce Lundgren after a recall of three board members. Bob led the Board through a tumultuous period which saw the agency make large changes including the senior staff. The meeting room at Barview Station has been named in his honor in 2004.
- B) The Oregon Fire Service Conference is November 7-9 at the Seaside Convention center. If a Board member would like to attend, please let me know and Mistie or I will get you registered and set up with a room. I am attending Thursday only to memorialize Bob Lavoie during the opening ceremony and I have several toy fire trucks to donate for the silent auction that supports the Burn Foundation. I have to return home that evening as my family leaves for a vacation the next day.
- C) Crews were at the Charleston Fishing Families “Fisherman’s Appreciation” event Saturday for Fire prevention opportunities.
- D) The Charleston Volunteer Firefighters Association is once again selling raffle tickets for several guns to raise funds to purchase equipment for the fire district operations. These raffles have provided over \$20,000 in equipment purchases over the past 5 years. For information see one of our firefighters or Chief Huff.
- E) Charleston Fire is again teaming up with the Charleston Fishing Families for the annual “Trunk or Treat” in the Charleston Boat Basin parking lot.
- F) Crews will be at Madison School to help cook hotdogs for their open house Thursday September 19th.
- G)