



## **Notice of a Regular Meeting**

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **July 18, 2021** 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 July 18, 2021**. 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 July 18, 2021** by emailing [charchief8201@gmail.com](mailto:charchief8201@gmail.com). If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon July 18, 2021**.

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**

**Call meeting to order, Flag salute, and Rollcall**

**Swear in New Board Member & Election of Officers**

Swear in Don Manley and then Annual Election of Board Officers

**Consent Agenda:** (items will be approved by a single motion unless the Board wants to address a single item separately during the meeting).

Minutes of: Budget Hearing dated June 16, 2021  
Regular meeting dated June 16, 2021

Financial: Approval of the statements of revenue and expense & check register June 2021

**Reports & Correspondence**

Administrative report: Alarm and drill statistics & operations report

**Unfinished Business**

Cost recovery discussion

Discuss changes to the cost recovery resolution and policy

Resolution 21-004

Updating the Cost Recovery Program for Fire Protection, Crash Scene Response and Traffic Safety for Emergency Response Incidents and All Related

Resolution 21-005

A Resolution Adopting Revisions to the Charleston Fire District Policy

Additional Unfinished Business:

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

**New Business**

Full Time Position

Discussion on full time re-organization and hiring program

Seasonal Position review

Discuss the seasonal positions and true cost

Resolution 21-006

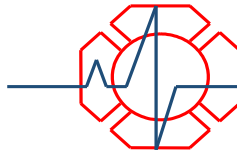
General Fund Transfer

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.**

**June 16, 2021**

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

Called to Order: 7:10 PM

Flag Salute

Roll call:

Present: Roy Holland, Dave Richards, Kim Davidson (Via Zoom), Nancy Santos, Ed Powers

Staff Present: Chief Mick Sneddon

Board Member elect Don Manley (via Zoom)

**Budget Hearing:**

President Holland opened the Budget Hearing for the 2021/2022 fiscal year budget and asked for comments on the approved budget.

Administrative recommendations: no changes recommended

No comments from the Board nor the audience

President Holland closed the Budget Hearing

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting May 19, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 10,426.62
Prime	\$ 19,826.06
LGIP Acct 1	\$317,946.73
Total Operating	\$348,299.41
BERF	\$ 71,331.52
Debt Service	\$ 14,638.01
Total All Funds	\$434,268.94

**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.

Chief added the announcement from Deputy Chief Daryl Kemmerle prior to the meeting to the Board and Firefighters of his decision to retire effective October 1, 2021 after 28 years in the Fire Service including 5 years with Charleston Fire.

**UNFINISHED BUSINESS:**

None

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

Resolution 21-001 Adopting Budget for Fiscal Year 21/22

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2021-2022 in the total of \$1,327,200. 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, 2021 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personal Services	\$ 542,200
Materials and Services	\$ 367,500
Capital Outlay	\$ 7,000
Debt Service	\$ 700

Transfers to other funds

Building/ Equipment Reserve Fund	\$ 50,000
Debt Service Fund	\$ 17,900

General Operating Contingency \$ 40,000

Total General Fund \$ 1,025,300

BUILDING/ EQUIPMENT RESERVE FUND

Materials and Services	\$ 20,100
Capital Outlay	<u>\$ 100,900</u>

Total Reserve Fund \$ 121,000

DEBT SERVICE FUND

Debt Service \$ 14,000

Total Debt Service Fund \$ 14,000

Total Appropriations, All Funds \$ 1,160,300

Total Unappropriated and Reserve Funds, All Funds \$ 166,900

TOTAL ADOPTED BUDGET \$ 1,327,200

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2021-2022 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 16<sup>th</sup> day of June 2021.

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to adopt Resolution 21-001, adopting the Budget for FY 21/22.

Discussion: None

Motion Carried by Unanimous Decision

Resolution 21-002 Allowing Interfund Loans for Fiscal Year 21/22

A Resolution of the Charleston Rural Fire Protection District, Coos County, Oregon, Authorizing Interfund Borrowing and Interfund Loans during the 2021-2022 Fiscal Year.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2021-2022 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, 2022, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2022-2023 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 2021-2022 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 16<sup>th</sup> day of June 2021.

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards adopt Resolution 21-002, allowing interfund loans in FY 21/22.

