

## 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 will be held on **May 19, 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 May 19, 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 May 19, 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 May 19, 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**

#### **Appoint Board Position #4**

Action on replacing Board position left vacant by the retirement of Heide Cummings

**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: Regular meeting dated April 21, 2021

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

#### **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

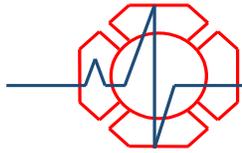
#### **New Business**

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.**

## **April 21, 2021**

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, Dave Richards, Kim Davidson (Via Zoom), Nancy Santos

Staff Present: Chief Mick Sneddon

Staff via Zoom: Legal Counsel Jane Stebbins

Hugh Sutherland & Sam Wright of EF Recovery (both via Zoom)

## **Appoint Board Position #4**

With the resignation of Heide Cummings from Position #4, the Board made a request for applications. Nancy Santos was the single applicant for the Position.

Motion: Dave Richards, 2<sup>nd</sup> by Kim Davidson to appoint Nancy Santos to the Board of Directors position #4.

Discussion: Chief noted her term would expire June 30, 2021 and that Nancy is the only name on the ballot for that position as well.

Motion Carried by a Unanimous Decision

## **Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting April 21<sup>st</sup>, 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:** Dave Richards, 2<sup>nd</sup> by Kim Davidson to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

## **Reports & Correspondence:**

Chief gave the Administrative Report.

**UNFINISHED BUSINESS:**

**Cost Recovery update**

The Board had an open discussion on changing the cost recovery program and listened to a proposal from Hugh Sutherland of EF Recovery on their recommendations for who and when to bill for our cost recovery program. Hugh outlined our current program of only billing non-residents of the district for motor vehicle crashes. He recommended we broaden our cost recovery efforts to include all motor vehicle crashes and those without insurance in an effort to recoup district costs for those alarms that are caused by individuals. There is also the opportunity to recoup some costs from homeowners insurance for response to structure fires.

Hugh also noted that we need to update and create a more detailed schedule of fees. Since cost recovery authority is provided via ordinance 105, a resolution 19-007 and district policy, we discussed which required updating and it looks as if the ordinance is fine, we will require a new resolution and policy update.

There was an extensive discussion and the Board under a consensus asked for staff to return to the April meeting with further ideas, options and the necessary documents to update the cost recovery program for the Board to discuss and choose the options.

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

**Heide Cummings retirement**

With the adjournment of this meeting Heide Cummings has tendered her resignation from the Board after serving on the Board since 2005 and the Budget Committee for 2 years before that. Heide began attending Board Meetings in the early 1990's as an interested citizen.

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- Annual District Appreciation dinner in review for a possible outdoor picnic this summer
- Thank you from the Board and Staff for Heide's service to the District and the Board.

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 April, 2021)

Petty Cash	\$ 100.00
Operating	\$ 13,849.48
Prime	\$ 34,827.31
LGIP Acct 1	\$ 249,570.28
Total Operating	\$ 298,347.07
BERF	\$ 71,366.70
Debt Service	\$ 14,645.23
Total All Funds	\$ 384,359.00

**Budget Summary incomes verses expenditures:**

Ending Last Day of April for Fiscal  
Year 2020/2021

Revenues	
Other Revenues	\$ 27,124.62
Prior Taxes	\$ 23,940.30
Taxes	\$ 709,778.60
Total Income General Fund	\$ 760,843.52
Income BERF/ Debt Service	\$ 398.16
Total income all Funds	\$ 761,241.68
Expenses	
Personal Services	\$ 432,542.65
Materials and Services	\$ 205,389.34
Capital outlay/ GF Debt Service	\$ 19,781.00
Total Expenditures	\$ 657,712.99
Transfers to BERF	\$ 35,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.17
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.17
Transfers to Debt Service Fund	\$ 13,200.00
Debt Service Fund	\$ 12,188.83
Total Expenditures all funds	\$ 690,149.99

## 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
Fires	4	3	6	3									16
EMS	53	46	43	58									200
MVC/Rescue	10	4	2	4									20
Burn Complaints	5	1	3	2									11
Good Intent	6	0	3	2									11
Monthly Total	78	54	57	69									258
Year to Date	78	132	189	258	258	258	258	258	258	258	258	258	

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	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/Rescue	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
Monthly Total	69	55	64	60	60	75	62	62	80	59	75	58	779
Year to Date	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 30 days, 69 calls equals 2.3 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2021	78	54	57	69									258	258
2020	69	55	64	60	60	75	62	62	80	59	75	58	248	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	237	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	249	249
2017	64	54	70	63	65	59	62	65	75	70	61	67	251	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	230	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	242	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	201	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	170	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	215	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	179	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	155	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	163	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	178	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	216	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	183	567
avg	57	48	51	55	55	54	56	61	55	57	46	55	211	

# Training Report, April 2021

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

## **Weekly Training:**

1. Association Meeting followed by Safety Committee. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. \* Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions.

