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.

September 16, 2026

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors and Budget Hearing.
Called to Order: 6:10 PM by President Roy Holland
Flag Salute
Roll call:
Present: Ed Powers, Don Manley (Zoom), Roy Holland, Nancy Santos, Dave Richards
Absent:
Staff Present: Chief Mick Sneddon, Captain Russell Shield,
Legal Counsel Jane Stebbings (Zoom)

Consent Agenda:

1. Minutes of the prior meeting: - Regular meeting, August 19, 2026
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	$100.00
Operating	$7,727.99
Prime	$5,683.04
LGIP Acct	$24,972.37
Total Operating	$38,483.40
BERF	$2,431.24
Debt Service	$426.90
Total All Funds	$41,341.54

Motion: Nancy Santos, 2nd by Ed Powers to approve the consent agenda as proposed.
Discussion: None
Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland, Dave Richards
Motion Carried by Unanimous Decision

Reports & Correspondence:
Chief gave the Administrative Report: Alarm and drill statistics and operations report. by Captain Russell Shield reviewed his Operations Report.

UNFINISHED BUSINESS:
No unfinished business was discussed

Additional Unfinished Business
No additional unfinished business was declared.

NEW BUSINESS:
Resolution 26-005

CHARLESTON FIRE DISTRICT
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RESOLUTION 2026-005

WHEREAS, Battalion Chief Jerry Huff has served as a member of the Charleston Fire District and the Charleston Volunteer Firefighters' Association for 40 years with dedication and distinction; and



WHEREAS, the Officers and Firefighters of the Charleston Fire District are cognizant of Jerry's special talents and expertise in the field of Fire, and EMS, and the invaluable service he has given our community as a responder and his dedicated service to oversee the EMS program for the Charleston Fire District for many years; and

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

Passed by the Board of Directors this 16th day of September, 2026

Approved:		Yes	No
_____	Holland	✓	____
President	Santos	✓	____
	Richards	✓	____
Attest:	Manley	✓	____
_____	Powers	✓	____
Secretary			

Motion: Nancy Santos, 2nd by Don Manley to adopt Resolution 26-005 honoring BC Jerry Huff for 40 yrs of service.
Discussion: None
Vote: Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland, Dave Richards
Motion Carried by Unanimous Decision

Resolution 26-006

CHARLESTON FIRE DISTRICT
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RESOLUTION 26-006

WHEREAS, Assistant Chief David Mac Maniman has served as a member of the Charleston Fire District and the Charleston Volunteer Firefighters' Association for 40 years with dedication and distinction; and

WHEREAS, the Officers and Firefighters of the Charleston Fire District are cognizant of Dave's special talents and expertise in the field of Fire, EMS and Rescue. Dave's invaluable service given to our community as a responder and his work to keep our computers working and his skills construction; and



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

Passed by the Board of Directors this 16th day of September, 2026

Approved:		Yes	No
_____	Holland	✓	
President	Santos	✓	
	Richards	✓	
Attest:	Manley	✓	
_____	Powers	✓	
Secretary			

Motion: Don Manley, 2nd by Ed Powers to adopt Resolution 26-006 honoring AC David Mac Maniman for 40 yrs of service.

Seismic Rehabilitation and Station remodel Engineering proposals request
Chief Sneddon requested approval of the requests to seek engineer qualifications for the st 1 rehab and remodel.

Advertisement for requests for engineering qualifications:

- The following will be published in the legal advertisements of The World Newspaper

"REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
Qualifications Due November 12, 2026
Charleston Fire District is seeking proposals from engineering firms to design and oversee the Seismic Rehabilitation of Charleston Fire District Station 1 in Coos Bay, Oregon. The District received a Seismic Rehabilitation Grant for the project through the Infrastructure Finance Authority: Business Oregon. The intent of this RFQ is for the consultant to provide an integrated design solution for the project. RFQ documents are available by request from Chief Mick Sneddon at charchief8201@gmail.com. Proposals must be received electronically by the District no later than November 12, 2026, at 3:00 p.m. (Pacific Time). Proposals received after this time will not be accepted."

To be published September 29, 2026.

Items requiring action:
1. 2609 Charleston FD REQUEST FOR QUALIFICATIONS Seismic program
   - This document explains the request and the timelines the District will follow to publish, discuss, accept proposals, final review and notification of award.

Motion: Don Manley, 2nd by Dave Richards to approve the Request for Qualifications for engineering for the Seismic and remodel projects advertisement as proposed.
Discussion: None
Vote:
Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland, Dave Richards
Motion Carried by Unanimous Decision

2. Exhibit A-Seismic Evaluation Report Charleston Fire District

- This document is a summary of the results of the site inspection regarding the potential repairs and upgrades for station 1 that will be expected at minimum during the seismic rehabilitation. The plans for the remodel and addition to Station 1 will be part of the requirement of the successful firm to complete as part of the final contract.

Motion: Dave Richards, 2nd by Ed Powers to approve the Request for Qualifications for engineering services for the Seismic and remodel projects as proposed.
Discussion: None
Vote:
Aye: Nancy Santos, Ed Powers, Don Manley, Roy Holland, Dave Richards
Motion Carried by Unanimous Decision

Additional New Business:
No additional New Business was declared.

GOOD OF THE ORDER:

A. There are still tickets for the sportsman's raffle, see the career staff for tickets.

Roy Holland adjourned the meeting at 6:45 PM

Nancy M Santos
Secretary of the Board