Discussion: None

Motion Carried by Unanimous Decision

Resolution 21-003 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 2021–2021 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 2020–2021;

**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>Part Time Positions</u>	\$ 7,000
<u>Accident Insurance</u>	\$ 1,500
<u>Total Transferred Out – Personal Services</u>	<u>\$ 8,500</u>
From the Materials and Services:	
<u>Attorney Fees</u>	\$ 3,500
<u>Travel &amp; Lodging</u>	\$ 3,000
<u>Fire Prevention</u>	\$ 1,500
<u>Physician &amp; Medical Services</u>	\$ 8,000
<u>Volunteer Reimbursement/ Incentive</u>	\$ 1,000
<u>Propane</u>	\$ 500

<u>Total Transferred Out – Materials &amp; Services</u>	<u>\$ 17,500</u>
From the Contingency:	
Contingency Fund	\$ 3,700
<u>Total Transferred Out – Contingency</u>	<u>\$ 3,700</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 29,700</u>

**TRANSFERS IN**

To the Personal Services category as follows:	
<u>Fire Captain Salary</u>	\$ 9,000
<u>Overtime</u>	\$ 2,000
<u>PERS Retirement</u>	\$ 2,000
<u>Total Transferred In – Personal Services</u>	<u>\$ 13,000</u>
To the Materials and Services category as follows:	
<u>Financial Services</u>	\$ 1,000
<u>Building Maintenance</u>	\$ 10,000
<u>Office Supplies</u>	\$ 500
<u>Small Tools</u>	\$ 1,000
<u>Hydrant Standby Fee</u>	\$ 1,300
<u>Medical (EMS Supplies)</u>	\$ 2,000
<u>Insurance</u>	\$ 600
<u>Safety Programs</u>	\$ 300
<u>Total Transferred In – Materials &amp; Service</u>	<u>\$ 16,700</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 29,700</u>

Passed by the Board of Directors this 16<sup>th</sup> day of June, 2021

**Motion:** Ed Powers, 2<sup>nd</sup> by Kim Davidson to adopt Resolution 21-003, General Fund Transfer  
 Discussion: None  
 Motion Carried by Unanimous Decision

**Additional New Business:**

**Seasonal Firefighters Funding**

Chief Sneddon proposed with the retirement of Deputy Chief Kemmerle to use some of the funds from that line item and bring back the two seasonal Firefighter positions.  
 The Board discussed the proposal and asked if \$10,000 would be enough where Chief Sneddon stated yes.

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards to approve funding 2 seasonal Firefighter positions in the amount of \$10,000.  
 Discussion: None  
 Motion Carried by Unanimous Decision

**GOOD OF THE ORDER:**

- 1) Annual 4<sup>th</sup> of July Pancake feed is happening
  - 2) Annual Charleston Seafood, Beer & Wine Festival is cancelled for 2021
  - 3) Dave Richards commented that our crews are fast and excellent at their jobs as he had to call for medical for a family member recently
- President Holland adjourned the meeting @2000 hours

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

Current Meeting Financial Summary

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$57,751.68
Prime	\$73,418.22
LGIP Acct 1	\$79,096.94
Total Operating	\$210,366.84
BERF	\$71,437.70
Debt Service	\$12,878.55
Total All Funds	\$294,683.09

Budget Summary incomes verses expenditures:

Ending Last Day of prior month for Fiscal Year 2020/2021

Revenues	
Taxes	\$732,240.42
Prior Taxes	\$31,257.86
Other Revenues	\$30,421.40
Total Income General Fund	\$793,919.68
Income BERF/ Debt Service	\$483.73
Total Incomes all Funds	\$794,403.41
Expenses	
Personal Services	\$508,381.39
Material and Services	\$239,279.33
Capital Outlay/ GF Debt Service	\$19,891.00
Total Expenditures	\$767,551.72
Transfers to BERF	\$35,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$20,248.00
BERF M&S Other	\$0.17
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$20,248.17
Transfers to Debt Service Fund	\$13,200.00
Debt Service Fund	\$13,970.08
Total Expenditures all Funds	\$801,769.97

## Administrative report: Alarm and drill statistics & operations report

### ACTIVITY REPORT

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

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	3	6	3	6	6							28
EMS	53	46	43	58	60	60							320
MVC/RES	10	4	2	4	2	7							29
Burn Complaints	5	1	3	2	1	2							14
Good Intent	6	0	3	2	3	4							18
Total	78	54	57	69	72	79	0	0	0	0	0	0	409
YTD	78	132	189	258	330	409	409	409	409	409	409	409	
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	4	6	6	7	5	4	3	8	2	5	2	54
EMS	54	40	49	41	37	58	45	53	57	45	56	44	579
MVC/RES	4	4	4	2	7	4	4	4	3	4	1	5	46
Burn Complaints	4	5	3	8	4	2	4	2	6	6	5	3	52
Good Intent	5	2	2	3	5	6	5	0	6	2	8	4	48
Total	69	55	64	60	60	75	62	62	80	59	75	58	779
YTD	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 30 days, 79 calls equals 2.64 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2021	78	54	57	69	72	79							409	409
2020	69	55	64	60	60	75	62	62	80	59	75	58	383	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	341	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	365	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	375	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	376	708
Avg	66	55	61	64	60	61	60	61	61	60	61	61	375	

# Training Report, June 2021

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during June, 2021.

