

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 & Budget Hearing will be held on **August 28, 2024** at the Barview Fire Station, 92342 Cape Arago Highway, at **6:00 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.

A zoom option is available for those who choose to attend online. The public will be able to attend in person, listen to the proceedings or to attend through video conferencing. The public may secure digital access to the Board meeting by sending an email to charchief8201@gmail.com by **2 PM August 28, 2024**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall.

Special considerations:

Badge Pinning Ceremony for a Promotion

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 July 17, 2024

Financial: Approval of the statements of revenue and expense & check register July 2024

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Fire Protection Agreement Coquille Indian Tribe

Review of action regarding negotiations for agreement for emergency response to tribal properties on Kilkitch Village.

Additional Unfinished Business:

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

New Business

Line of Credit through Umpqua Bank

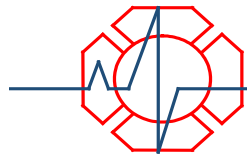
Action on approving a tax anticipation line of credit

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.

July 17, 2024

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

Called to Order: 6:00 PM

Flag Salute

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

Staff Present: Chief Mick Sneddon

Election of Officers:

Nominations for Board President

Dave Richards nominated Roy Holland for President, 2nd by Don Manley.

President Roy Holland closed nominations for President

Discussion: none

Motion Carried by Unanimous Decision for Roy Holland for President

Nominations for Vice President

Don Manley nominated Dave Richards for Vice President, 2nd by Nancy Santos

President Roy Holland closed nominations for Vice President

Discussion: none

Motion Carried by Unanimous Decision for Dave Richards for Vice President

Nominations for Secretary/ Treasurer

Don Manley nominated Nancy Santos for Secretary/Treasurer, 2nd by Dave Richards

President Roy Holland closed nominations for Secretary/ Treasurer

Discussion: none

Motion Carried by Unanimous Decision for Nancy Santos for Secretary/ Treasurer

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting & Budget Hearing June 19, 2024
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$18,424.50
Prime	\$52,074.37
LGIP Acct 1 & 2	\$99,585.31
Total Operating	\$170,184.18
BERF	\$38,601.28
Debt Service	\$80,043.53
Total All Funds	\$288,828.99

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief Sneddon briefed the Board on the recent grant for the purchase of a new training prop for forcible entry from the three Rivers Foundation. Chief Sneddon also reported on the Coquille Indian Tribe requesting that we renegotiate their contract.

Chief Sneddon discussed the potential for annexation and merging of Charleston Fire with other agencies such as Coos Bay Fire Department and Central Coos Fire & Rescue. An open discussion between the Chief and the Board occurred regarding the issue and the potential direction of the district. All were favorable at looking at these possibilities.

UNFINISHED BUSINESS:

Kowell Tribal Fire Protection Contract negotiations

Chief Sneddon noted that the discussions are very slow and he was proposing that the fee be based on 40% of the insured value which would be more in line with the assessed values of properties. The tribe was concerned that the fee was going to keep skyrocketing like it has in recent years with the added construction at the Kilkitch Village.

The board after discussion supported the proposal. This was a discussion item only; no formal decisions were made.

Additional Unfinished Business

No additional unfinished business was declared.

NEW BUSINESS:

Civil Service Commission Appointment

Chief Sneddon explained that Position #1 was up for appointment after the term expired. Nichole Rutherford has agreed to serve an additional term.

Motion: Dave Richards, 2nd by Ed Powers to appoint Nichole Rutherford to another term as a member of the Civil Service Commission in Position #1.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

No additional New Business was declared.

GOOD OF THE ORDER:

- A. The Sportsman's raffle is available now featuring three guns, two kayaks, a sport fishing trip and a few other items.
- B. SDAO classes are available online including the required "standards and practices training for elected officials".
- C. Don Manley informed the Board and Staff that Libby Lane will be closed between Mile Post 1 & 4.5 from July 24th at 0700hrs until July 25th at 1900hrs.

