



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **November 10, 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 November 10, 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 November 10, 2021** by emailing charchief8201@gmail.com. If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon November 10, 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

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 October 20, 2021

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Paid-On-Call program

A discussion item on hiring paid-on-call Firefighter/EMT's to support staffing

Additional Unfinished Business:

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

New Business

Fire Engine purchase

Discussion on specifications and purchasing a new Fire Engine

Staff Salaries

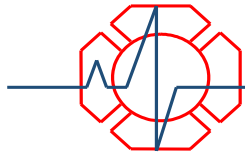
Discussion and action on staff salary relating to current responsibilities

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

92342 Cape Arago Hwy., Coos Bay, OR 974208745

'WE'RE HERE FOR LIFE'

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

October 20, 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, Ed Powers, Dave Richards, Nancy Santos (Via Zoom)

Absent: Don Manley

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting September 27, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$21,915.04
Prime	\$61,269.98
LGIP Acct 1	\$31,170.97
Total Operating	\$114,455.99
BERF	\$26,506.58
Debt Service	\$12,890.97
Total All Funds	\$153,853.54

Motion: Dave Richards, 2nd by Ed Powers to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report, an open discussion regarding Captain Shield's responsibilities currently being much more than when he was hired due to a change in staffing and relating to his current pay rate for a future Board discussion.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Training Program Assistant

Chief proposed the temporary part time position of Training Program Assistant. The temp position is to mentor the new training officer and guide in the creation of a new training program for the Fire District. The proposal is for a period of 18 months at \$15.00 per hour and 12 hours per week.

Motion: Dave Richards, 2nd by Nancy Santos to create the temporary training Assistant position for 18 months at \$15.00 per hour for 12 hours per week.

Discussion: None

Motion carried by a Unanimous Vote

Purchase Order

Chief Sneddon proposed the purchase of 3,000' of 2.5" fire hose with a 50% match grant. Seawestern was the low bidder at \$10,999.80 plus shipping costs.

The three quotes for the 3,000 feet of 2.5" NFPA structural hose:

Seawestern:	\$10,999.80 plus shipping
Cascade Fire Equipment:	\$12,900 plus shipping
Fire hose Direct:	\$15,756.60 plus shipping

Motion: Dave Richards, 2nd by Ed Powers to approve the purchase of 3,000' of 2.5" fire hose from Seawestern for \$10,999.80 plus shipping costs.

Discussion: None

Motion carried by a Unanimous Vote

Paid-on-call program

Chief explained the issues with current staffing including the lack of volunteer firefighters and when career staff are off, backfilling the shift is difficult. The paid-on-call program utilizes part time firefighter/ EMT's that can be called in to cover a shift and can be called in for major events. The program involves hiring 3 to 5 Firefighter/ EMT's that are on call to cover for the career staff when absent, also can be called in for major events and to bolster the volunteer corp.

Additional New Business:

GOOD OF THE ORDER:

A. November meeting needs to be scheduled early for November 10th.

President Holland adjourned the meeting at 8:00 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	-\$5,596.63
Prime	\$28,509.84
LGIP Acct 1	\$14,908.13
Total Operating	\$37,921.34
BERF	\$1,517.22
Debt Service	\$2,899.90
Total All Funds	\$42,338.46

Budget Summary incomes verses expenditures:

Ending Last Day of prior month for
Fiscal Year 2021/2022

Revenues	
Taxes	\$17,907.13
Prior Taxes	\$16,088.88
Other Revenues	\$5,173.49
Total Income General Fund	\$39,169.50
Income BERF/ Debt Service	\$101.02
Total Incomes all Funds	\$39,270.52
Expenses	
Personal Services	\$230,699.47
Material and Services	\$72,625.96
Capital Outlay/ GF Debt Service	\$220.00
Total Expenditures	\$303,545.43
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.08
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.08
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$0.07
Total Expenditures all Funds	\$303,545.58

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
Fire	4	3	6	3	6	6	6	8	5	6			53
EMS	53	46	43	58	60	60	51	61	62	70			564
MVC/RES	10	4	2	4	2	7	7	9	3	2			50
Burn Complaints	5	1	3	2	1	2	2	5	1	1			23
Good Intent	6	0	3	2	3	4	4	6	4	5			37
Total	78	54	57	69	72	79	70	89	75	84	0	0	727
YTD	78	132	189	258	330	409	479	568	643	727	727	727	
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	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/RES	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
Total	69	55	64	60	60	75	62	62	80	59	75	58	779
YTD	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 31 days, 75 calls equals 2.70 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2021	78	54	57	69	72	79	70	89	75	84			727	727
2020	69	55	64	60	60	75	62	62	80	59	75	58	646	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	633	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	586	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	647	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	592	708
Avg	66	55	61	64	60	70	62	70	68	60	62	61	639	

I want to note that November has started as active as October did and as of writing this we are on a 96 call pace for this month.