## **Weekly Training:**

1. Association Meeting, we are opening up the station for In-House meetings and training.
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. Wildland Refresher / Operations Training
4. Drafting with Brush Truck and Portable Float Pump operation.

## **Joint Training:**

1. Pumper Operator Course provided by Millington Fire.

## **Special Training:**

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to a monthly Meeting, the Fire District continues to get updates, as of 6/21 last meeting.

## **Public Relations:**

6/30 Pancake Breakfast Preparation for drill night on June 30th

There were **240.75** training hours completed in the month of June.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
7/01/2021



## ADMINISTRATIVE REPORT

- A. Welcome to the new Board Member Don Manley replacing Kim Davidson, we will need to have each Board Member got to Umpqua Bank and sign the signature cards. Please wait until I let you know they are ready.
- B. Current status of the engine in Washington: Drove it home on June 28<sup>th</sup> in the super heat. Made it to Eugene and had to drop it at the Detroit diesel center for the check engine light. I drove the unit from Eugene on Thursday and waiting for the part from US Fire Equipment. I will change the bad sensor as it is a 5 minute job. Outside of the sensor issue, the truck performed well on the trip home. Hopefully we can get it in service in the coming weeks.
- C. Crews are painting station 1 & 2 at this time. Station 3 was repainted last summer.
- D. I was mobilized under the Conflagration act on Tuesday July 6<sup>th</sup> as the Deputy Planning Section Chief for the Blue team through the State Fire Marshal for the Jack Fire. I returned home on Monday evening July 12<sup>th</sup> in time to respond on an RV fire up 7 Devils Rd. In the coming months we will be doing the paperwork to have the State reimburse the District for my time and use of the Suburban. Rough estimate is that the Suburban made the District just under \$6,000 during that week. I do expect to be out more this summer as the Fire Season is getting quite bad around the state. We are called when structure are threatened. We are trying to staff the brush truck however find the necessary staffing with the qualifications and time is proving difficult as well as other agencies in the County.
- E. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The latest rules do not require masks nor require the social distancing which is difficult in some areas of the station. We have also began the task of providing inoculations to our staff for the COVID-19 Virus.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

# Unfinished Business

## Cost recovery Discussion

### SECTION 3: Billing for Services

The District recognizes that there is a need for the District to respond to emergency incidents, which are either in unprotected areas, or on a transportation route. Often these calls for service involve persons and/or property who are not providing any revenue to support the availability of the service being used at the time of the emergency. It is the policy of the District to make a reasonable effort to recover all emergency response costs associated with the request for assistance, as authorized under ORS 478.300 and ORS 478.310.

A. Scope: This policy sets forth the billing procedures and fee schedule for billing of unprotected areas and motor vehicle accidents.

#### B. Definitions

1. Unprotected area - an area outside the boundaries of this fire district and not within the boundary of another public or private fire district or under contract for service from the Fire District.
2. Transportation route - any roadway, waterway, railroad right-of-way or airplane route against which no taxes or assessments for fire protection are levied by this fire district.

#### C. Billing for services shall be in compliance with the following:

1. All costs associated for apparatus shall be billed at a rate in compliance with the standardized cost schedule established by the Oregon Fire Service Mobilization Plan as identified in Oregon Administrative Rules, Chapter 837-130-0020.
2. Personnel costs will be charged on an hourly basis as follows:

Career Staff	\$50.00
Firefighters (Volunteer)	\$20.00

#### 3. ADDITIONAL CHARGES

- a. All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team or the rope rescue team from the City of Coos Bay.
- b. Special services will be charged on an hourly or flat fee basis depending on the service.

Dispatch Fee:	\$ 15.00 flat fee
Extrication fee: Use of Extrication tools	\$ 250.00 flat fee
Special Rescue: Low/High Angle Rescue:	\$ 75.00 per hour plus personnel costs
Structure fire response fee	\$ 500.00 flat fee
- c. All materials and supplies used for the benefit of those persons receiving service will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.
- d. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action.
- e. Charleston RFPD will bill the listed homeowners and/or Renters insurance a \$500 cost recovery fee for all structure fires within the Charleston RFPD response area.