Roy Holland adjourned the meeting at 6:47 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary: Fiscal Year 2023/2024:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$13,071.15
Prime	\$50,996.14
LGIP Acct 1 & 2	\$37,147.45
Total Operating	\$101,314.74
BERF	\$38,766.88
Debt Service	\$74,996.34
Total All Funds	\$215,077.96

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$0.00
Prior Taxes	\$0.00
Other Revenues	\$8,784.07
Total Income General Fund	\$8,784.07
Income BERF/ Debt Service	\$508.99
Total Incomes all Funds	\$9,293.06
Expenses	
Personal Services	\$75,938.70
Material and Services	\$14,108.96
Capital Outlay/ GF Debt Service	\$55.00
Total Expenditures	\$90,102.66
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.00
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.00
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$5,390.58
Total Expenditures all Funds	\$95,493.24

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2024: (*Note: Auto-Mutual Aid counts are outbound service*)

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	2	0	4	3	2	1						16
Auto-Mutual Aid						3	6						9
EMS	66	48	55	44	42	50	51						356
MVC/RES	0	1	5	1	2	0	3						12
Burn Complaints	2	6	3	5	5	3	4						28
Good Intent	8	9	15	11	9	5	14						71
Lift Assists	7	5	5	7	6	2	2						34
Total	87	71	83	72	67	65	81	0	0	0	0	0	526
YTD	87	158	241	313	380	445	526	526	526	526	526	526	
Daily Avg	2.8	2.4	2.7	2.4	2.2	2.2	2.6	0	0	0	0	0	5.8

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6	7	8	7	4	72
EMS	43	41	49	53	57	43	71	81	76	47	67	56	684
MVC/RES	5	6	2	2	5	4	1	4	3	6	5	9	52
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3	4	49
Good Intent	3	8	3	6	4	4	2	10	3	9	5	33	90
Lift Assists	3	7	1	2	1	5	4	3	0	3	1	2	32
Total	59	69	60	70	84	67	87	108	98	81	88	108	979
YTD	59	128	188	258	342	409	496	604	702	783	871	979	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	3.5	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2024	87	71	83	72	67	65	81						526	526
2023	59	69	60	70	84	67	87	108	98	81	88	108	496	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	612	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	479	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	445	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	405	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	431	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	437	775
Avg	71	64	68	67	66	70	73	80	78	70	72	82	479	

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 **July, 2024**.

Weekly Training:

07-03-2024: Pancake Feed preparation

07-10-2024: Medical Drill: Pediatric Stages & Development/ Assessments. **(25.8 hours)**

07-17-2024: Ventilation. **(24 hours)**

07-24-2024: Forcible entry using new prop

Joint Training:

07-30-2024: CCF&R- Rural Water Supply **(18 hours)**

Special Training/Events:

July 4th: Pancake Feed **(153 hours)**

Shift Training:

1. Shift training topics:

Monday = Medical,

Tuesday = Target solutions,

Wednesday = Water Wednesday (Apparatus Operator topics),

Thursday = Technical (Rope, Hazmat, Vehicle, Drone, etc),

Friday = Fire (try for hands on or do table top),

Saturday = Safety (NIOSH review),

Sunday = Scenarios (table top).

2. Total shift training hours: (48 hours)

Total training hours for the month of **July,2024: (268.8 hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. HB 2805: new mandatory “public meetings” training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year.

For information see my email dated 7/15/24 under the subject heading of “Best Practices Update – Online Public Meeting Training”

- B. We are working on the roll out of First Due our new online records, scheduling, training, incident management and notification software. We are scheduled for late August for the online date.
- C. The dispatch service change to Coos Bay Police Dispatch is still in the discussion phase at Coos Bay. Due to a lack of staff at the Coos County Sheriff’s dispatch center, all of Coos County have been receiving dispatch services from Coos Bay Police Department from 5PM to 7AM each night since August 12th. We found out late in the afternoon on August 12th.
- D. I am waiting on the Kokwell tribe on the protection agreement.
- E. We made a great showing at the Fair this year with a fire prevention and Public education booth. We also sold approx. 200 raffle tickets over the 5 days.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Special Considerations

Promotional Ceremony and badge pinning.

The promotion of Firefighter/Engineer Tyler Easter to Lieutenant.

Tyler has stepped up in recent months as the Duty Officers for “C” shift. He has met the expectations of leadership and is now ready for promotion to a Company Officer Position.

Unfinished Business

Kowell Tribal Fire Protection Contract negotiations

Staff proposed the change in the valuation of the property and as of writing this document, no answer has been received.

Additional Unfinished Business:

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

New Business

Line of Credit through Umpqua Bank

Due to the increased payroll costs and the difficulty in getting a cash a=carryover to meet the needs, we are needing to obtain a short-term loan to fund payroll and operations into November.

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. The Sportsman's raffle is occurring currently and features three guns, two kayaks, two sport fishing trips, a generator, a gun/document safe and a few other items. We staffed a booth at the Coos County Fair and sold over 200 tickets there. They are still available through staff and we will have a prevention and education booth at the Bay Area Fun Festival where we will sell tickets as well.

B.