Training Report, October 2021

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

Weekly Training:

1. We conducted apparatus familiarization and rig checks as an association
2. Company Evolutions & loading hose.
3. Hydrant operations and reloading all engine hose loads.

Joint Training:

1. None

Special Training:

4. planning session with officers to plan training and reorganization of the training program management

Public Relations:

1. None

There were **8** training hours completed in the month of October.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

ADMINISTRATIVE REPORT

- A. The engine in refurb is back in service, we still have a couple minor issues we are dealing with.
- B. Recently we had someone break out a window in one of the dorm rooms at Station 3. I have been working with Area Glass & Mirror to get the glass replaced. The glass has been ordered and when it comes in, we will do the replacement. This is a \$200+ savings and due to lack of staffing there, a 2-month reduction in wait.
- C. Last summer someone hit the hydrant on Cape Arago Hwy at Henderson. I have been waiting for the Water Board to repair it, I recently gave up and ordered the parts. Staff is working to put the hydrant back together. They are designed to break away and this hydrant did what it was supposed to do. The driver was unfortunately uninsured so getting money back is not an option.
- D. The end of last month there was an issue with a door and the engine backed into the bottom panel. They knocked the bottom rollers completely out of the track. Luckily, I was a garage door installer in my past life. Spent a couple hours in the station on a Sunday and put it back together. The garage door company is scheduled to come and look so they can order a new bottom panel. AS for the cause I have not been able to determine if the opener stopped prematurely or if there was a human involved in the door not being opened. I did spend a little time on an educational moment and reminded both the operators and the spotters to look up.
- E. In the past month Russell has rebuilt a toilet at Crown Point and is now fixing the bathroom fan since the motor died. I spent some time on the web and found that motor was no longer available. He is working on using a motor from a new one that I bought to make it work without having to do major ceiling work changing the entire unit out.
- F. The staff are working at completing their paramedic schooling and will be done with the first term Thanksgiving week.
- G. The addition of Tina to the training staff is providing great dividends as she is helping Hunter learn the management skills of a program and educational skills as well. I am looking for the classes I want Hunter and Austin to take before I promote them to Lieutenant.
- H. With the changeover in the Fire Science program at SWOCC, the student count is way down and is a problem for us finding new student firefighters. Austin interviewed a new student recently who is now in our application process. If he clears the background check, we should have him active in the next couple of weeks.

- I. We are still actively seeking volunteers but we are not successful in finding them. We are not alone in this battle as this has been an industry wide battle for some time now.
- J. Currently there are 3 members in the paramedic program. Hunter Betzinger, Austin Cybulski and Brittany Vickoren. Hunter and Austin are our two duty officers and Brittany is a student Firefighter. Joey Greer is in the Fire Science Program and Abraham Mamizuka is in the pre-paramedicine program.
- K. I am currently working on 3 grants, the first is the Coquille Indian Community Foundation to increase the scene lighting around the engines which has a cost of over \$10,000. The second is the safety and Security Grant through SDAO which provides up to \$3,000 and I am working on pricing to place a gate on each end of the main station with the south gate on a power opener. The final grant is to replace the breathing apparatus which is a 90% grant and the estimated cost for this program is \$200,000.
- L. I found out that the 2.5" hose purchase last month will have free shipping and they are labeling the hose sections with the agency name for us at no cost.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Paid-On-Call Program

With today's climate in volunteerism, we need to seek other ways to find firefighter/EMTS's to respond the alarms in the district. This program allows us to hire up to 5 people as a pool to call on for coverage when duty staff are on leave time or out for training and to respond on greater alarms when duty staff and students plus the volunteers, we do have aren't enough. This program allows us to also infuse training and experience from other agencies given that our current volunteer corps doesn't provide enough candidates. These staff would be paid for all they do including training, call backs for major alarms and of course leave time for full time staff. Under current labor laws I cannot utilize a volunteer firefighter to cover for a full-time staff as the paid; then unpaid for the same type of tasks is not allowed. I estimate a cost of under \$30,000 for a year with this program, it also reduces the overtime on a cover shift as the entire cover shift would be at time and half for the full-time staff to cover and a "paid-on-call" staff would not reach overtime until they have 40 hours in a 7-day week. This means that if they have not returned for any calls or drill time in that week, then only 8 hours would be time and half. This program would not replace the volunteer program nor the student program by any means but would be another program to provide needed coverage to meet the service needs of our community, a need that is getting harder to fulfill with the current staffing models used. The actual program specifics still need to be spelled out in policy and guidelines and can be brought back in a future board meeting if the Board is interested. Funding is available within the current budget through the reducing of staffing salaries in the change of staff and the contingency fund.