4. All additional costs associated with the provision of services, not identified by the standardized cost schedule referenced above shall be billed in accordance with this Policy.
5. Materials and Supplies costs will be charged at the cost of replacement of those materials.
6. The bill for service shall be sent (a) in the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent; and (b) when the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent. The bill for service, in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on Fire District forms.
7. Whenever there is more than one party involved in the incident, the bill shall be divided equally among all parties.
8. Persons who reside within the fire district boundary, contract with the Fire District for service or pay taxes to the District shall not be billed for any services received.
9. Whenever there is an incident that involves persons who are taxpayers and those who are not, the latter shall be billed an equitable percentage of the total service fee.

#### D. BILLING PROCEDURE

1. Personnel at the scene will strive to obtain vital information relating to the name, residential address, mailing address if other than residential, and the name of the insurance provider(s) of all persons involved in the incident. District Staff will utilize the EF Recovery App to obtain the information required for the EMS Coordinator to file a cost recovery claim through EF Recovery
2. Whenever this information is unobtainable due to the circumstances of the incident, the District will contact the billing department of the ambulance provider to gain necessary information.
3. The District will endeavor to send all bills within thirty (30) days of providing service. If arrangements for payment are not made within ninety (90) days, the bill will be considered delinquent and the District will proceed with collection, as they deem appropriate, on a case-by-case basis.
4. The following matrix will be used for determining cost recovery eligibility

<b>Motor Vehicle Crashes</b>	<b>Residents</b>	<b>Non-Residents</b>
1) Bill Insurance	Yes	Yes
2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	No
2) If denied <i>or</i> no insurance, bill Liable Party	No	Yes
3) If unpaid, send to collections	No	Yes
<b>Rescue Operations</b>		
1) Bill Insurance	Yes	Yes
2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	No
3) If denied <i>or</i> no insurance, bill Liable Party	No	Yes
4) If unpaid, send to collections	No	Yes
<b>Structure Fires (\$500 fee)</b>		
1) Bill Insurance	Yes	N/A
2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	N/A
<b>Preparedness Fee All incidents Billed</b>	No	Yes
1) \$250.00 Minimum Preparedness Fee	No	Yes

**SECTION 4: EXHIBIT A**

A. OREGON STATE FIRE MARSHAL'S COST RECOVERY SCHEDULE OAR 837-130-0020

1. All costs for apparatus and response will be billed under the current Oregon Fire Service Mobilization Plan.

**RESOLUTION 21-004:**

**AMENDING THE COST RECOVERY PROGRAM FOR FIRE PROTECTION, CRASH  
SCENE RESPONSE AND TRAFFIC SAFETY FOR EMERGENCY RESPONSE  
INCIDENTS AND ALL RELATED**

**WHEREAS**, ORS 478.310 and ORS 466.640 authorizes fire protection departments and districts to recover reasonable and necessary costs incurred in the course of protecting life and property that exceed the usual and customary expenses anticipated.

**WHEREAS**, Charleston RFPD has determined that response to downed and low hanging utility wires frequently involve traffic control , scene safety, detours and other services required to reduce further liability claims, damage or injury to non-involved parties, and

**WHEREAS**, Charleston RFPD has determined that response to hazardous materials release events frequently involve traffic control, scene safety, detours and other services required to reduce further liability claims, damage or injury to non-involved parties, and

**WHEREAS**, Charleston RFPD believes that its taxpayers should not be required to bear the extraordinary costs of responding to hazardous materials incidents, regardless of size, and that such extraordinary costs should be borne by the responsible party, and/or shippers of hazardous materials to reimburse the agency, and

**WHEREAS**, The charges set forth in the District Manual will begin to offset special education and training, wear of equipment, staffing costs, fuel consumption, loss or damage to publicly owned equipment, purchase or lease of any special equipment or services required to protect the environment, community property and the public; and

**Whereas**, Charleston RFPD also bears the cost of recovering data pertinent to filing a claim for loss of time and supplies, an amount to recover reasonable data collection, processing and administrative costs will be applied to each claim. This cost will be affixed to the total loss of the claim that shall be paid by the liable party causing said claim

**NOW, THEREFORE be it Resolved:**

That the Charleston RFPD hereby adopts the changes to the billing policy as set forth in the attached Exhibit A, incorporated into this resolution by reference.

