

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 **February 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 January 16, 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

Review of District Policies

Review of proposed changes and updates to District Policy with possible action

Debris Burning Management

Admin report on progress on the Prohibited Debris Burning reduction program

Additional Unfinished Business:

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

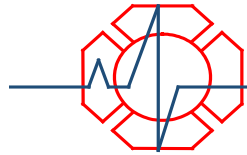
New Business

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

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.

January 16, 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

Late Arrival: Kim Davidson

Staff Present: Chief Mick Sneddon, Deputy Chief Daryl Kemmerle, Legal Counsel Jane Stebbins

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting dated December 19, 2018
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 34,792.14
Prime	\$ 60,741.10
LGIP Acct 1	\$ 414,374.12
Total Operating	\$ 510,007.36
BERF	\$ 108,124.48
Debt Service	\$ 1,690.07
Total All Funds	\$ 619,821.91

Motion: Heide Cummings, 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:

Policy Review

Discussion on the Personnel Policy changes, specifically the gaps on the step program for wages. After a discussion on 3% vs 5% and when, the Board requested staff research and return to the next meeting with a recommendation. The Chief had recommended 5% on anniversary date for years 1-3 and then 3% after that. Some thought it should be the other way. The cola section was briefly discussed with no recommended changes from the proposal.

The Drug and Alcohol Policy was briefly discussed, the key provision which is still being researched is marijuana as part of the policy. It is a concern to public safety staff. Further research with staff, legal and SDAO to occur.

The step increase program was further discussed including adding language to allow the management to withhold a step based on performance. It was also noted that there was no reference to PERS so the Chief will address that.

Debris Burning Issues

A long discussion occurred between staff, legal counsel and the Board. Once again the biggest issue is the constant burning of prohibited materials. One of the issues driving the debris burning is the cost of refuse fees and the lack of quality recycling in the county.

The Chief gave an update on actions including a perceived roadmap for staff.

1. Establish a Nuisance Ordinance
2. Adopt Oregon Fire Code through ordinance
3. Meet with Coos County Sheriff on enforcement options
4. Adjust cost recovery policy to include invoicing for cost recovery on nuisance burning complaints
5. Create and implement Burning permit program
 - Issue permits
 - Site inspections
 - Fee for issuing permits and site inspections
 - Burning periods ie 30 to 60 days in the fall and 60 days in the spring and ban burning outside those periods.
6. Create an educational program for the community through joint efforts with DEQ, CFPA, OSFM, CCSO and other regional FD's

Bruce Beity of Barclow Ln was in attendance and spoke about his concerns for the burning of prohibited materials in his neighborhood.

Audit Report

Chris Mahr of Chris Mahr & Associates CPA's discussed the audit report and the current audit procedures and requirements. The Board, staff and Mr. Mahr had a good open discussion regarding auditing and the level of audit Charleston should have done which potentially is less money for the District however, thresholds at the State level would need to be increased for these requirements to lessen.

Additional Unfinished Business:

None

NEW BUSINESS

Budget Schedule for FY 19/20

Chief reviewed the proposed Budget Schedule for the upcoming fiscal year:

- January 16th Regular Board meeting
- Board to approve Budget Schedule
- April 18th Regular Board Meeting
- Board to appoint Budget Positions 3 & 4
- April 3rd Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1st meeting and have 2 notices at least 7 days apart.) Notice to request The World Newspaper Publish on Monday, April 15th and Wednesday, April 24th
- April 15th 1st Notice published in The World Newspaper for May 6th meeting.
- April 24th 2nd Notice published in The World Newspaper for May 6th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 6th Budget Committee to meet at 7:00 p.m.
Budget Committee to appoint office of Chair
Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. Budget Committee may opt to begin deliberations at the next meeting, date to be set from list in next section.
Optional dates for future meetings: May 20th
- May 22nd Wall and Wall to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.)
- June 5th The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 19th Budget Hearing for 2019/2020 fiscal year (during regular meeting of the Board of Directors)
- Adopt 2019-2020 Budget
 - Enact Appropriation Resolutions/tax levy
- By July 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Motion: Darrell King, 2nd by Roy Holland to approve the proposed Budget Schedule for FY 19/20 as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

A. None

Adjourned the meeting at 8:40 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 January, 2019)

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

Budget Summary incomes verses expenditures:

Ending Last Day of January for Fiscal Year 2018/2019

Revenues	
Other Revenues	\$ 34,696.39
Prior Taxes	\$ 17,105.32
Taxes	\$ 641,307.12
Total Income General Fund	\$ 693,108.83
Income BERF/ Debt Service	\$ 100,465.53
Total income all Funds	\$ 793,574.36
Expenses	
Personal Services	\$ 237,159.15
Materials and Services	\$ 196,036.98
Capital outlay	\$ -
Total Expenditures	\$ 433,196.13
Transfers to BERF	\$ 85,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.14
BERF Equipment	\$ 72,310.01
BERF Building	\$ -
BERF Total Expenditures	\$ 72,310.15
Transfers to Debt Service Fund	\$ 14,200.00
Debt Service Fund	\$ 12,635.06
Total Expenditures all funds	\$ 518,141.34

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												0
EMS	50												50
MVC/Rescue	5												5
Burn Complaints	4												4
Good Intent	1												1
Monthly Total	60	0	0	0	0	0	0	0	0	0	0	0	60
Year to Date	60	60	60	60	60	60	60	60	60	60	60	60	

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: 31 days, 60 calls equals 1.94 calls per day

Total Calls by Month

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

Training Report, January 2019

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

Weekly Training:

1. Engine Company Evolutions (ladders, Ropes & Knots, SCBA, Forcible Entry, Hose)
2. Drivers Training (E-1) (Students McGahan & Corpus)
3. Company Inspections & Pre-Fire Plans (Bush)
4. Advanced EMT Class (King, Fisher, Kennard)

Joint Training:

1. Mutual Aid Drill @ North Bend Fire Department (Vehicle Extrication) (Corpus, Eiselein-C, McGahan, Powers-T, Reagan, Terrell)
2. Multi Company Drill @ North Bend Fire Department (Rope Rescue) (Breitkreutz, Kemmerle, Powers-E, Powers-J, Terrell)
3. Multi Company Drill @ North Bend Fire Department (Rope Rescue) (Breitkreutz, Corpus, Kemmerle, McGahan, Powers-E, Powers-J, Powers-T, Terrell)
Powers-E, Powers-J, Terrell)
4. Fire Fighter 1 Task Performance Testing (Benson, Cook, Corpus, Davis, McGahan, Reisenbigler, West) Performed at Millington Fire with evaluator assistants (Kemmerle, Breitkreutz, Terrell & Photography by Owen)

Special Training:

1. Association meetings
2. SCBA Fit Testing (Annual)
3. Safety Committee
4. EMT Practical Training
5. Wildland - Single Resource Crew Boss Class (Corpus, Davis, Eiselein-C, King, Marr, McGahan, Powers-E, Reisenbigler, Terrell, West)
6. Advanced Fire & Arson Investigation Class in Medford (Bush & Marr)
7. Critical Incident Stress Management Course for Individual and Groups (Kemmerle)
8. Wildland (Advanced Firefighter Training FFT1) (Powers-E, West)

Public Relations:

1. Butterfly Removal @ Shore Acres State Park (Terrell, McGahan, Corpus)
2. South Coast Head Start, fire safety presentation.

Received the DPSST Maintenance Re-Certification Confirmation Letters, this means our certs are good through 12/31/2020

There were **51** classes and **148** training hours completed in the month of January.

Respectfully submitted,

Deputy Fire Chief Kemmerle
02/11/2019

ADMINISTRATIVE REPORT

- A.
- B.
- C.
- D.
- E.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Review of District Policies

Review of proposed changes and updates to District Policy. Policy to be provided as a separate document.

Most changes are housekeeping with some changes.

Review of the Policy is still needed to discuss and for the changes to get caught up in the document. I potentially see formal adoption at this meeting as a resolution has been created with the changes completed.

AS discussed at the last meeting I have drawn up the additions for the policy to address wages and benefits in the policy that were addressed in the agreements last time.

Looking at options on the step increases, they are all over the board from 3% to over 5% between steps. They also all include education and certification incentives ranging from 1% to 8% depending on the item. In that we do not have incentives for additional certifications I think 5% each step is warranted here. I did see something that I felt would be a good item to add and that is a longevity incentive of a percentage, some started at 5 years others started at 10 years. Since our steps end at 6 years I believe an incentive at 10, 15 and 20 would be a great addition to the policy.

