

## 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 **September 18, 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.

A zoom option is available for those who choose to attend online. The public will be able to attend in person, listen to the proceedings or to attend through video conferencing. The public may secure digital access to the Board meeting by sending an email to [charchief8201@gmail.com](mailto:charchief8201@gmail.com) by **2 PM September 18, 2024**. A link for the meeting will be emailed back to you.

### **REGULAR MEETING**

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

**Special considerations:**

Awarding of Department of Public Safety & Standards certification certificates to members of the District

**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 August 28, 2024

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

**Reports & Correspondence**

Administrative report: Alarm and drill statistics & operations report

**Unfinished Business**

Kowell Tribal Fire Protection Contract

Review of negotiations with the contract changes

**Additional Unfinished Business:**

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

**New Business**

Oregon Saving Growth Plan authorization for direct deposit

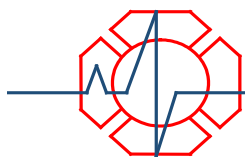
Action to allow the Oregon Savings Growth Plan to withdraw the funds as requested from District Accounts

**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

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

**August 28, 2024**

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

Called to Order: 6:00 PM

Flag Salute

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

Staff Present: Chief Mick Sneddon

### **Special considerations**

Promotional Badge Pinning ceremony and swear-in ceremony for Tyler Easter who was promoted to Lieutenant.

### **Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting July 17, 2024
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$13,071.15
Prime	\$50,996.14
LGIP Acct 1 & 2	\$37,147.45
Total Operating	\$101,314.74
BERF	\$38,766.88
Debt Service	\$74,996.34
Total All Funds	\$215,077.96

**Motion:** Dave Richards, 2<sup>nd</sup> by Don Manley 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.

Chief Sneddon discussed the current annexation and merging of Charleston Fire with Coos Bay Fire Department. Early discussions were not favorable for Charleston and are on hold. We have started talking with Central Coos Fire & Rescue as a potential partner for this process with an eventual move with Coos Bay. An open discussion between the Chief and the Board occurred regarding the issue and the potential direction of the district.

**UNFINISHED BUSINESS:**

**Kowell Tribal Fire Protection Contract negotiations**

Nothing to report at the time of the meeting.

**Additional Unfinished Business**

No additional unfinished business was declared.

**NEW BUSINESS:**

**Line of Credit with**

Chief Sneddon explained the request to approve the application for a \$100,000 line of credit as budgeted as a tax anticipation loan. Funds withdrawn will be repaid after taxes begin to arrive in late November, early December.

Motion: Don Manley/ 2<sup>nd</sup> by Dave Richards to approve the loan application for \$100,000 through Umpqua Bank for a line of Credit.

Discussion: None.

Motion Carried by a Unanimous Vote

**Additional New Business:**

No additional New Business was declared.

**GOOD OF THE ORDER:**

- A. The Sportsman's raffle is available now featuring three guns, two kayaks, a sport fishing trip and a few other items.

Roy Holland adjourned the meeting at 6:22 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	\$35,786.91
Prime	\$26,339.48
LGIP Acct 1 & 2	\$13,452.50
Total Operating	\$75,678.89
BERF	\$38,896.47
Debt Service	\$25,247.06
Total All Funds	\$139,822.42

#### Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$3,813.79
Prior Taxes	\$2,403.76
Other Revenues	\$9,215.44
Total Income General Fund	\$15,432.99
Income BERF/ Debt Service	\$889.35
Total Incomes all Funds	\$16,322.34
Expenses	
Personal Services	\$148,793.32
Material and Services	\$25,222.57
Capital Outlay/ GF Debt Service	\$55.00
Total Expenditures	\$174,070.89
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.02
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.02
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$5,390.61
Total Expenditures all Funds	\$179,461.52

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

### ACTIVITY REPORT

Call breakdown by type 2024: (Note: Auto-Mutual Aid counts are outbound service)