## **Joint Training:**

1. Joint training has resumed with a firefighter 1 academy at SWOCC Campus.

## **Special Training:**

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to a monthly Meeting, the Fire District continues to get updates.
2. Continue to work on Firefighter 1 Task Books and Firefighter Skills (Refresher).
4. A Holmatro Sponsored vehicle extrication course was completed by several students.

## **Public Relations:**

4/3 Easter Event @ Barview Station (Joint effort w/Charleston Fishing Families).

4/30 Kemmerle participating in a Critical Incident Stress Debriefing for Coos County Responders.

There were **204** training hours completed in the month of April.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
4/30/2021

## ADMINISTRATIVE REPORT

- A. Election results will be provided at the meeting as the election is May 18, 2021
- a. Don Manley Director Position # 2 (unopposed)
  - b. Nancy Santos Director Position #4 (unopposed)
- B. Current status of the engine in Washington: They are having an issue with the engine smoking intermittently. We tested the ECM on the white top engine here and had no issues. I sent the other back to them and they are working to determine the source of the issue as the ECM was not it.
- C. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. We have been adjusting with the current COVID standards and the relaxing of them as we see the end of this pandemic. Cress are still hyper vigilant on alarms to protect both their patients and themselves and COVID protocols are still in place.
- D. The engine we had rebuilt in 2016 once again had a failure of the ladder rack. This time the other weld broke loose however it was caught before it fell off. I have taken on the task of repairing this time and using a much longer sleeve. I have also added a polished stainless steel sleeve to the joint for added strength. We should see the end of this issue. I have also talked with US Fire Equipment regarding their work on that engine as they had to extend it as well. They told me they did sleeve it. I will add the stainless sleeves when it returns as an added measure. I spoke with Lloyd from US Fire Equipment and they should be sending the truck back next week. It still smokes upon start-up but not like it was.
- E. After the recent Budget Committee Meeting, I would like to have an open dialogue on the purchase of a new engine. Once we actually order it, we are looking at 12 months for delivery on a normal year. The process to get to the order point takes the better part of a year as well. We also have decisions on how to purchase and pay for it. There are options on purchasing including using a bid process already completed by another agency or a purchasing program where the required public bid process is completed on a larger scale. There is also the old school process where we issue the specifications and accept bids ourselves and run the process ourselves. The last one is labor intensive and does cost money to do plus the purchasing program gives us more options when ordering.
- F. I have been working with the Administration at the College to locate funding for a new training facility. We are seeking \$750,000 to replace the training tower and update the facility. The current facility no longer meets the needs of the South Coast Fire Service and has become both an eyesore and becoming a safety hazard. The current tower was built in 1981 using donated materials and volunteer labor. Where it was a valuable tool in the 1980's nobody figured it would still be in use 40 years later. The biggest change would be a training facility with a burn room in it reducing the need for "burn to learns" on acquired structures. Currently we have sent Firefighters to Eugene and Salem for this training along with Coos Bay and North Bend at a cost of travel including meals and lodging for 1 or 2 days.
- G. Due to the ladder rack failure and the budget process I did not get the resolutions and policies worked up for this meeting so they will be on the June agenda. We will also have the typical resolutions in June plus the Budget Hearing.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

## **Unfinished Business**

### **No 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**

### **No New Business**

#### **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 Annual Appreciation banquet has been planned and is scheduled for June 19<sup>th</sup>. More to come in the next week or so. Watch your email for more information.
- B) The annual 4<sup>th</sup> of July pancake feed is in planning stages right now and I don't see why it wouldn't happen unless something drastic were to happen.
- C) The Charleston Seafood Festival is currently being decided as the Association is concerned that the cost this year would overshadow the profit plus staffing is becoming more difficult to find as our volunteer core has reduced from the 40 we used to have and the students most likely will be working this summer and unable to help as much.
- D) The annual gun raffle for the Association is occurring, see a firefighter for tickets. The funds raised in the past have bought quite a bit of equipment for the District including Defibrillators and thermal imaging cameras.