

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 **August 19, 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 August 18, 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 August 18, 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 August 18, 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 July 15, 2020

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

Audit Engagement Letter

Review and action on the engage letter for audit services for FY1920.

Resolution 20-006

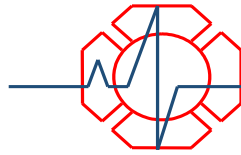
Honoring 28 years of volunteer service by Lieutenant Linda Willis

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.

July 15, 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

Absent: Kim Davidson

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

Election of Officers:

Nominations for Board President

Dave Richards nominated Roy Holland for President, 2nd by Ed Powers.

Motion: Ed Powers, 2nd by Heide Cummings to close nominations for President

Discussion: none

Motion Carried by Unanimous Decision for Roy Holland for President

Nominations for Vice President

Heide Cummings nominated Ed Powers for Vice President, 2nd by Dave Richards

Motion: Ed Powers, 2nd by Heide Cummings to close nominations for Vice President

Discussion: none

Motion Carried by Unanimous Decision for Ed Powers for Vice President

Nominations for Secretary/ Treasurer

Heide Cummings nominated Dave Richards for Secretary/Treasurer, 2nd by Ed Powers

Ed Powers nominated Heide Cummings for Secretary/Treasurer, nomination failed due to a lack of a 2nd

Motion: Ed Powers, 2nd by Dave Richards to close nominations for Secretary/
Treasurer

Discussion: none

Motion Carried by Unanimous Decision for Dave Richards for Secretary/ Treasurer

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting June 17, 2020

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

Petty Cash	\$ 100.00
Operating	\$ 8,352.51
Prime	\$ 37,670.08
LGIP Acct 1	\$ 171,595.30
Total Operating	\$ 217,717.89
BERF	\$ 56,293.22
Debt Service	\$ 13,557.55
Total All Funds	\$ 287,568.66

Motion: Ed Powers, 2nd by Dave Richards 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:

Staff Promotions

Chief Sneddon informed the Board on the request to promote the two Utility Firefighters to Lieutenant and adjust the wage scale up 3% for the added responsibility.

Motion: Ed Powers 2nd by Dave Richards to approve promoting the full-time utility fire fighters to Lieutenant and increase the pay scale 3% to reflect the increased responsibility.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Chief Sneddon will be out next week on vacation. He is going to a small community in Baker County to wire new lightbars on the apparatus for them update their equipment. Then camping in the mountains.

President Holland adjourned the meeting at 7:16 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

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

Petty Cash	\$ 100.00
Operating	\$ 61,203.25
Prime	\$ 25,176.74
LGIP Acct 1	\$ 82,741.35
Total Operating	\$ 169,221.34
BERF	\$ 50,349.30
Debt Service	\$ 13,571.06
Total All Funds	\$ 233,141.70

Budget Summary incomes versus expenditures:
Ending Last Day of July
for Fiscal Year 2020/2021

Revenues	
Other Revenues	\$ 1,855.11
Prior Taxes	\$ -
Taxes	\$ -
Total Income General Fund	\$ 1,855.11
Income BERF/ Debt Service	\$ 69.64
Total income all Funds	\$ 1,924.75
Expenses	
Personal Services	\$ 50,623.37
Materials and Services	\$ 14,522.74
Capital outlay/ GF Debt Service	\$ 55.00
Total Expenditures	\$ 65,201.11
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 6,000.00
BERF M&S Other	\$ 0.04
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 6,000.04
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 0.01
Total Expenditures all funds	\$ 71,201.16

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	5	4						34
EMS	54	40	49	41	37	58	45						324
MVC/Rescue	4	4	4	2	7	4	4						29
Burn Complaints	4	5	3	8	4	2	4						30
Good Intent	5	2	2	3	5	6	5						28
Monthly Total	69	55	64	60	60	75	62						445
Year to Date	69	124	188	248	308	383	445	445	445	445	445	445	

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, 62 calls equals 2.00 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	75	62						445	445
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
2016	59	49	53	69	64	82	50	57	55	54	58	58	426	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	428	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	373	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	305	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	376	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	304	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	288	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	327	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	319	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	386	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	355	567
avg	56	48	50	54	55	54	56	61	53	57	50	59	374	

Training Report, July 2020

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

Weekly Training:

1. Association Meeting. (Zoom Meeting)
2. Safety Committee (Zoom Meeting)
3. We continue on-line Target Solutions training (Fire & Medical continuing education).
4. Student Drills have moved to Pumper Operator Task Books and training during shift.
5. New recruits are working on In-House Task Books. When they are able to.
6. * Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions, more to follow.

Joint Training:

1. NONE

Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays. Fire District continues to get updates.

Public Relations:

We received a thank you via email for services rendered by a duty crew (Terrell's Shift).

There were **42** Classes and **55.5** training hours completed in the month of July.

Respectfully submitted,

Deputy Fire Chief Kemmerle
08/05/2020

ADMINISTRATIVE REPORT

- A. The District picnic has been postponed until indefinitely.
- B. The Zoom Meetings will continue for our Board Meetings until hazard of COVID-19 goes away. Under the current protocols, masks will be worn during the meetings and all members in the station during the meeting will be required to wear a mask as well.
- C. ODOT has a culvert replacement scheduled to start 8/24/2020 for third creek which is just North of Station 1. There will be some brief interruptions in our service during the three week replacement. The interruptions will be when the highway is closed, units will have to take the bypass around Penny to get to the North of the Station. For the most part, interruptions should be limited. This project is due to the collapse of the original culvert pipe in 2019. The water has been diverting through the old steel supply pipe for the pulp mill that was across the highway.
- D. The student program is picking up again as we approach the school year at SWOCC. We currently have 7 students in the program and the recruits will be starting their recruit academy in the next week. We have again teamed with Coos Bay, North Bend and North Bay on this academy as well as support from the SWOCCC Fire Science program. The 2 week academy culminates with a trip to the Eugene Fire training facility and the DPSST training facility in Salem.

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 risen since the posting of the agenda

New Business

Engagement Letter

Once again it is time to start the annual audit process for the recent fiscal year. We have retained the services of Chris Mahr and Associates CPA. LLC. for this service. I recommend approval of the engagement letter.

Resolution 20-006

WHEREAS, Lieutenant Linda Willis (retired) has served as a member of the Charleston Fire District and the Charleston Volunteer Firefighters' Association for 28 years with dedication and distinction; and

WHEREAS, the Officers and Firefighters of the Charleston Fire District are cognizant of Linda's special talents and expertise in the field of Fire, EMS and as a Seamstress, and the invaluable service she has given our community as a responder and her work to sew patches on uniforms and repair district uniforms at no cost to the District of staff; and



NOW, THEREFORE, THE DISTRICT HEREBY RESOLVES that the Board of Directors for the Charleston Rural Fire Protection District does hereby convey to Linda our heartfelt appreciation and commendation for her long-time service, and for her dedication to the welfare of our community and firefighters.

Passed by the Board of Directors this 19th day of August, 2020

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 Gun raffle sales for the Charleston Volunteer Firefighter's Association are still happening, slow sales this year without the usual events we use to sell the tickets at.

B)