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	2	0	4	3	2	1	4					20
Auto-Mutual Aid						3	6	3					12
EMS	66	48	55	44	42	50	51	51					407
MVC/RES	0	1	5	1	2	0	3	3					15
Burn Complaints	2	6	3	5	5	3	4	4					32
Good Intent	8	9	15	11	9	5	14	11					82
Lift Assists	7	5	5	7	6	2	2	2					36
Total	87	71	83	72	67	65	81	78	0	0	0	0	604
YTD	87	158	241	313	380	445	526	604	604	604	604	604	
Daily Avg	2.8	2.4	2.7	2.4	2.2	2.2	2.6	2.5	0	0	0	0	6.6

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	71	83	72	67	65	81	78					604	604
2023	59	69	60	70	84	67	87	108	98	81	88	108	604	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	800	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	643	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	587	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	554	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	547	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	577	775
Avg	71	64	68	67	66	70	73	80	68	70	72	82	615	

# 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 **August, 2024**.

## Weekly Training:

**08-07-2024**: Medical Drill- Diversity Training **(18 hours)**.

**08-14-2024**: Foam systems & operations **(7.5 hours)**

**08-21-2024**: Drill canceled- due to lack of attendance

**08-27-2024**: Joint drill with Central Coos F & R

## Joint Training:

**08-27-2024**: Water mapping/ Nozzle Forward **(20 hours)**.

## Special Training/Events:

**08-09-2024**: Monthly Rope Tech training @ Nbfd **(10.5 hours)**

**08-12-2024**: Monthly Hazmat Tech Training @ Cbfd **(4 hours)**

## Shift Training:

### 1. Shift training topics:

Monday = Medical,

Tuesday = Target solutions,

Wednesday = Water Wednesday (Apparatus Operator topics),

Thursday = Technical (Rope, Hazmat, Vehicle, Drone, etc),

Friday = Fire (try for hands on or do table top),

Saturday = Safety (NIOSH review),

Sunday = Scenarios (table top).

### 2. Total shift training hours: **(17 hours)**

Total training hours for the month of **August, 2024: (77.0 hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

## Administrative Report

A. 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.

For information see my email dated 7/15/24 under the subject heading of “Best Practices Update – Online Public Meeting Training”

B. The First Due roll out is still occurring, with the amount of data that has to be transferred and then the learning curve to manage the system this will take another couple of months.

C. As of the end of August, Coos County Dispatch has been permanently closed and all dispatching has been passed to Coos Bay Police Department AKA “North Coos”. The transfer has had its hiccups but is still functioning well.

D. We made a great showing at the Fair this year with a fire prevention and Public education booth. We also sold approx. 200 raffle tickets over the 5 days.

E. Meeting with Central Coos Fire & Rescue on Charleston Fire are in the plans to discuss a possible merger as well. I am reviewing the possibilities and potential operational changes that could occur if this happens.

**Respectfully Submitted, Michael J. Sneddon, Fire Chief**

## Special Considerations

Ceremony celebrating the certifications of personnel

We have two individuals that have recently received new certifications from the Oregon Department of Public Safety Standards and Training:

Julien Temps, Firefighter/ Engineer

NFPA Rope Rescue – Operations Level

Aaron Reisenbigler, Firefighter/ Engineer

NFPA Rope Rescue – Operations Level

## **Unfinished Business**

### **Kowell Tribal Fire Protection Contract negotiations**

Staff proposed the change in the valuation of the property and as of writing this document. I communicated through email with the Tribe and they legal is reviewing our offer. I believe the updated assessed value replacement is the best option here. It will reduce the argument of EMS calls on their property not being their responsibility.

### **Additional Unfinished Business:**

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

## **New Business**

### **Oregon Saving Growth Plan authorization for direct deposit**

Action to allow the Oregon Savings Growth Plan to withdraw the funds as requested from District Accounts. Currently we issue a check with the funds from the payroll deductions from employees for the district's 457 plan also know as the Oregon Savings Growth Plan. The funds transferred are 100% deducted from employee funds. Authorization withs streamline the process of getting the funds to the OSGP each pay period.

### **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 is ending September 30<sup>th</sup>. Tickets are still available at the station and we will also have a booth at the Bay Area Fun Festival.