

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 20, 2023** 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.

The District meetings are once again for in person attendance. However, a zoom option will remain available for those who choose to attend online instead. 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 charchief8201@gmail.com by **2 PM September 20, 2023**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

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 16, 2023

Financial: Approval of the statements of revenue and expense & check register August 2023

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

Surplus vehicles

Staff is recommending two vehicles for government auction

Purchase Order

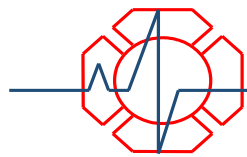
The Assistance to Firefighters Regional Grant purchase approval

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.

August 16, 2023

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, Ed Powers

Absent: Don Manley (excused)

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom)

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting July 19, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$39,694.45
Prime	\$44,058.23
LGIP Acct 1	\$75,491.99
Total Operating	\$159,344.67
BERF	\$68,589.80
Debt Service	\$79,793.38
Total All Funds	\$307,727.85

Motion: Ed Powers, 2nd by Dave Richards to approve the consent agenda as proposed with the addition of two items to additional new business.

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report.

Chief added the recent passing of Volunteer Lieutenant Linda Willis (Retired)

UNFINISHED BUSINESS:

Repair cost funding

Chief Sneddon explained the additional repairs on the engine with the brake replacement that was determined after the last meeting potentially could go over the \$10,000 approval. During the discussion Chief Sneddon requested an additional \$2,000 raising it to \$12,000,

Motion: Dave Richards, 2nd by Ed Powers to approve increasing the amount approved for the repair on engine 757 to \$12,000.

Discussion: None

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

Resolution 23-006 Policy Change

This resolution changes the policy to reflect the decision of July 19th regarding changing the meeting time to 6PM for Board Meetings.

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 16th day of August, 2023

EXHIBIT A

The Section that was amended is as follows:

Division 1: Management Policy

ARTICLE VII: Meetings and Agenda

SECTION 1. Regularly scheduled board meetings shall be held on the third Wednesday of every month at **6:00 PM**, at Barview Station #1 92342 Cape Arago Highway. All meetings of the Board of Directors and of Board appointed committees of the CRFPD shall comply with current Oregon revised statues (ORS 192.610 to 192.710). Regular meetings can be changed during a prior regular meeting.

Motion: Ed Powers, 2nd by Dave Richards to approve Resolution 23-006 approving the policy change for the general board meeting to 6PM.

Discussion: None

Motion Carried by a unanimous vote

Purchase Order

Chief Sneddon reviewed the request to purchase 5 sets of turnouts from Seawestern in the amount of \$16,830 with \$8,500 of the funding from a grant through Oregon Department of Forestry.

Motion: Dave Richards, 2nd by Ed Powers to approve the purchase request for 5 sets of turnouts for \$16,830 from Seawestern Fire Equipment with the ODF grant as 50% of the funding.

Discussion: Funding is coming from what sources? Chief replied \$8,500 from the grants line in the general fund and the rest from the clothing line in the general fund.

Motion Carried by a unanimous vote

Additional New Business:

None

GOOD OF THE ORDER:

- A. Please see a staff member if you are interested in buying raffle tickets for the Charleston Firefighter's Association annual Sportsman's raffle. This raffle has purchased several thousand dollars' worth of equipment for this agency through the years.

Roy Holland adjourned the meeting at 6:41 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary: Fiscal Year 2022/2023:

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$18,529.22
Prime	\$40,103.39
LGIP Acct 1	\$14,620.18
Total Operating	\$73,352.79
BERF	\$67,993.50
Debt Service	\$74,056.27
Total All Funds	\$215,402.56

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$1,793.54
Prior Taxes	\$1,189.22
Other Revenues	\$7,721.79
Total Income General Fund	\$10,704.55
Income BERF/ Debt Service	\$1,052.94
Total Incomes all Funds	\$11,757.49
Expenses	
Personal Services	\$162,509.74
Material and Services	\$44,682.58
Capital Outlay/ GF Debt Service	\$110.00
Total Expenditures	\$207,302.32
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.00
BERF Equipment	\$844.68
BERF Building	\$0.00
Total Expenditures BERF	\$844.68
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$6,026.07
Total Expenditures all Funds	\$214,173.07

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2023:

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6					46
EMS	43	41	49	53	57	43	71	81					438
MVC/RES	5	6	2	2	5	4	1	4					29
Burn Complaints	2	2	3	0	5	6	3	4					25
Good Intent	3	8	3	6	4	4	2	10					40
Lift Assists	3	7	1	2	1	5	4	3					26
Total	59	69	60	70	84	67	87	108					604
YTD	59	128	188	258	342	409	496	604	604	604	604	604	

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	2	4	2	8	8	1	11	18	7	7	3	73
EMS	60	75	70	73	60	61	75	54	69	58	49	55	759
MVC/RES	6	4	7	4	0	5	6	8	5	1	1	15	62
Burn Complaints	1	2	3	0	0	8	5	6	4	6	3	1	39
Good Intent	11	8	5	5	7	3	4	5	0	5	14	34	101
Lift Assists	0	0	0	1	7	5	4	7	1	4	3	11	43
Total	80	91	89	85	82	90	95	91	97	81	77	119	1077
YTD	80	171	260	345	427	517	612	703	800	881	958	1077	
Daily Avg	2.6	3.1	2.9	2.8	2.6	3	3.1	2.9	3.2	2.6	2.6	3.8	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2023	59	69	60	70	84	67	87	108					604	604
2022	80	91	89	85	82	90	95	91	97	81	77	119	703	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	568	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	507	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	481	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	499	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	502	775
Avg	68	63	66	67	66	71	60	64	75	69	69	77	552	

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, 2023**.

