



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **April 19, 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 April 19, 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 April 19, 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 April 19, 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 March 15, 2023

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

OIMB Service Contract

Review of status on renegotiation

Policy change review and recommendations.

Personnel updates and Resolution 23-002

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 Committee Appointment

The term for Position #5 expired with the FY 22/23 budget.

Equipment Surplus Declaration

Action on a request to surplus a copy machine and transfer to a veterans Organization.

Purchase Order

Heat pump Installation in truck bay at Station 1

Food Bank Agreement renewal

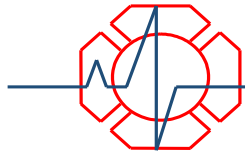
Review and action on renewal of the agreement for the Food Bank at Station 2

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.

March 15, 2023

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

Called to Order: 7:04 PM

Flag Salute

Roll call:

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

Absent: Don Manley

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting February 15, 2022
2. Financial: Approval of the statements of revenue and expense & check register

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

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.

UNFINISHED BUSINESS:

Automatic Aid Agreement

Discussion on automatic aid agreement with Central Coos Fire & Rescue. Board decided to table this discussion until the next Board Meeting as the latest contract changes were not available before the meeting. (Chief Sneddon emailed the updated contract to each Board member after the meeting)

Additional Unfinished Business:

None

NEW BUSINESS:

OIMB Fire Protection Agreement

Review of staff proposed changes in agreement. Chief Sneddon reviewed the agreement changes and the letter addressed to OIMB informing them of the changes and the cancellation of the current contract under section 13. The major changes to the agreement were an increase in the annual fee and the annual increase (this was not in the original agreement).

Motion: Dave Richards, 2nd by Ed Powers to approve proposed service agreement with OIMB with the rate increase to \$7,000 and a 3% annual fee increase as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Policy change Review and recommendations

1. Hazmat pay

Chief Sneddon requested a discussion on a policy change to provide 2.5 times wage for OT on hazmat calls for career staff who are on the regional hazmat team. A consensus of the Board occurred with support for the policy. Chief will return at a future meeting with the full written policy.

Discussion: None

2. Personnel benefits

Chief Sneddon noted that the policies were not ready for action however he requested the Board approve starting Health, Vision & Dental benefits for the Administrative Assistant effective April 1, 2023 paid at 70% to reflect her ¾ time work schedule and mirror the 90% paid for the full time staff.

Motion: Dave Richards, 2nd by Ed Powers to approve policy change and have health, vision and dental coverage start for administrative assistant position on April 1, 2023.

Discussion: None

Motion Carried by Unanimous Decision

The remaining benefits section were tabled until a future meeting for a full policy to be written to reflect the leave time and pay program for the Administrative Assistant.

Property purchase agreement with ODOT

Review and action on the proposal by ODOT to purchase 500 sq ft of land for CFD at Station 1. Chief noted the lengthy negotiation and the lowball offer from ODOT of \$750. The Chief finally got them to double that amount to \$1,500. The agreements have been vetted by legal counsel who had an issue only with the process of filing at Coos County to ensure the District has no costs nor requirement to do the filings.

Motion: Ed Powers, 2nd by Dave Richards to approve property sale agreement and easement agreement with ODOT

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

None

Roy Holland adjourned the meeting at 8:06 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:

Patty Cash	\$100.00
Operating	\$88,695.62
Prime	\$45,667.17
LGIP Acct 1	\$314,445.06
Total Operating	\$448,907.85
BERF	\$67,694.01
Debt Service	\$79,813.27
Total All Funds	\$596,415.13

(Ending Last Day of prior month)

Budget Summary incomes verses expenditures:

Revenues	
Taxes	\$884,492.86
Prior Taxes	\$15,740.68
Other Revenues	\$178,889.65
Total Income General Fund	\$1,079,123.19
Income BERF/ Debt Service	\$3,107.83
Total Incomes all Funds	\$1,082,231.02
Expenses	
Personal Services	\$561,051.75
Material and Services	\$227,019.59
Capital Outlay/ GF Debt Service	\$495.00
Total Expenditures	\$788,566.34
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.19
BERF Equipment	\$66,505.26
BERF Building	\$0.00
Total Expenditures BERF	\$66,505.45
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$78,146.28
Total Expenditures all Funds	\$933,218.07

(Ending Last Day of prior month)

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2023:

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2										10
EMS	43	41	49										133
MVC/RES	5	6	2										13
Burn Complaints	2	2	3										7
Good Intent	3	8	3										14
Lift Assists	3	7	1										11
Total	59	69	60										188
YTD	59	128	188	188	188	188	188	188	188	188	188	188	
Daily Avg	1.9	2.5	1.9	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	60										188	188
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	57	66	63	71	70	75	75	69	69	77	197	

Charleston Fire District Training Division 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 **March, 2023**.