Expected cost analysis:

Non-shift coverage with 5 Paid-On-Call Firefighters based on attending 40 drills per year plus responding to 45 calls would be \$13,000. The remaining costs would be for shift coverage which we are already paying out at overtime for the off-duty staff to cover would be \$780 for a 48 hour shift. This is figured at 8 hours of overtime as they would remain on the 40-hour work week. If there were 5 shifts requiring coverage that would be a cost of \$3,900 for the year. This also gives me an opportunity to send the paid staff to the Fire Academy and other classes out of the area without placing more stress on the current staff. With the numbers I have provided the cost would be under \$17,000 per year, however the alarm numbers and the call back numbers can only be guesstimates. And could be higher based on alarm types requirements and shift vacancies. The other positive is next time we have a vacancy; we have time to do a full hiring process verses the immediate replacement time. The other is we have a potential pool to hire from as well. We do have the funding this in the budget due to 2 things. The wages saved with changing the Deputy Chief position to a line officer position and the lack of volunteers responding reducing that cost.

Additional Unfinished Business:

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

New Business

Fire Engine purchase

I know we have had some discussions on purchasing a new engine. At this point we do have the opportunity to purchase an engine that is scheduled to be built this spring and could be delivered in June. The estimated cost is under \$550,000 for the truck. As I noted in an email recently, there is a large cost increase in February that could substantially increase the cost due to the usual cost increase plus the prices for materials has increased dramatically. The increase could be 25 to 40K because of this. As I noted we can order a truck that is scheduled to be built this spring at the current costs. The truck is through design however, we have the options to modify it as we would like. The key modifications are the roof color change and removal of the front bumper extension as the truck is too long with it to house in our station. The remaining changes would be determined after review of the specifications. We do have a couple months to work on this unless someone else purchases it before we place the order. Financing would be through a private lender that specializes in Government finance. I have a few different companies to review for this. We currently have \$100,000 in the reserve fund that we had saved to do the rescue chassis and possibly a staff unit for me. I have already dropped the idea of doing the chassis swap in favor of a crew cab pickup with a canopy and drawer slide which can actually hold off a year and we can budget for it in 22/23 and put off the command unit for 23/24.

The direct purchase of this truck is planned through a purchasing program which has met the bid processes required by law and saves the District money by not having to do this process.

At this point I am seeking direction on whether to continue working on this purchase or move on the smaller vehicle purchases this year and work through the budget on the replace Engine. If the decision is to move on this, I will have the specifications and the cost at the December meeting with the financing program. This will give you the opportunity to make the decision in December or January if the purchase is to happen. I am guessing a payment of \$35,000 to \$40,000 over 15 years.

Staff Salaries

Given that staffing has changed and some upper management responsibilities have been passed down to the Shift Captain and these extra responsibilities were not figured in to the wage for that position. I am seeking a 7.5% wage increase for Captain Russell Shield as both a merit increase and a change in working conditions. Russell was hired at \$3,750 per month and the increase would change it to \$4,031.25. I am asking the increase to be retroactive to November 1st. Captain Shield has stepped up as a leader throughout this past year and worked hard at catching up the maintenance and repair of all buildings and equipment plus has been an excellent role model and leader to those within the organization. His work ethic is exemplary and he puts in countless hours off shift to make sure things are covered and we are providing the community the service we should. Funding is available for this increase within the current budget.

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. Trunk or Treat hosted by the Charleston Fishing Families was a huge success. Things kicked off at 4PM and was packed with kids and families almost until the end. It was a great success and was a great feeling to see everyone out and about again.
- B. The staff and I want to wish all of you a Happy Thanksgiving.
- C. The Association has elected to not have a family Christmas dinner again this year but instead do a Christmas dinner box for all members of the organization. This is funded through a shared cost between the Fire District and the Association.
- D. The Association is working to provide food baskets for needy families, on the outside that seems like an easy program, however, finding the families is getting tougher each year with privacy concerns.