Personnel Policy Article XIII Benefits

SECTION 14. FULL TIME EMPLOYEE STEP PROGRAM

The step increase program for full time employees includes seven steps. Step one will be at time of hire and the starting wage range will be determined by the Board of Directors after consult with the Fire Chief. The Fire Chief will set the actual starting wage based on experience, education, licenses and certifications. Below is the matrix for the step increase program including the timeline and the step schedule.

NOTE: The Fire Chief has the authority to withhold a step increased based on a poor performance review. A work improvement plan would be required with the steps required for the employee to meet the performance level required by the District to achieve the next step.

Step one (1)	Time of Hire	Wage set by Fire Chief within wage scale set by the Board
Step two (2)	1 year post hire date	5%
Step three (3)	2 years post hire date	5%
Step four (4)	3 years post hire date	5%
Step five (5)	4 years post hire date	5%
Step six (6)	5 years post hire date	5%
Step seven (7)	6 years post hire date	5%
Longevity	10 years post hire date	5%
Longevity	15 years post hire date	5%
Longevity	20 years post hire date	5%

SECTION 15. COST OF LIVING ALLOWANCE (does not include Volunteer FF's)

Each year on July 1st all full time, part time and work back employees will receive a cost of Living adjustment of their wage on that date based on Portland CPI second half of the year prior. This adjustment will be a minimum of 1.5% and a maximum of 2.5%. It is noted that seasonal employees are not eligible for a cost of living allowance.

Debris Burning Issues

I have been working on this slowly, I have some further recommendations and some reductions in what we are working on. First we can review the questions proposed in the beginning.

Questions we will be discussing and looking for answers and options:

1. Does CRFPD have the authority to ban open debris burning?

The answer is yes however, I still stand on my convictions that this is not a valid thing to pursue. Until a better way of recycling and or disposal can be devised the burning of yard debris would be best if allowed.

2. Does CRFPD have the authority to ban burn barrels?

See answer to question 1.

3. What is the process CRFPD needs to follow to return to issuing burning permits for barrels and open debris burning?

In my reviews and discussion at the State Fire Marshal's office specifically former Charleston Asst Chief/ Fire Marshal Jason Cane. He advised that adopting the Fire Code opened a myriad of unnecessary items and was not necessary for our purpose. His recommendation was to bring back the Permit process by resolution. It was also discussed the in fact, we do not have the authority in the air quality equation however, we can limit this somewhat through education, pre-burn site inspections and a permit process. With this said, we will prepare a policy, permit program, permit and inspection forms and the necessary resolutions for the meeting in March if in fact the Board wants to further this. I am also directing my staff to formulate a public education program in the next few weeks so that we do not surprise the public with this as that is what usually causes the biggest issue in projects like this. It should be remembered and portrayed that this program is an effort to reduce the irritation and agitation between neighbors caused by burning materials that put off a noxious smoke and odor, reduce burning when season is closed, burning after hours and a reduction in alarm responses for these situations.

4. The Clackamas Co FD1 burning info on their web page is a basis to start working off of as we create this program to reduce the incidence of burning prohibited materials and outside allowed times.

<http://www.clackamasfire.com/outdoor-burning/glossary-of-open-burning-terms/>

5. Educational Materials

Staff has recommended an educational program for the community to help reduce the incidents of burning prohibited materials.

Discussion items for this meeting on Debris burning:

Recommended process to work on:

1. Establish a Nuisance Ordinance: limited to debris burning and burning barrels, this can quickly balloon into huge quagmire of paperwork and public abuse of agency authority.

Not necessary

2. Adopt Oregon Fire Code through ordinance (Can have ordinance ready for first reading at February meeting)

Not Necessary, opens other issues in the codes enforcement system within the District

3. Work with Sheriff Zanni and Deputy Patterson on enforcement options.

Still needs to be assigned to a staff member to work on this.

4. Adjust cost recovery policy to include invoicing for cost recovery on nuisance burning complaints

Requires a Resolution and potentially a change in the Ordinance for cost recovery

5. Create and implement Burning permit program
 - a. Burning Permit program (Policy & Guidelines)

b. Site inspections (Guidelines)

c. Fee for issuing permits and site inspections (I recommend \$15.00 as a minimum)
Cost Recovery change

d. Burning periods
All year outside of declared Fire Season (determined by CFPA)

6. Create an educational program for the community through joint efforts with DEQ, CFPA, OSFM, CCSO and other regional FD's

Additional Unfinished Business:

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

New Business

None Proposed

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)

B)

C)

D)