Weekly Training:

1. **03/01/2023:** Safety & Association Meetings, EMS Drill: CPR Class. **(54 Hours)**
2. **03/08/2023:** Hazmat Refresher with Cbfd Hazmat. **(55 Hours)**
3. **03/15/2023:** Turn out/SCBA drill. **(30 Hours)**
4. **03/22/2023:** Covered the new programming of the radios and reloaded cross lays on the new engine. **(35 Hours)**
5. **03/29/2023:** Family fun night. We did a BBQ and had all the personnel bring their families and just hang out and socialize attempting to add to the comradery within our district. **(34 Hours)**

Joint Training:

1. No Joint Training attended in March.

Special Training:

1. **03/03&04/2023:** 1 attendee for the Jefferson EMS Conference **(16 Hours)**
2. **03/03&04/2023:** Hazmat Awareness & Operations **(64 Hours)**
3. **03/08/2023** Hazmat Refresher Class **(55 Hours)**
4. **03/20-24/2023:** 5 attendees for S230 (Crew Boss/Eng. Boss) **(160 Hours)** Note: class costs were funded by Charleston Fire through a grant provided by Oregon DPSST/ OSFM.

503 Hours total training hours completed in March, 2023.

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. Staff completed the requirements to place the new engine in service over the weekend of March 25/26. We will continually be making small modifications as we find necessary for a while. The truck we are offering to SWOCC will be checked out and serviced before we deliver it to them.
- B. Charleston Fire is again participating in the regional Fire Camp designed to recruit high school kids in our region and provide them and their parents with a view of the Fire Science program at SWOCC and the Student intern programs at the area fire agencies.
- C. Last month you reviewed and acted on the proposal by ODOT to purchase 500 sq ft of land from CFD at Station 1. Legal posed the question of who was responsible for filing, ODOT returned the answer that they would manage all filing with the County. The agreement was signed and sent in April.
- D. Congratulations go to Austin Cybulski for his promotion to Lieutenant in late March. With this promotion, we now have an officer on each shift.

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 will speed 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 will also add additional overhead staff to work towards filling the necessary positions in the Incident Command system. The caveat to this is that either agency can refuse at time of request if personnel are not available to fulfill the request.

A copy of the agreement was sent to the email for each Board Member immediately after the March meeting. A signed copy from Central Coos will be available for signature at the Board meeting.

Proposed Changes to the Service agreement to OIMB

In my discussions with OIMB staff, I found that I did not have the latest contract in my computer and was working off the original. When we went through this in 2014 I did not remember that we had signed a new contract without an increase. They are arguing that the last contract has a deadline date of 2029 and want to know why we want to cancel the agreement. Another issue is with the boundary change from the prior administration not taking them into account. Another issue they have is the amount of the increase. At this point, I am not sure about our next step. I don't want to open a quagmire but at the same time, they need to be responsible and pay a proper amount. If they were in the district boundary, the contract would not be in place and that probably will ask to be included, this is your decision as a board.

Policy review, recommended changes and Resolution 23-002

Part 1: Policy change for pay parity

This provides a closer pay parity with the Coos Bay crews during a HazMat team deployment. The policy allows for team members to be paid at a rate that is 2.5 times of their regular rate for their overtime rate during team deployments instead of the regular 1.5 times the regular rate. 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 Marshal's 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. I am recommending May 1, 2023 as a start date for the remaining changes to the wage and benefits package for the Administrative Assistant's position.

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

- Health/ Vision/ Dental benefits paid at 70% (approved during 3/15/23 meeting)
- Vacation and Sick Leave accruals based on $\frac{3}{4}$ time (include a one-time bank of 60 hours for each type of leave.
- Holiday time
- Salaried employee
- Comp time for hours worked over 40 in a week at 1.5 times the rate is a standard. The standard base on this type of timed position is extra pay comes for anything over 40 in a week.
- The other option for comp time would be "Flex time", she would be able to adjust her schedule after approval by the Chief on a case-by-case basis. I believe a cap of 30 hours per week is a valid policy as funding for more than that is not budgeted.
- Accrual caps for all accruals adjusted for a $\frac{3}{4}$ time schedule.

