

## 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 **February 21, 2024** 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.

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 [charchief8201@gmail.com](mailto:charchief8201@gmail.com) by **2 PM February 21, 2024**. 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 January 17, 2024

Financial: Approval of the statements of revenue and expense & check register January 2024

### **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**

Staffing discussion

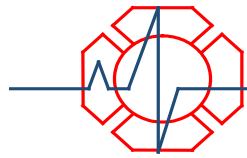
Discussion on adding additional staff due to increasing calls for service and backfilling

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.**

**January 17, 2024**

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

Called to Order: 6:12 PM

Flag Salute

Roll call:

Present: Roy Holland, Dave Richards, Nancy Santos, Don Manley & Ed Powers

Absent: None

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom), Admin Mistie Henderson, Captain Russell Shield, Engineer Julien Temps, Engineer Tyler Easter and Firefighter Jamis Neumeyer

Guests: Engineer Julien Temps Family

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting December 20, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$24,472.24
Prime	\$74,067.52
LGIP Acct 1	\$418,717.73
Total Operating	\$517,357.49
BERF	\$45,922.35
Debt Service	\$133,477.05
Total All Funds	\$696,756.89

**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: Alarm and drill statistics and operations report.

Badge Pinning and Swear-in Ceremony for new Full-Time Firefighter/Engineer Julien Temps.

Julien’s Fiancé’ pinned his badge on his shirt.

Chief Sneddon requested additional unfinished business regarding the heart monitor purchase

**UNFINISHED BUSINESS:****Additional Unfinished Business****Heart Monitor purchase:**

Chief Sneddon explained the funding situation that the Rotary Coos Foundation had funded only \$5,000 and the President of the local Rotary Club is requesting the remaining \$5,000 from the Club funds. Chief requested that Board approve up to an additional \$5,000 from District's reserve fund to finalize purchase of second heart monitor if the club does not fund all or part of the \$5,000 request.

**Motion:** Dave Richards, 2<sup>nd</sup> by Nancy Santos to approve using up to \$5,000 from the reserve fund to finalize purchase of 2<sup>nd</sup> heart monitor depending on the funds offered by the Rotary Club of Coos Bay.

**Discussion:** None

Motion Carried by Unanimous Decision

**Additional Unfinished Business:**

None

**NEW BUSINESS:****Budget Schedule FY 2024/2025**

January 17<sup>th</sup> Regular Board meeting

- Board to approve Budget Schedule

April 2<sup>th</sup> Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1<sup>st</sup> meeting and have 2 notices at least 7 days apart.) The World Newspaper only publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 9<sup>th</sup> & Friday, April 19<sup>th</sup> (worldlegals@countrymedia.net)

April 9<sup>th</sup> 1<sup>st</sup> Notice published in The World Newspaper for May 6<sup>th</sup> meeting.

April 17<sup>th</sup> Regular Board Meeting

- Board to appoint Budget Positions 1 & 2 are up for a 3-year appointment

April 19<sup>th</sup> 2<sup>nd</sup> Notice published in The World Newspaper for May 8<sup>th</sup> meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 6<sup>th</sup> Budget Committee to meet at 7:00 p.m. (Zoom Meeting option provided)

Budget Committee to appoint office of Chair.

The Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. The 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 13<sup>th</sup>

May 29<sup>th</sup> Stephanie Stroud CPA to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.) The scheduled published date is Tuesday June 11<sup>th</sup>.

(worldlegals@countrymedia.net)

June 11<sup>th</sup> The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 19<sup>th</sup> Budget Hearing for 2024/2025 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2024-2025 Budget
- Enact Appropriation Resolutions/tax levy.

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

**Motion:** Ed Powers, 2<sup>nd</sup> by Don Manley to approve Budget Schedule for FY 2024/2025 as proposed.

**Discussion:** None

Motion Carried by Unanimous Decision

Agreement for housing lease to CFPA

Chief Sneddon proposed the Lease agreement for the use of the living qtrs. Including the four (4) dorm rooms the Crown Point Station for 5 months to CFPA during fire season.

This is the same agreement as 2023 with the required changes to reflect the dates.

