

## 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 **January 16, 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 December 19, 2018

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

###### **Debris Burning Management**

Discussion on options to reduce the incidents of burning prohibited materials

###### **Additional Unfinished Business:**

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

##### **New Business**

###### **Budget Schedule**

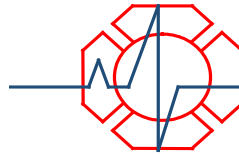
Review and action on the proposed budget schedule for FY 1920

###### **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.**

**December 19, 2018**

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

Absent: 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 November 14, 2018
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 16,037.12
Prime	\$ 106,828.03
LGIP Acct 1	\$ 257,135.66
Total Operating	\$ 380,100.81
BERF	\$ 107,889.54
Debt Service	\$ 1,656.41
Total All Funds	\$ 489,646.76

**Motion:** Darrell King, 2<sup>nd</sup> by Roy Holland to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

**Administrative:**

Chief gave the report.

## **UNFINISHED BUSINESS:**

### **Debris Burning Issues**

A long discussion occurred between staff legal counsel and the Board.

Guests in attendance:

Deputy State Fire Marshal Coos Region Jeff Henderson

DEQ western region representative Meghan Fagundes

Coos County Commissioner John Sweet

Coos Forest Protective Association Kyle Gibbons

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 catalyst to this discussion is twofold. Staff is having more and more concerns with dealing with these calls with personal safety and health concerns and the other is members of the Board and public complaining of their neighbors burning and ruining a perfect afternoon in their back yard.

The following questions (from the prior meeting) were reviewed with input from all the agencies represented and staff at this meeting.

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

The answer is yes however, Chief Sneddon recommends highly against that considering the potential for a large backlash from the community plus Chief Sneddon and the agency representatives advised against it noting it could lead to additional trash either being piled on properties or dumped along our roadways. 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?

Chief Sneddon recommended this process however, the legal process is yet to be compiled. This would be the best option with we fee for the permit and a site inspection would be the recommend course of action.

The first step would be to create the policy for the process through review with Special Districts Association of Oregon

Jeff Henderson commented that a Nuisance ordinance would be the direction needed plus formally adopting the Oregon Fire Code. Chief noted that an ordinance would be required for that and was doable.

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.

Additional items discussed were:

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, CFPD, OSFM, CCSO and other regional FD's

Board Consensus recommended staff continue to work towards implementation of these programs

#### Review of District Policies

Discussion on the proposed changes and the addition of personnel policy changes.

Once the policy is complete, staff will create a resolution to formally adopt it. January or February meeting potentially.

Discussion on the response incentive for the Volunteers occurred with Chief Sneddon proposing a potential for added incentive when the alarm is an extended alarm ie 4 hours or more usually a structure fire. This is a request from the line crews. No formal direction was made. The idea was to double the incentive at a "to be determined" trigger point. The discussion was brief and no decision was made.

The review process will be over a few nights and open discussions on the policy manual will continue for another meeting or two before final action will occur.

#### Additional Unfinished Business:

None

### **NEW BUSINESS**

#### Employee Agreements

Chief Sneddon reviewed the proposals and the purpose. During the discussions it was determined that the need for the agreements including the proposed for Breikreutz and Terrell plus renewal for Kemmerle really were not necessary as everything could be addressed in policy now.

Chief recommended he return at the next meeting with the additions in policy to address the items the agreements did. The items not addressed in policy were the cell phone reimbursement for full time staff and the step increase program and annual cost of living allowance increases.

Motion: Roy Holland, 2nd by Darrell King to approve the issuing of \$40.00 cell phone reimbursement for all full time staff.

Discussion: none

Motion Carried by Unanimous Decision

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Change Order US Fire Equipment

US Fire Equipment found that the motor in Engine 819 needs to be rebuilt. A change order was issued estimated at \$20,050. Chief Sneddon requested approval for the \$20,050 additional for the rebuild.

Motion: Darrell King, 2nd by Heide Cummings to approve the change order in the amount of \$20,050 for the refurbishment of Engine 819 with US Fire Equipment.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

**GOOD OF THE ORDER:**

A. Alan Taylor thanked everyone for participation at the meeting and everyone involved in the recent Christmas dinner.

Adjourned the meeting at 8:55 PM

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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 December, 2018)

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

**Budget Summary incomes verses expenditures:**

Ending Last Day of December for Fiscal Year 2018/2019

<b>Revenues</b>	
Other Revenues	\$ 30,251.65
Prior Taxes	\$ 14,168.44
Taxes	\$ 633,386.04
Total Income General Fund	\$ 677,806.13
Income BERF/ Debt Service	\$ 971.20
Total income all Funds	\$ 678,777.33
<b>Expenses</b>	
Personal Services	\$ 206,892.99
Materials and Services	\$ 158,397.56
Capital outlay	\$ -
Total Expenditures	\$ 365,290.55
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.14
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 0.14
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 12,635.06
Total Expenditures all funds	\$ 377,925.75