Part 3: General housekeeping and updates in Personnel Policy

Please review the policy section sent separately. The recommended changes are highlighted in yellow. The recommended Deletions are highlighted in yellow and the words are lined out (~~Deleted words~~).

RESOLUTION 23-001: POLICY CHANGES

A RESOLUTION ADOPTING REVISIONS TO THE CHARLESTON FIRE DISTRICT POLICY

RECITALS

1. **WHEREAS**, in order to carry out its authorized function of fire protection and precaution pursuant to the authority granted by ORS §§ 478.010 *et seq*, it is necessary for the protection of the health, safety and general welfare of the District and the District members, that the Charleston Fire District adopt the following resolution; and
2. **WHEREAS**, updating and amending the District Policy is necessary; and
3. **WHEREAS**, the Board has reviewed and approved the attached Policies (attached as Exhibit A and incorporated herein)

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Charleston Fire District hereby adopts the updated policy set forth in Exhibit A attached to this resolution and directs Staff to incorporate the changes into the District's Policy documents.

Passed by the Board of Directors this 19th day of April, 2023

New Business

Budget Committee Appointment

The term for Position #5 expired with the FY 22/23 budget.

Applicants for appointment:

- Tina Powers (only applicant)

Equipment Surplus Declaration

In listening to the trials and tribulations of the Operation Rebuild Hope Organization, I have found they are in the need of a decent full copy and scan machine. We currently have a machine sitting in surplus since we were able to find a much nicer machine a couple years ago. My proposal is to declare the machine surplus and gift it to Operation Rebuild Hope under the direction of a new Board of Directors and staff. There is no real value in the machine as it is approximately 10 years old.



Operation Rebuild Hope

Executive Director: Kyle Brown
2055 Union Ave,
North Bend, OR 97459

To: Charleston Fire District
From: Operation Rebuild Hope
Subject: Commercial Printer Donation

We need a commercial copier/printer/fax machine for our residential home at 1520 Sherman Ave, North Bend, Or, 97459. Also known as Bryan's Home. We have peer support personnel and clients that would benefit from having such a machine. We are inquiring about one that potentially may not be in use anymore. If you ever do not have the need for your commercial copier/printer/fax machine, we would be happy to take it out of your hands.

We are a 501c3 non-Profit and will provide you with a donation receipt for your tax write-off records.

Thank you for your time and consideration.

Kyle R. Brown


Kyle R. Brown
Executive Director
541-808-9025
Operation Rebuild Hope
2055 Union, suite 2
North Bend, OR 97459



Note: Document Quality is from our scan machine.

Purchase Order

Request to purchase and install a heat pump system in the truck bay at Station 1. This will replace a 37-year-old diesel heater system and will reduce the heating costs in the truck bay. I plan to maintain the single diesel furnace as a rapid recovery in the winter and use the heat pump as a maintenance for heating and cooling. When the doors open in the winter, the heat exits the room rapidly. By using the heat pump, we should reduce our heating costs at station 1.

The bid matrix will be emailed when the 4 bids are received. I have requested bids from Coastal Heat Pump (installed the systems in the living quarters), Mahalo Heating, Addcox Heating and Comfort Flow heating.

Funding has been budgeted from the Building Reserve Fund.

Food Bank Agreement renewal

When I was looking at agreements recently, I realized we had not renewed the Food Bank agreement and as it was past due. Attached is a letter requesting renewal in accordance with the agreement. I recommend renewal of this agreement.

Pacific Fish Enhancement Corporation
PO Box 5941
Charleston, Oregon 97420

April 7, 2023

Charleston Rural Fire Protection District
92342 Cape Arago Hwy,
Coos Bay, Oregon 97420

Dear Fire Chief Sneddon,

I am writing this letter asking for an extension of contract for 5 years to allow Charleston Food Bank to use the property that is located at 63081 Crown Point Rd Coos Bay, OR 97420.

Sincerely,



Gerald Greene

President, Pacific Fish Enhancement Corporation

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. Flag Retirement Ceremony was a huge success and discussions of making this an annual event are ongoing.



Charleston Firefighter Michael “Bo” Bohannon, US Airforce, retired.

- B. 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.
- C. The Charleston Firefighter’s Association has begun their annual Sportsman’s raffle. This raffle has purchased several thousand dollars’ worth of equipment for this agency through the years.
- D. Captain Russell Shield is the current President of the Board for Operation Rebuild Hope and is working diligently to correct some issues created by the former CEO. Firefighter Michael “Bo” Bohannon is also on that board.