

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 **March 20, 2019** 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.

REGULAR MEETING

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 February 20, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Audit Report Review: Auditor providing review

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

Oregon Department of Fish & Wildlife contract renewal

Review and action on Fire Protection Contract renewal

Appoint Budget Committee positions 3 & 4

Review applicants and vote for appointment

Vehicle purchase

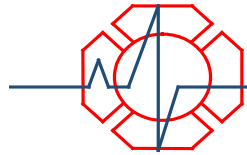
Opportunity to purchase a used rescue unit from Bandon Fire

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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“WE’RE HERE FOR LIFE”

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

February 20, 2019

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, Darrell King, Heide Cummings, Alan Taylor, Kim Davidson

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins,

AA Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting dated January 16, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 8,619.91
Prime	\$ 16,628.67
LGIP Acct 1	\$ 326,897.44
Total Operating	\$ 352,246.02
BERF	\$ 121,104.27
Debt Service	\$ 15,894.60
Total All Funds	\$ 489,244.89

Motion: Darrell King, 2nd by Roy Holland to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report.

UNFINISHED BUSINESS:

Review District Policies

Chief Sneddon discussed the

Drug and alcohol policy and the step increases for staff under the employee policy as requested by the Board. The Board and staff discussed the steps and the colas for all the staff. It was also discussed that an unfavorable review can cause for withholding of a step increase.

Motion: Roy Holland, 2nd by Kim Davidson to adopt Resolution 19-001 adopting the District Policy as amended and presented.

Discussion: none

Motion Carried by Unanimous Decision

RESOLUTION 19-001: 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 Policy attached herein as Exhibit A is intended to provide a comprehensive policy for the Fire District in all sections of the Policy Manual; and
4. **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 20th day of February, 2019

Debris Burning Management

Chief discussed briefly that the program has been tasked to Zach Breitreutz and he will be working on it over the coming months.

Additional Unfinished Business:

None

NEW BUSINESS

Additional New Business:

None

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GOOD OF THE ORDER:

A. Ed Powers announced he was running for Position # 1 in place of Darrell King.

B. Kim Davidson announced the Relay for Life chili cook-off in Bandon March 3rd

Adjourned the meeting at 8:30 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary (Ending Last Day of February, 2019)

Petty Cash	\$ 100.00
Operating	\$ 28,880.17
Prime	\$ 142,110.12
LGIP Acct 1	\$ 131,854.21
Total Operating	\$ 302,944.50
BERF	\$ 121,359.71
Debt Service	\$ 15,928.12
Total All Funds	\$ 440,232.33

Budget Summary incomes verses expenditures:

Ending Last Day of February for Fiscal Year 2018/2019

Revenues	
Other Revenues	\$ 37,156.85
Prior Taxes	\$ 18,518.71
Taxes	\$ 644,276.15
Total Income General Fund	\$ 699,951.71
Income BERF/ Debt Service	\$ 137,287.83
Total income all Funds	\$ 837,239.54
Expenses	
Personal Services	\$ 268,205.40
Materials and Services	\$ 255,958.20
Capital outlay	\$ -
Total Expenditures	\$ 524,163.60
Transfers to BERF	\$ 85,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.18
BERF Equipment	\$ 72,310.01
BERF Building	\$ -
BERF Total Expenditures	\$ 72,310.19
Transfers to Debt Service Fund	\$ 14,200.00
Debt Service Fund	\$ 12,635.07
Total Expenditures all funds	\$ 609,108.86

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1											1
EMS	50	48											98
MVC/Rescue	5	3											8
Burn Complaints	4	3											7
Good Intent	1	2											3
Monthly Total	60	57	0	0	0	0	0	0	0	0	0	0	117
Year to Date	60	117	117	117	117	117	117	117	117	117	117	117	

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	6	7	3	3	4	1	4	8	6	9	6	5	62
EMS	54	48	54	41	35	57	57	54	36	24	53	38	551
MVC/Rescue	4	6	6	3	1	4	2	4	3	2	1	3	39
Burn Complaints	2	1	0	2	4	4	1	0	2	2	6	6	30
Good Intent	2	0	1	6	1	5	2	2	1	2	3	6	31
Monthly Total	68	62	64	55	45	71	66	68	48	39	69	58	713
Year to Date	68	130	194	249	294	365	431	499	547	586	655	713	

Last Month: Average calls per day: 28 days, 57 calls equals 1 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2019	60	57											117	117
2018	68	62	64	55	45	71	66	68	48	39	69	58	130	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	118	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	108	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	130	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	111	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	74	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	113	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	89	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	84	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	74	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	87	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	92	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	104	567
avg	55	47	49	53	55	53	55	60	51	55	46	54	102	

Training Report, February 2019

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during February, 2019.

