

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

**November 18, 2025**

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

Called to Order: 6:10 PM by President Holland

Flag Salute

Roll call:

Present: Roy Holland, Nancy Santos, Ed Powers

Absent: Dave Richards, Don Manley

Staff Present: Chief Mick Sneddon

**Consent Agenda:**

Petty Cash	\$100.00
Operating	-\$14,961.56
Prime	\$20,522.22
LGIP Acct	\$40,255.80
Total Operating	\$45,916.46
BERF	\$5,694.74
Debt Service	\$3,870.92
Total All Funds	\$55,482.12

1. Minutes of the prior meeting: - Regular meeting October 15, 2025
2. Financial: Approval of the statements of revenue and expense & check register

**Motion:** Nancy Santos, 2<sup>nd</sup> by Ed Powers to approve the consent agenda as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief informed the Board that we will be taking a group of firefighters to DPSST in Salem for a weekend of hands-on training with live fire and other props.

**UNFINISHED BUSINESS:**

Station remodel

Che Sneddon discussed the proposal for the station remodel and intent to fund entirely through grants. The purpose is to improve the safety of our staff through better equipment storage, increase the amount of apparatus at the main station and provide staff a more hospitable living quarters to help with their mental health and rest.

**Additional Unfinished Business**

No additional unfinished business was declared.

**NEW BUSINESS:**

**Shore Acres Agreement**

Chief Sneddon proposed the annual shore Acres holiday lights EMS standby agreement. The agreement is the same as past years with the number of nights adjusted and total fee adjusted.

Friends of Shore Acres Inc  
David and Shirley Bridgham  
541-756-5401  
PO Box 1172  
Coos Bay, OR 97420  
Tax ID 93-0941893, "A 501C3 Organization"

**Subject:** Letter of Understanding for EMS staging during 2025 Shore Acres Light Display.

It is understood that the Friends of Shore Acres are taking a proactive approach to public safety and are requesting Charleston RFPD to stage a qualified EMS member with basic EMT equipment within the Shore Acres State Park property between the hours of 4PM and 9PM.

Charleston RFPD will stage at the specified location and time above, one (1) qualified EMS member with a medical response vehicle (non-transport) stocked with a basic EMS kit and equipment to begin treatment and obtain basic vitals. The crew member will be able to patrol the facility if desired or necessary.

Oregon State Parks Sunset Bay Management Unit will provide a two-way radio with the operating frequency for the event and a location for the unit and crew member to be safely staged out of the elements for the duration of their assignment. Any call for medical service will be made via telephone through the 9-1-1 dispatch service by shore acres staff or citizen involved with the patient. If crew member is able to request ambulance via radio, they will.

Charleston RFPD will be paid by Friends of Shore Acres \$130.00 per night for a total of \$4,420.00 for the 34-night run for 2025. Charleston RFPD will bill Friends of Shore Acres at the address above at the end of the 2025 season for the entire amount due. If Charleston assigned more than one crew member to the event, Friends of Shore Acres will only be charged for one member.

It is understood by Friends of Shore Acres that response to any medical emergency will be under the direction of the Charleston Fire District and Bay Cities Ambulance. This letter only covers the intent to stage resources at the park; the crew member is under the direction of CRFPD staff.

**Motion:** Ed Powers, 2<sup>nd</sup> by Nancy Santos to approve the agreement with the Friends of Shore Acres for EMS standby during the 2025 Shore Acres Holiday Lights event as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

**Auditor**

Chief Sneddon informed the Board that the search of a new auditor is still in the works, we are waiting for Accuity in Albany to get back to us. No action at this time is required.

USCG Memorandum of Understanding

Chief Sneddon reviewed the update to the current memorandum of understanding between the Fire District and the USCG Station Coos Bay in Charleston.

Motion: Nancy Santos, 2nd by Ed Powers to approve the Memorandum of Understanding between the USCG Station Coos Bay and Charleston RFPD for emergency services for their facilities.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

Purchase Order

Chief Sneddon requested to purchase 2 sets of turnout gear. The price is \$18,006.36 through Mallory Safety Company. This price does not include shipping costs. We received a grant in the amount of \$9,600 towards this purchase last spring from the Three Rivers Tribal Foundation.

COST ABSTRACT			Vendors & bid amounts		
			Wholesale Fire Store	Mallory Safety	Envirosafety
			117 W Blakely Ave	645 Wilson St	8248 West Doe Ave
			Brownsville, OR 97327	Eugene, OR 97402	Visalia, CA 93291
			<a href="mailto:hutch@wholesalefirestore.com">hutch@wholesalefirestore.com</a>		
Quantity	item/project	Budget	<a href="tel:971-217-7770">971-217-7770</a>	<a href="tel:541-683-9333">541-683-9333</a>	<a href="tel:661-600-9377">661-600-9377</a>
6	Structural Coat		\$1,828.52	\$1,690.80	\$1,884.76
6	Structural Pant		\$1,369.31	\$1,310.26	\$1,424.84
	Total per set		\$3,197.83	\$3,001.06	\$3,309.60
	Total cost		\$19,186.98	\$18,006.36	\$19,857.60

**Motion:** Nancy Santos, 2<sup>nd</sup> by Ed Powers to approve purchase of 6 sets of turnout gear as proposed from Mallory Safety in the amount of \$18,006.36 plus shipping.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

**Additional New Business:**

No additional New Business was declared.

**GOOD OF THE ORDER:**

- A. Our Christmas/ Holiday dinner is December 10, 2025 at 5:30 pm at station 1.

Roy Holland adjourned the meeting at 6:45 PM

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Secretary of the Board