Passed by the Board of Directors this 18<sup>th</sup> day of July, 2021

## **RESOLUTION 21-005: 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 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 18<sup>th</sup> day of June, 2021

***\*\*This Resolution will only be enacted if it is determined that Resolution 21-004 does not formally change the policy***

### **Additional Unfinished Business:**

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

## **New Business**

### **Full Time Position Re-organization**

With the retirement of Deputy Chief Kemmerle and the resignation of Lieutenant McGahan (July 23), I determined a review and reorganization of the staff was in order.

The following is my recommendation.

1. Drop the Deputy Chief Position and replace with another Lieutenant position.
2. Split the duties of the Training Officer with a duty officer and the administrative Assistant
3. Increase the hours for the Administrative Assistant from 12 hours to 20 hours per week and assign the data entry for the training program to her.
4. Hire from within as we have the talent within the organization and ready to step into the job with very little additional training.
5. Hire both new staff effective July 24<sup>th</sup> and work a double shift on one shift from that point until the retirement of Deputy Chief Kemmerle. This will allow one to concentrate on the student program that is now short staffed as we have hired three in the past 6 months plus the other to spend two months so Daryl can mentor him on managing the training program.
6. Hire the two replacements at the position of Engineer, provide training benchmarks to be obtained before promoting to Lieutenant. At the point of promotion, a 5% increase in the wage scale will occur for them.

After meeting with the officers, we determined that the hiring process we completed in January of this, created a list of qualified candidates to choose from. I took the top two and offered the positions to them in which Austin Cybulski and Hunter Betzinger have accepted the positions. Hunter is currently one of the seasonal Firefighters. If we start him at the same time as Austin, we will not replace his seasonal position this year as there is not an available qualified candidate to do so. In reviewing the recommended changes in staffing and salary, the District still saves over \$50,000 in FY 2122. Hiring Hunter 2 months early will be at a cost increase of under \$5,000 and provide time for him to learn the Training position under Daryl.

In the next few months I will have to request a General Fund Transfer to move funds from the Deputy Chief budget to the Firefighter Budget.

*Below is in accordance with past board action and policy:*

Wage & Benefits as approved:

Starting Salary: \$40,500 to \$48,000 per year depending on qualifications, experience and education (these numbers have been updated by the scheduled COLA amounts since they were approved in 2018).

Starting Benefits: (As approved in policy)

PERS, Health Insurance 90% paid, Long Term & Short Term Disability insurance (employee paid), Vacation accrual 9.33 hours per month & Sick Leave accrual 11.2 hours per month.

Qualifications:

Firefighter I, (EMT Basic, Intermediate, Advanced or Paramedic preferred), EMR accepted upon hire with EMT Basic within 12 months.

Education:

Associates Degree in Fire Science or Emergency Medical Services preferred

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\*\*I am seeking Board action to approve

1. Changing the positions (drop the Deputy Chief Position and add one additional Lieutenant).
  2. Increase the Administrative Assistant to 20 hours per week.
  3. Hire Daryl's replacement 2 months early.
-



Seasonal Position program review

(Amounts may change depending on decisions made in the last agenda item)

In reviewing the cost analysis of the seasonal Firefighter positions, I found that the initial amount approved is not enough to work the two position until mid-September as needed. I am proposing to transfer the amount of \$20,000 which includes the original \$10,000 approved in the June meeting. The amounts work out as \$17,000 for the regular pay and adding \$3,000 to the Overtime pay.

Our volunteer and student staff are limited due to outside employment and a lack of volunteers on the roster. This lack of volunteers on the roster is not unlike every other agency. Every Chief I have spoken with is low on resources especially in the volunteer firefighter sections. We are actively recruiting however, getting new recruits trained to the level they can be operational unfortunately takes up to 6 months or more depending on the time they can provide us.

I have them planned for and end date of September 15<sup>th</sup> which is the end of the pay period in September and the new students should be on line for school at that time. The students that stayed are rotating night shifts to help keep the duty officers from responding alone after hours.

I hired from within the student section, Hunter Betzinger and Abraham Mamizuka.

**RESOLUTION 21-006: 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 2021–2022 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 2021–2022;

**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>Assistant Chief Salary</u>	\$ 20,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 20,000</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 20,000</u>

**TRANSFERS IN**

To the Personal Services category as follows:

<u>Seasonal Firefighters</u>	\$ 17,000
<u>Overtime</u>	\$ 3,000
<u>Total Transferred In – Personal Services</u>	<u>\$ 20,000</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 20,000</u>

Passed by the Board of Directors this 18<sup>th</sup> day of July, 2021

***\*\*The number for this resolution is subject to change depending on the cost recovery decisions.***

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)

B)