Weekly Training:

1. Engine Company Evolutions (RIC / May Day Training) (Hydrants)
2. Drivers Training (E-1) (Students McGahan & Corpus)
3. Company Inspections & Pre-Fire Plans (Bush)
4. Advanced EMT Class (King, Fisher, Kennard)
5. Rescue Operations

Joint Training:

1. Mutual Aid Drill @ North Bend Fire Department (Rope Rescue) (Kemmerle, Breikreutz, Corpus, McGahan, Terrell)
2. SFIT Training (Feb-4)
3. Siuslaw Valley Fire & Rescue hosted "Making the Most of the First 5 Minutes" (West)
4. Multi Company Drill with Millington, Greenacres & Sumner (Rope Rescue). The Fire District will be participating in monthly joint drills scheduled for the last Tuesday of the month, hosted at Millington Fire.
5. Multi Company Drill hosted by Charleston Fire District (Target Hazards in Boat Basin) Coos Bay Fire, North Bend Fire, North Bay Fire and Millington Fire participated, 36 attendees.

Special Training:

1. Association meetings
2. Wildland Safety Officer (Sneddon)
3. Safety Committee
4. SCBA Fit Testing (Annual)
5. EMT Practical Training (ACLS, PALS, PHTLS Refreshers) (Kemmerle)
6. Wildland – Basic Firefighter FFT2 (Benson, Eiselein-T, Shield Russel)
7. Wildland – Annual Refresher for most of the members of the District
8. Live Fire Training, assisted OSFM with burn house for arson investigation class (Henderson, Breikreutz, Davis, McGahan, Corpus)

Public Relations:

1. LEPC Meeting (Kemmerle)
2. Critical Incident Response Group Meeting (Kemmerle)
3. SWOFIA (Kemmerle)

There were **36** classes and **136.25** training hours completed in the month of February.

Respectfully submitted,

Deputy Fire Chief Kemmerle
02/28/2019

ADMINISTRATIVE REPORT

- A. Recertification of our EMT's is underway, the EMT's recertify every odd year in May and the Emergency Medical Responders recertify in the even years.
- B. Staff is meeting with EF Recovery on the cost recovery program in an effort to streamline our billing and cost recovery for the responses and discuss the billing for general medical calls and burn violations.
- C. I have been working with Zach Breitreutz on the debris burning program and late summer we should be ready to review it and hopefully have it ready to go by the end of Fire Season. We will start some
- D. Recently one of the Volunteers was parked behind the station and helping inside. Someone broke out his driver's window however nothing was missing, most likely due to the pit bull that sat up in the back seat. This was a weekday midmorning, we were in the station. I am working on a camera system to install with online monitoring and recording. We are also discussing gating the south entrance to the back lot as last Thursday evening at about 10:30 pm Chief Huff and I were in the parking lot when someone on a bike rode past us and behind the station. When I asked him what he was doing, he replied just looking, I told him never to do it again. The area is well lit however, the light on the volunteers building I have noticed is out again.
- E. In speaking with US Fire Equipment, the engine is coming along with an estimated completion date of mid-May. The motor is out for rebuild and the radiator was tested and had to be re-cored. The tradeoff for the parts have covered all the items found that needed to be repaired not covered by the original RFP.
- F. Some of the reimbursements from the State have come in from the Conflagration acts last summer. I deposited over \$13,000 last week and I received an email Monday saying the remaining \$67,000 has been approved and should be out soon. Some of this funding paid our seasonal employees for part of the time as they were out of district plus off duty seasonal's the overtime to cover those vacancies.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

No Unfinished Business

Additional Unfinished Business:

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New Business

Oregon Department of Fish & Wildlife contract renewal

ODF&W has requested a renewal for their Fire Protection Contract, It will be attached to your email. I recommend approval.

Appoint Budget Committee positions 3 & 4

We advertised around the community for the two positions and received no new applications. Alan Solomon and Jerry Smith are up for re-appointment to the Budget Committee respectively for position 3 and 4. This is a 3 year term position.

Vehicle purchase

The opportunity to purchase a used rescue unit from Bandon Fire has come up and after reviewing the vehicle and operations I feel this would be a good purchase. They are asking \$8,500 for the unit and it has been well cared for and well maintained. Even with the age of the unit, Chief Boston has done well to care for and upgrade the vehicle. With this in mind, we are proposing selling the 1995 Horton Ambulance with a minimum bid of \$5,000 plus surplus the 1997 F150 as it has proven that parts are beginning to be an issue. Recently the computer failed and the repair shop informed me that he found two in the Midwest from a guy that reconditions them and that Ford no longer has the part available. I believe a minimum bid of \$2,500 would be good. We also have the 1983 Tender that is for sale that should bring between \$3,000 and \$4,000. I just have not been able to market it as of yet due to time constraints. Over the next few pages are pictures of the rescue unit and as you can see it is well cared for and looks nice. Our logo would be all that is required which would be roughly \$300.







Additional New Business:

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Good of the Order

A) Please remember that the Budget meeting is Monday, May 6, 2019 at 7PM we will have dinner starting at 6 that evening.

B)

C)

D)