



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 15, 2023** 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 and Budget Hearing by sending an email to the address below by **2 PM March 15, 2023**. 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 March 15, 2023** 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 March 15, 2023**.

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 chooses to address a single item separately during the meeting).

Minutes of: Regular meeting dated February 15, 2023

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Automatic Aid agreement

A discussion and potential action on an automatic aid agreement with Central Coos Fire & Rescue

Additional Unfinished Business:

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

New Business

OIMB Service Contract

Review of staff proposed changes in the agreement

Policy change review and recommendations

Personnel benefits

Property purchase agreement with ODOT

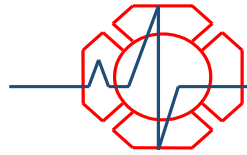
Review and action on the proposal by ODOT to purchase 500 sq ft of land from CFD at Station 1

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

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

"WE'RE HERE FOR LIFE"

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

February 15, 2023

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors

Called to Order: 7:07 PM

Flag Salute

Roll call:

Present: Roy Holland, Dave Richards, Don Manley, Nancy Santos & Ed Powers

Absent: None

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting January 18, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$55,491.63
Prime	\$56,112.63
LGIP Acct 1	\$482,224.66
Total Operating	\$593,928.92
BERF	\$116,854.97
Debt Service	\$79,378.04
Total All Funds	\$790,161.93

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report.

UNFINISHED BUSINESS:

Agreement for housing lease to CFPA

Chief Sneddon reviewed the proposal. Option to lease dorm rooms to Coos Forest Patrol for seasonal FF's. \$1000.00 per month for 4 rooms at Crown Point Station 2.

Motion: Dave Richards, 2nd by Ed Powers to approve the agreement between Charleston Fire and CFPA to lease Station 2 dorm rooms for the summer fire season.

Discussion: None

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

Automatic Aid Agreement

Discussion on an automatic aid agreement with Central Coos Fire & Rescue. Chief explained that this agreement would make it so if a call met a certain criteria that dispatch would automatically dispatch Central Coos F&R's water tender and one of their officers. And vice versa is they have a call.

The Discussion was tabled until the next meeting.

RESOLUTION 23-001: GENERAL FUND TRANSFER

WHEREAS: Oregon Local Budget Law permits the transfer of appropriations within a Fund in accordance with ORS 294.463 when needs arise that require certain changes in appropriation are necessary after the budget has been adopted.

WHEREAS: An analysis of the status of the current 2022–2023 budget of the Charleston Rural Fire Protection District has revealed that the amounts originally allocated for certain General Fund line item expenditures within the Personal Services category and the Materials & Services category will be inadequate to fund respective requirements through the end of fiscal year 2022–2023;

NOW THEREFORE be it

Resolved: That the Board of Directors of the Charleston Rural Fire Protection District hereby transfers appropriations in the amount

General Fund

TRANSFERS OUT

From the Materials & Services Category:

<u>Volunteer Reimbursement</u>	\$ 10,000
<u>State & Federal Reimbursements</u>	\$ 10,000
<u>Grant Expenditures</u>	\$ 32,000
<u>Total Transferred Out - Materials & Services</u>	<u>\$ 52,000</u>

From the Contingency:

<u>Contingency Fund</u>	\$ 9,000
<u>Total Transferred Out - Contingency</u>	<u>\$ 9,000</u>
<u>Total Transferred Out - All Categories</u>	<u>\$ 61,000</u>

TRANSFERS IN

To the Personal Services Category:

<u>Paid On Call Firefighters</u>	\$ 7,000
<u>Part Time Positions</u>	\$ 10,000
<u>Overtime</u>	\$ 8,000
<u>Total Transferred Out - Personal Services</u>	<u>\$ 25,000</u>

To the Materials & Services Category:

