

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 **March 17, 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 March 17, 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 March 17, 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 March 17, 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 February 17, 2021

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Cost recovery discussion

Discuss changes to the cost recovery resolution and policy

Additional Unfinished Business:

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

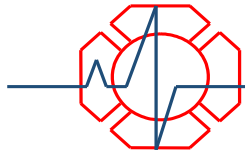
New Business

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.

February 17, 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, Heide Cummings (Via Zoom), Dave Richards (Via Zoom)

Staff Present: Chief Mick Sneddon

Staff via Zoom: Legal Counsel Jane Stebbins

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting January 20th, 2021
2. Financial: Approval of the statements of revenue and expense & check register

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report.

Petty Cash	\$ 100.00
Operating	\$ 2,246.25
Prime	\$ 59,822.09
LGIP Acct 1	\$ 396,404.66
Total Operating	\$ 458,573.00
BERF	\$ 71,254.19
Debt Service	\$ 14,622.14
Total All Funds	\$ 544,449.33

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Budget Schedule FY 21/22

February 17th Regular Board meeting

- Board to approve Budget Schedule

April 21st Regular Board Meeting

- Board to appoint Budget Positions
- #1 & #2 are up for a 3 year appointment

April 5th 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 12th and Wednesday, April 21st

April 12th 1st Notice published in The World Newspaper for May 3rd meeting.

April 21st 2nd Notice published in The World Newspaper for May 3rd meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 3rd Budget Committee to meet at 7:00 p.m. (Zoom Meeting option provided)

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 17th

May 25th Stephanie Stroud CPA to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.)

June 7th The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 16th Budget Hearing for 2021/2022 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2021-2022 Budget
- Enact Appropriation Resolutions/tax levy

By July 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Additional New Business:

None

GOOD OF THE ORDER:

None

President Holland adjourned the meeting @1920 hours

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary
(Ending Last Day of February, 2021)

Petty Cash	\$ 100.00
Operating	\$ 8,601.38
Prime	\$ 79,824.60
LGIP Acct 1	\$ 303,695.43
Total Operating	\$ 392,221.41
BERF	\$ 71,295.19
Debt Service	\$ 14,630.55
Total All Funds	\$ 478,147.15

**Budget Summary incomes
verses expenditures:**

Ending Last Day of January for
Fiscal Year 2020/2021

Revenues	
Other Revenues	\$ 26,819.39
Prior Taxes	\$ 20,790.20
Taxes	\$ 692,351.37
Total Income General Fund	\$ 739,960.96
Income BERF/ Debt Service	\$ 311.97
Total income all Funds	\$ 740,272.93
Expenses	
Personal Services	\$ 359,463.68
Materials and Services	\$ 165,632.12
Capital outlay/ GF Debt Service	\$ 12,942.00
Total Expenditures	\$ 538,037.80
Transfers to BERF	\$ 35,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.17
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.17
Transfers to Debt Service Fund	\$ 13,200.00
Debt Service Fund	\$ 12,188.83
Total Expenditures all funds	\$ 570,474.80

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
Fires	4	3											7
EMS	53	46											99
MVC/Rescue	10	4											14
Burn Complaints	5	1											6
Good Intent	6	0											6
Monthly Total	78	54											132
Year to Date	78	132	132	132	132	132	132	132	132	132	132	132	

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	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/Rescue	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
Monthly Total	69	55	64	60	60	75	62	62	80	59	75	58	779
Year to Date	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 28 days, 54 calls equals 1.9 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2021	78	54											132	132
2020	69	55	64	60	60	75	62	62	80	59	75	58	124	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	117	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	130	130
2017	64	54	70	63	65	59	62	65	75	70	61	67	118	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	108	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	130	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	111	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	74	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	113	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	89	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	84	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	74	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	87	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	92	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	104	567
avg	57	48	50	54	55	54	56	61	55	57	46	55	105	

Training Report, February 2021

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

Weekly Training:

1. Association Meeting followed by Safety Committee. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. * Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions.

Joint Training:

1. Joint training has resumed with a firefighter 1 academy at SOCC Campus.
2. Joint firefighter 2 academy at Millington Fire Station.

Special Training:

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1st and 3rd Mondays. Fire District continues to get updates.
2. Annual CPR Refresher by BC Huff.
3. Rope Rescue Meeting @ North Bend Fire Department (Annual Training Plan, Kemmerle)
4. LEPC Meeting (Kemmerle).

There were **225.75** training hours completed in the month of February.

Respectfully submitted,

Deputy Fire Chief Kemmerle
2/26/2021

ADMINISTRATIVE REPORT

- A. Current status of the engine in Washington: When I spoke with the mechanic at US Fire Equipment, they are repairing the rear main seal, also they are testing the cylinders to locate the cause of the excess smoke. The fuel leaks are repaired along with some other minor issues that were found. Time line on return is effected by the amount of time it takes to get parts unfortunately.
- B. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The mask standard is the toughest thing to address as the crews are around each other for 24 to 48 hours at a time. The latest rules require the masks be on unless in a room alone. They also require the 6' distancing which is difficult in some areas of the station. We have also began the task of providing inoculations to our staff for the COVID-19 Virus.
- C. The overhead door opener for station 1 has failed and I am working on replacing it at this time. The new opener is on back order at my last contact with O'neills Overhead doors.
- D. Budget Positions 1 & 2 expired with the current budget. Position 1 was Alan Taylor and position 2 was Connie Green. Alan is no longer eligible for the position as he left the community and Connie is not available due to her husband's health. I have posted the two positions as open in the community and appointment is scheduled for the April meeting. The other three members of the committee have all committed to continuing their service.
- E. Heide Cummings has tendered her resignation effect adjournment of this meeting, she has asked to be considered for one of the open Budget Committee positions. I will post this position around the community with appointment at the April meeting of her replacement.
- F. As of the time of this document, there was one candidate for Board position registered. Nancy Santos has registered with Coos County Elections for Heide's position which is position #4.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Cost recovery discussion

In reviewing the cost recovery program, EF Recovery is recommending we stop billing motor vehicle crashes based on non-residency and bill all crashes. I have contacted EF Recovery to see if I can get one of their representatives on the Zoom meeting and explain this better than I can.

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:

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Good of the Order

A) The Annual Appreciation banquet has been discussed and we are considering a picnic at the main station in mid-June. We are hoping the COVID-19 regulations are much better by that time allowing us to meet for this family event.

B)