## Administrative report: Alarm and drill statistics & operations report

### ACTIVITY REPORT

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

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	

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	7	3	4	3	5	0	6	7	6	3	6	6	56
EMS	46	45	54	49	42	46	43	44	49	53	47	43	561
MVC/Rescue	8	3	3	2	11	5	7	6	13	6	5	9	78
Burn Complaints	0	1	9	3	6	5	4	8	6	6	1	1	50
Good Intent	3	2	0	6	1	3	2	0	1	2	2	8	30
Monthly Total	64	54	70	63	65	59	62	65	75	70	61	67	775
Year to Date	64	118	188	251	316	375	437	502	577	647	708	775	

Last Month: Average calls per day: 31 days, 58 calls equals 1.87 calls per day  
 2018: Average calls per day: 365 days, 713 calls equals 1.96 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2018	68	62	64	55	45	71	66	68	48	39	69	58	713	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	775	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	708	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	771	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	657	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	576	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	574	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	602	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	523	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	564	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	548	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	653	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	567	567
avg	55	47	49	53	55	53	55	60	51	55	46	54	633	



# Training Report, December 2018

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during December, 2018.

## **Weekly Training:**

1. Company Evolutions
2. Advanced EMT Class @ SWOCC (Mondays & Wednesdays) (Winter Break)
3. Fire Prevention / Life Safety Inspection
4. Rope Rescue

## **Joint Training:**

1. Tuesday afternoon training @ SWOCC Fire Tower, Engine Company Operations (2-5 PM).  
This training is weekly and open to any agency to attend.

## **Special Training:**

1. Safety Committee
2. Christmas Dinner
3. SWOFIA – Fire Instructor 1 Class (Powers, T & Reisenbigler)

## **Public Relations:**

1. Christmas Baskets with Charleston Fishing Families

There were **14** classes and **42.75** training hours completed in the month of December.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
01/09/2019

## ADMINISTRATIVE REPORT

A. Third trip to review the engine rebuild, I took motor parts up from the shelf. The changes we made to the project more than offset the cost of the parts for the project. The \$20,050 approved last meeting covers all the changes that needed besides the motor. The estimate for completion is early April at this time. The main hold up is the motor rebuild scheduling.

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 do not expect the formal adoption at this meeting as a resolution will need to be 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.

## Personnel Policy Article XIII Benefits

### SECTION 14. FULL TIME EMPLOYEE STEP PROGRAM

The step increase program for full time employees includes five 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.

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 (2)	2 years post hire date	5%
Step four (4)	3 years post hire date	5%
Step five (5)	4 years post hire date	3%
Step six (6)	5 years post hire date	3%
Step seven (7)	6 years post hire date	3%

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

Each year on July 1st all full time and part time 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%.

I have also tagged the Drug and Alcohol sections for the personnel and volunteers as they need to be updated. This was something that caught my attention while working on these last changes. I am working with SDAO and Jane Stebbins on making sure we have a proper policy here as the recent changes in controlled substances has drastically changed.

## Debris Burning Issues

This is going to be a long discussion item at both the senior staff level and at the Board level. We have invited Coos County Counsel, DEQ, Coos Forest Protective Association and Coos County Sheriff's Office codes enforcement officer to the meeting.

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 highly recommend against this considering the potential for a large backlash from the community plus the agency representatives advised against it last meeting noting it could lead to additional trash either being piled on properties or dumped along our roadways. 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?

I recommend this process however, the legal process is yet to be compiled. This would be the best option with we fee for the permit and a site inspection would be the recommend course of action.

The first step would be to create the policy for the process through review with Special Districts Association of Oregon

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.
  
2. Adopt Oregon Fire Code through ordinance (Can have ordinance ready for first reading at February meeting)
  
3. Work with Sheriff Zanni and Deputy Patterson 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
  - a. Issue permits
  
  - b. Site inspections
  
  - c. Fee for issuing permits and site inspections (I recommend \$15.00 as a minimum)
  
  - d. 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, CFP, 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**

**Budget Schedule**

- January 16<sup>th</sup> Regular Board meeting
- Board to approve Budget Schedule
- April 18<sup>th</sup> Regular Board Meeting
- Board to appoint Budget Positions 3 & 4
- April 3<sup>rd</sup> Budget Officer to submit notice of Budget Committee meeting to The World Newspaper(Notice must be published 5-30 days before 1<sup>st</sup> meeting and have 2 notices at least 7 days apart.) Notice to request The World Newspaper Publish on Monday, April 15<sup>th</sup> and Wednesday, April 24<sup>th</sup>
- April 15<sup>th</sup> 1<sup>st</sup> Notice published in The World Newspaper for May 6<sup>th</sup> meeting.
- April 24<sup>th</sup> 2<sup>nd</sup> Notice published in The World Newspaper for May 6<sup>th</sup> meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 6<sup>th</sup> 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 20<sup>th</sup>
- May 22<sup>nd</sup> 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 5<sup>th</sup> The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 19<sup>th</sup> 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 15<sup>th</sup> Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

**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)