<u>Equipment Maintenance</u>	\$ 4,000
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<u>Building Maintenance</u>	\$ 4,000
<u>Travel & Lodging</u>	\$ 3,000
<u>Meals</u>	\$ 3,000
<u>Office Supplies</u>	\$ 7,000
<u>Motor Vehicle & Heating Fuels</u>	\$ 4,000
<u>Fire Prevention</u>	\$ 1,000
<u>Medical Supplies</u>	\$ 1,000
<u>Firefighting Supplies</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 8,000
<u>Total Transferred In - Materials & Services</u>	<u>\$ 36,000</u>
<u>Total Transferred In - All Categories</u>	<u>\$ 61,000</u>

Passed by the Board of Directors this 15th day of February, 2023

General Fund Transfer

Motion: Ed Powers, 2nd by Don Manley to approve Resolution 23-001 a General Fund Transfer

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

Hazmat Agreement

Chief Sneddon discussed the agreement and the benefits to the District to return to the Hazmat team.

Motion: Ed Powers, 2nd by Don Manley to approve the Hazmat Agreement as proposed

Discussion: None

Motion Carried by Unanimous Decision

GOOD OF THE ORDER:

- A. Chief explained we opened up candidate testing because Austin is in the final hiring stages with Eugene-Springfield Fire.

Roy Holland adjourned the meeting at 7:40 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	\$14,667.36
Prime	\$45,272.40
LGIP Acct 1	\$425,195.37
Total Operating	\$485,235.13
BERF	\$79,130.65
Debt Service	\$79,565.31
Total All Funds	\$643,931.09

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$867,802.75
Prior Taxes	\$14,378.81
Other Revenues	\$168,979.73
Total Income General Fund	\$1,051,161.29
Income BERF/ Debt Service	\$2,613.20
Total Incomes all Funds	\$1,053,774.49
Expenses	
Personal Services	\$500,353.07
Material and Services	\$202,029.92
Capital Outlay/ GF Debt Service	\$440.00
Total Expenditures	\$702,822.99
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.17
BERF Equipment	\$65,505.26
BERF Building	\$0.00
Total Expenditures BERF	\$65,505.43
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$78,146.25
Total Expenditures all Funds	\$846,474.67

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5											8
EMS	43	41											84
MVC/RES	5	6											11
Burn Complaints	2	2											4
Good Intent	3	8											11
Lift Assists	3	7											10
Total	59	69											128
YTD	59	128	128	128	128	128	128	128	128	128	128	128	
Daily Avg	1.9	2.5	0	0	0	0	0	0	0	0	0	0	

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											128	128
2022	80	91	89	85	82	90	95	91	97	81	77	119	260	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	189	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	188	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	172	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	194	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	188	775
Avg	68	53	67	66	63	71	70	75	75	69	69	77	188	

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 **February, 2023**.

Weekly Training:

1. **02/01/2023**: Safety Committee & Association Meetings, EMS Drill: See special drill listing #1.
2. **02/08/2023**: Firefighter Rehab Drill in preparation for the burn to learn we did on 02/11/23. **(30Hours)**
3. **02/15/2023**: NWNG came in and did a presentation on Natural Gas emergencies. **(17.25 Hours)**
4. **02/22/2023**: Drill canceled due to weather conditions. **(0 Hours)**

Joint Training:

1. Training Burn to Learn where we had Charleston, Coos Bay, Central Coos, North Bay, and Hauser Fire agencies attended.

Special Training:

1. **02/01/2023**: Dr. Rachel Stapler & Sgt. Josh Young came in and taught OSP's Blood Bourne Pathogens class. **(28.5 Hours)**
2. **02/02&03/2023**: Lt Moldt went to a two day Leadership in Supervision: Prospective in Thinking class in Roseburg. **(16 Hours)**
3. **02/11/2023**: Training Burn to Learn on Saddler Rd. **(152 Hours)**