**Motion:** Dave Richards, 2<sup>nd</sup> by Nancy Santos to approve the Lease agreement to lease the living quarters including the four (4) dorm rooms at the Crown Point Fire Station May through October 2024 as proposed.

**Discussion:** None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

None

Roy Holland adjourned the meeting at 6:35 PM

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

#### Current Meeting Financial Summary: Fiscal Year 2023/2024:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$63.78
Prime	\$52,423.57
LGIP Acct 1	\$330,878.54
Total Operating	\$383,465.89
BERF	\$46,162.77
Debt Service	\$79,085.75
Total All Funds	\$508,714.41

#### Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$892,228.50
Prior Taxes	\$14,019.20
Other Revenues	\$51,713.66
Total Income General Fund	\$957,961.36
Income BERF/ Debt Service	\$3,248.37
Total Incomes all Funds	\$961,209.73
Expenses	
Personal Services	\$523,512.07
Material and Services	\$225,465.11
Capital Outlay/ GF Debt Service	\$385.00
Total Expenditures	\$749,362.18
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$12,293.42
BERF M&S Building Repair	\$6,624.00
BERF M&S Other	\$0.04
BERF Equipment	\$4,454.68
BERF Building	\$0.00
Total Expenditures BERF	\$23,372.14
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$77,095.29
Total Expenditures all Funds	\$849,829.61

# Administrative report: Alarm and drill statistics & operations report

## ACTIVITY REPORT

Call breakdown by type 2023:

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4												4
EMS	66												66
MVC/RES	0												0
Burn Complaints	2												2
Good Intent	8												8
Lift Assists	7												7
Total	87	0	0	0	0	0	0	0	0	0	0	0	87
YTD	87	87	87	87	87	87	87	87	87	87	87	87	
Daily Avg	2.8	0	0	0	0	0	0	0	0	0	0	0	

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6	7	8	7	4	72
EMS	43	41	49	53	57	43	71	81	76	47	67	56	684
MVC/RES	5	6	2	2	5	4	1	4	3	6	5	9	52
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3	4	49
Good Intent	3	8	3	6	4	4	2	10	3	9	5	33	90
Lift Assists	3	7	1	2	1	5	4	3	0	3	1	2	32
Total	59	69	60	70	84	67	87	108	98	81	88	108	979
YTD	59	128	188	258	342	409	496	604	702	783	871	979	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	3.5	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2024	87												87	87
2023	59	69	60	70	84	67	87	108	98	81	88	108	59	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	80	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	78	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	69	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	60	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	68	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	64	775
Avg	71	63	66	67	66	71	72	80	78	70	72	82	60	

# Monthly Training Report

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during the month of **January, 2024**.

## Weekly Training:

- 01-03-2024:** Drill canceled due to Alarm 2024-008 (structure fire on Seven Devils Rd).  
**01-10-2024:** Medical recording (scribe sheets), Rope gear (awareness & operations).  
**(30 staff hours)**  
**01-17-2024:** Joint Training- Training Consortium.  
**01-24-2024:** Ground Ladders- Classroom overview and hands on ladder handling and operations.  
**(30 staff hours).**  
**01-30-2024:** Joint Training- Central Coos Fire & Rescue.

## Joint Training:

- 01-17-2024:** Active Shooter-Medical Specific training  
**(42 staff hours).**  
**01-30-2024:** Joint Drill-Central Coos- Relay pumping & tender shuttle operations.  
**(35 staff hours).**

## Special Training:

- 01/23-26/2024:** Fire investigation class- vehicle fires.  
**(24 staff hours)**

## Recommended Shift Training schedule:

1. Shift training topics:  
Monday = Medical,  
Tuesday = Online Training program,  
Wednesday = Water Wednesday (Apparatus Operator topics),  
Thursday = Technical (rope rescue, hazmat, vehicle extrication, drone, etc),  
Friday = Fire (try for hands on or do table top),  
Saturday = Safety (NIOSH report review),  
Sunday = Scenarios (table top).
2. Total shift training hours: **(14.5 staff hours)**

Total training hours for the month of **January, 2024: (175.5 staff hours)**

Respectfully submitted,

Lieutenant Caleb Moldt,  
Training Officer

## Administrative Report

- A. Both heart monitors are in service and all funds have been received and expended. The Rotary granted us the second \$5,000 at their last meeting.
- B. The new furniture for the day room was delivered the Thursday February 18th. This furniture replaces recliners that were worn out plus is considerably more hygienic than the old furniture.