Weekly Drills:

1. **08-02-2023:** FF1 Task Performance Evaluations: **30 hours**
2. **08-09-2023:** FF1 Task Performance Evaluations: **24 hours**
3. **08-16-2023:** Company Evolutions: **14 hours**
4. **08-23-2023:** Case Reviews & Company Evolutions: **35.5 hours**
5. **08-30-2023: No Drill!**

Joint Training:

1. **No Joint Drill this month!**

Special Training/Events:

1. **Pumper/Operator Task Performance Evaluations:** Some of our A/O's completed these to maintain their Pumper/Operator certifications through DPSST. Crews completed these on August 11, 13, & 26, 2023. **Total hours: 26 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: **38.5 hours**

Total training hours for the month for **August, 2023:**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. The electricians have been in working on the lighting upgrade this week.
- B. I am waiting for notifications from a FEMA grant for funding replacements of the turnout gear. Our gear is aging and showing wear issues. This is the second of two grants requesting to help fund approximately 20 sets of turnouts. Since we have tied back into the Hazmat team, our members on that team will have a set of gear from that. We will be purchasing that same gear for the others as we replace so all have the same specifications.
- C. We have been notified that the regional AFG grant was confirmed and we are getting 17 new SCBA with a 5% match.

	# of SCBA	Cost Each	Total cost	Federal Share	District Share
Charleston	17	\$8,660.00	\$147,220.00	\$140,209.54	\$7,010.46

- D. We have 2 student Firefighters in the program currently. Ian Stevenson has been a volunteer for several months and has decided to seek a career in the Fire Service and Jamis Neumeyer joined us last spring and left over the summer. He returned and moved in to the Charleston Station last week. We are currently recruiting and have a recruitment event in Canyonville in a couple weeks we will be participating in that will get us in front of several High School kids and adults from southern Oregon.
- E. The Room rental for Coos Forest Patrol was successful this year. We will definitely want to offer it again next summer.
- F. We are coming down to the end of the seasonal firefighter positions for the year. We have both the students and two others currently filling shifts through the end of October. My calculations are showing that we will again have a surplus of funds that hopefully we can retain for next season.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

No business presented

Additional Unfinished Business:

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

New Business

Surplus vehicles

Staff is recommending two vehicles for government auction

Surplus vehicles

1. 2005 Chevrolet pickup

Vin code: 1GCHK29UX5E240259

Mileage: 147069



2. 2008 Ford Escape

Vin code: 1FMCU59H88KC65411

Mileage: 74645



Purchase Order


The Assistance to Firefighters Regional Grant purchase approval

We were recently notified that the regional AFG grant was confirmed and we are getting 17 new SCBA with a 5% match. The following is the breakdown on the cost.

We are only responsible for the District Share of \$7,361.00. The Sumner RFPD will be managing the grant and all funds are through them. Our budget will only reflect the 5% match. The motion can reflect the total purchase price and the match price to make it clearer.

	#	Cost Each	Total cost	Federal Share	District Share
SCBA	17	\$5,900	\$100,300	\$95,285	\$5,015
Cylinders	34	\$1,192	\$40,528	\$38,501	\$2,027
Masks	17	\$375	\$6,375	\$6,056	\$319
			\$147,203.00	\$139,842.00	\$7,361.00

Sea Western, Inc
P.O. Box 51,
Kirkland, WA 98083



SEAWESTERN
FIRE FIGHTING EQUIPMENT

Quote
Phone: 425-821-5858
Email: Info@seawestern.com
www.seawestern.com

Bill To: Sumner RFPD 60817 Selander Rd Coos Bay, OR 97420	Ship To: Sumner RFPD 60817 Selander Rd Coos Bay, OR 97420	Date: 09/08/2023
		Customer No.: 1113259
		Quote No.: QUO17795
Sales Rep Steve Quackenbush squackenbush@seawestern.com		

Expires	Attention	Delivery	FOB
10/08/2023			

Qty	Unit	Part Number	Description	Unit Price	Extended Price
121	EA	SCOTT X3 Pro	3M Scott Air-Pak X3 Pro SCBA NFPA 1981/1982, 2018 Edition Ordering Part Number: X8914026005304 Includes C5 Regulator with Quick Connect on 2nd Stage Hose and Snap Connect Cylinder Connection	5,900.00	713,900.00
242	EA	SCOTT 200129-35	CYL&VALV ASSY C,30YR,45MIN,4.5 Includes Snap Connect Cylinder Connection and 30 Year Cylinder Life Span	1,192.00	288,464.00
121	EA	Medium C5 Mask	C5,M,KV, C5 Vision Mask Included with the purchase of SCBA from SeaWestern, 2 years of no charge annual flow testing and no charge use of Portacount Facefit Test machine for 2 years. Pricing per HGAC contract #EE08-19 for Emergency Medical and Rescue Equipment Delivery of SCBA and related equipment estimated at 160 days Freight Included	375.00	45,375.00

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 Fall Conference is scheduled for November 2-4 in Seaside. If you would like to attend this conference, please let me know and I will take care of everything.

Here is the link to the conference brochure:

<https://files.constantcontact.com/77542420501/d98d9b0b-0306-4883-9b30-8f6deaafe552.pdf>

B. There are still ticket available for the Association's Sportsman's raffle.