243.75 Total training hours completed in February, 2023.

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. Staff are working diligently to get the new engine in service. We should be close by the March Board Meeting. I am working with BnT to get the decals completed for the new engine and the new command buggy. We have talked about a small celebration and doing a “push-in” to place it in service. I hope to do this after the Board meeting this month.
- B. We are currently working on review of the work comp program. Special Districts’ Insurance Services has determined that they can no longer sustain their work comp program and is partnering with SAIF. We will see an increase in our work comp costs this year due to this change. Our work comp cost for FY 22/23 was \$12,200.
- C. Chief Huff informed me recently that Phillips is discontinuing support for the Defibrillators that we currently carry in the first out apparatus. We are formulating a funding strategy to replace them with comparable machines. These units can cost up to \$40,000 each with the attachments that our first out unit has. I am seeking grant funds to make this purchase. The process could take a couple years.
- D. I reported last month that Austin Cybulski was potentially leaving for Eugene, this is now not the case. We are still collecting written test scores however the process to hire will not happen unless we actually have an opening.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Automatic Aid agreement

In general, this agreement gives me the authority to change the dispatch protocols requesting that when Charleston Fire or Central Coos Fire are paged for a working structure fire within their jurisdictions, the other will be paged and a water tender will be requested to respond and a senior officer. This speeds up the process of getting a water tender to scene as it is on average a 30 minute process to mobilize and travel between the agencies with these units. It also help add additional overhead staff to work towards filling the necessary positions in the Incident Command system quicker. The caveat to this is that either agency can refuse at time of request if personnel are not available to fulfill the request.

Additional Unfinished Business:

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

New Business

Proposed Changes to the Service agreement to OIMB

I have proposed changes to the contract with OIMB. Predominately they are an increase of the annual fee from \$2,500 to \$7,000 and an addition of an annual increase of 3% each year. I have sent a copy to OIMB but have not heard back from them. I have tasked legal counsel to make contact for us to ensure that they know the current agreement is ending the last day of June 2023 in accordance with section 13 of the current agreement.

We need Board approval on the agreement to move forward. The changes are in the fee structure of the agreement.

Policy review and recommended changes

Part 1: Policy change for pay equity

1. With the Coos Bay crews during HazMat team deployments. The policy allows for team members to be paid at 2.5 times for their overtime rate during team deployments. This would make match the overtime rate for team activation with Coos Bay Fire, their counterparts on the team and would be reimbursable from the Oregon State Fire Marshals Office.

Part 2: Benefits for Administrative Assistant

In reviewing employment programs and from discussions with my peers and staff, I have determined that the time has come to discuss providing benefits to the Administrative Assistant position. These items include changing the position from hourly to salary based on 75% of full time, Holiday time and general leave times (Vacation and Sick Leave).

After review and agreement on the terms of the policy, we will need to set a start date.

My proposal which has been through brief negotiations with Mistie are as follows.

- Health/ Vision/ Dental benefits paid at 70%
- Full time staff are paid at 90%
- Vacation and Sick Leave accruals based on $\frac{3}{4}$ time
- Holiday time
- Salaried employee
- Comp time for hours worked between 30 and 40 in a week at 1.0 times the rate, Comp Time for over 40 hours at 1.5 times.
- Accrual caps for all accruals

Property purchase agreement with ODOT

Review and action on the proposal by ODOT to purchase 500 sq ft of land from CFD at Station 1.

ODOT and I have been going back and forth for months now on the amount they will pay for the roughly 500 square feet of land at the entrance to the culvert for 3rd Creek at Station 1. The offered \$750 in the beginning and after several months we are double that at \$1,500. Legal has reviewed and with the change on the County filing piece, it is ready for your input and approval if you are satisfied with it.

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. We are joining with the Charleston Fish Wives again with their annual business Easter Egg Hunt where the families come to the Station for items, we usually do candy and prevention items.
- B. Congratulations for the new Executive Board members for the Charleston Volunteer Firefighters Association. President Caleb Moldt, Jon Benson, Secretary/ Treasurer Tiffany Lopez.
- C. The Association is again working on the Seafood Festival. They have rebranded the festival by taking the Beer and Wine portion out of the title. We also have a new management team running it this year and have injected more energy into the event. It is scheduled for August 11, 12 & 13.
- D.