- C. 2024 SDAO conference provided lots of good information. Captain Shield attended along with me. Sessions including budgeting, mergers, grant writing, succession planning for board and staff, and the risk management process. Some great networking also occurred as usual, 4 of the Sanitary Board members were there as well. I would like to host an open house with them so our members and theirs can network. More to come on that in the future.



D. HB 2805: new mandatory “public meetings” training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. As members of the governing body for Charleston RFPD each of you must receive Public Meetings Law training at least once during each term of office. “No additional information is currently available”.

E. Staff are currently working on the Assistance to Firefighters Grant program. This program has three opportunities, the first is for general purchases ie equipment, PPE etc. We are writing for mental and physical health including NFPA recommended health screenings and new fitness machines for the station. These machines will replace the old equipment we currently have that are due for replacement. The second section is for vehicles and I am working to purchase a new tender as we currently have 1 that is 20 years old and parts are now becoming an issue plus the backup tender is 38 years old. The third opportunity is a regional grant which is how we received the new breathing apparatus. This year we do not have anyone working on this regional process. The grants I am working on could be over \$700,000 if they fully fund our requests. The shocker was the price of the water tender is now \$600,000. We paid \$520,000 for the Pierce engine, tells us what that would cost today.

F. The seismic grant opportunity is currently in the decision phase and reportedly we should find out in April. After talking with some of my peers at a recent Chief’s roundtable event, I realized that when we start this process, we will have to move out of station 1 for several months. With this information I checked and the grant will fund our temporary quarters, I am looking at options for this move. I believe that Crown Point is too close to our neighbors and our call volume would be a severe intrusion on all of them. Charleston Station is an option; however, security of vehicles gets questionable at times. An option may be to rent an office modular and place a steel building on the property to house and secure the trucks. Storage would also be required for materials in a steel shipping container.

G. Lieutenant Austin Cybulski has tendered his resignation and taking a job as a paramedic for Bay Cities Ambulance in the Woodburn area. Bay Cities is owned by a parent company from the west side of Portland. We are currently open for a hiring a Firefighter/ Engineer and following a full process. We will be short one FF for a month as we complete the full process. The two students we have are reducing some of the stresses plus we have a volunteer that we share with Central Coos that is planning to help cover some shifts as needed with no pay.

H. We have received the 17-breathing apparatus through the Assistance to Firefighters' grant program. These replace the 20-year-old SCBA that we have been having to "rob Peter to pay Paul" to keep working. We want to say thank you to Chief Rob Aton of Sumner Fire & Central Coos Fire & Rescue for his work on managing this grant.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

## **Unfinished Business**

Currently there is no unfinished business requiring action.

### **Additional Unfinished Business:**

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

## **New Business**

### **Staffing Discussion**

My intent here is for an open discussion on our staffing level and funding that may be needed to increase the staffing. With vacation requests and the potential for sick leave use, it is getting more difficult to back fill these leave requests to keep the staffing level at 2 on duty at all times. We have the paid on-call members however, they are both working full time and it is difficult to have them work back at times. The other option is to recall off duty paid staff at overtime and if they are just coming off duty, they potentially could work a 96-hour shift which has a potential for sleep deprivation and fatigue.

I am proposing adding up to 2 more career staff allowing movement amongst the shifts for planned leave times such as vacations and preplanned medical leaves. It would also reduce the potential for long shift periods.

With this proposed increase in staffing, I am working on the funding aspect. The funding could require increasing the tax rate up to the \$4.07 rate cap from the current \$3.50. The additional .57 would raise an estimated \$161,500 if it came to that.

My point with this discussion is to get your input in the decision making for this proposal. I would like to keep this discussion open for the next couple months as I build the budget for FY24/25.

### **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 Sportsman's raffle will be launching soon and will feature three guns, two kayakes, a sport fishing trip and a few other items.
- B. The Pancake feed for the 4<sup>th</sup> of July will be in the works shortly as well.

"These fund raisers directly support the operations of the Fire District by purchasing equipment thereby reducing the burden on the tax payers while improving the safety of the community and the staff."