

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 will be held on **February 19, 2020** 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 January 15, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Additional Unfinished Business:

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

New Business

Purchase order for heat pump system

Replace heat pump at St. 1

Budget Schedule

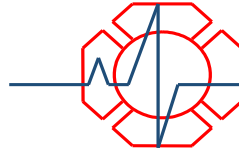
Review and action on proposed Budget Schedule FY20/21

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.

January 15, 2020

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, Dave Richards & Kim Davidson

Absent: None

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins, Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting December 11, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 16,894.26
Prime	\$ 106,412.76
LGIP Acct 1	\$ 415,640.48
Total Operating	\$ 539,047.50
BERF	\$ 66,948.07
Debt Service	\$ 15,435.99
Total All Funds	\$ 621,431.56

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.

Public Hearing to update Ordinance 105 Cost Recovery Amounts

The following was read into the minutes:

I. Opening:

“Announce the agenda item from the agenda: "This is a hearing on the Update for Ordinance 105"

The public hearing for this item is now open. The information for this application is physically before the Board. The purpose of this hearing is for the Board to hear testimony and take action relating to the proposed update to the costs associated with the Cost recovery Ordinance #105.”

Everyone present will be given an opportunity to be heard. If you wish to testify, please use the sign-in sheet located on the table.

An official recording is being made of what is said at this hearing. Therefore, persons addressing this body are requested to begin by stating their name and address. Speak clearly into the microphone.

The order of the hearing will be:

Staff Presentation;

- a. \$250.00 Minimum response charge
- b. \$20.00 A per hour charge for each Volunteer person responding to and performing services at the emergency scene, calculated using costs for training, housing, oversight and management of the volunteer force by the District.
- c. \$50.00 A per hour for each career staff responding to and performing services at the emergency scene.

Testimony from persons wishing to speak in the following order:

- those in support, those neutral, those in opposition;

Questions from the Board - responses from Staff or others;

Deliberations and Decision of the Board

“Before we begin, does anyone on the board have any conflicts of interest or ex parte communications regarding the proposal to disclose?”

If Yes, have them disclose, then ask: Do you feel that would hamper your ability to make a decision based on the information presented today? (If their answer is yes, they should recuse themselves. If their answer is no, proceed.)

“Does anyone here object to any member of the board hearing this issue?”

II. Staff Presentation:

“Before hearing from the applicant and the audience, we'll now hear from Staff.

Staff presents”

Chief Sneddon and Legal Counsel explained the changes and resolution presented to the Board to adjust the cost recovery fees

“Does any Board member have questions of staff on this matter?” No Questions Received

“Does any Board member have questions of the Applicant on this matter?” No Questions received

III. Public Testimony and Comment

“Are there any written materials that have not already been submitted to Staff, or that anyone wishes to submit without speaking? “

No questions from the audience

“I will ask for anyone who wishes to speak on this issue to come forward to the microphone. Please state your name, address, and then give your testimony. (After each speaker and before they leave the microphone) Does any Board member have questions of the speaker?”

IV. Questions and Answers

“At this time, does any Board member have questions of the Staff?”

No questions from the Board

V. Board Deliberation and Decision

“At this time, does any Board member have questions or need clarification from Staff or any speaker?”

“I will now close the public hearing in this matter.”

“It is now in order for the Board to discuss the matter and for a motion to:

1. Take action on the matter (approve the proposed text amendment as presented, deny, or take other action);
2. Continue the matter for later Board deliberation, or
3. Postpone the matter for additional Staff work or other reason.”

Note: Any decisions on actions for this matter will continue under the Agenda Item Resolution 2020-001 Cost Recovery update

UNFINISHED BUSINESS:

Return from retirement agreement

Correct the agreement with Chief Sneddon to correct it to meet PERS requirements

Motion: Kim Davidson, 2nd by Ed Powers to approve the corrected Return from Retirement Agreement with Fire Chief Mick Sneddon

Discussion: None

Motion Carried by Unanimous Decision

EF Recovery

Review of agreement with EF Recovery for cost recovery

Motion: Ed Powers, 2nd by Heide Cummings to approve the Agreement with EF Recovery for cost recovery.

Discussion: None

Motion Carried by Unanimous Decision

Resolution 2020-001 Cost Recovery update

WHEREAS the District has passed Ordinance No. 105 to establish authority and procedure for cost recovery for response to incidents outside district limits; and

WHEREAS the cost recovery amounts are based on the State Standardized Cost Schedule provided by the State Fire Marshall; and

WHEREAS the District incurs some costs that are not set forth in the State Standardized Cost Schedule when the District responds to incidents outside of District limits; and

WHEREAS the District finds that costs have risen sufficiently that a new resolution with new rates under Ordinance 105 is necessary,

NOW, THEREFORE, THE DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The above recitals are true and accurate and incorporated herein by this reference.
2. For the following costs which are not listed under the State Standardized Costs Schedule issued by the State Fire Marshal, the District hereby establishes the following fees:
 - a. \$250.00 Minimum response charge
 - b. \$20.00 A per hour charge for each Volunteer person responding to and performing services at the emergency scene, calculated using costs for training, housing, oversight and management of the volunteer force by the District.
 - c. \$50.00 A per hour for each career staff responding to and performing services at the emergency scene.

Passed by the Board of Directors this 15th day of January, 2020

Motion: Ed Powers, 2nd by Dave Richards to adopt Resolution 2020-001 Cost Recovery Update

Discussion: None

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

Audit Report

Chris Mahr Reviewed the fiscal year 1819 Audit report

Motion: Kim Davidson, 2nd by Ed Powers to approve the fiscal year 1819 Audit report

Discussion: None

Motion Carried by Unanimous Decision

Incident Management Team 3 year Commitment

Chief's commitment on State Fire Marshal's Office Incident Mgmt. Team

Motion: Dave Richards, 2nd by Heide Cummings to approve Chief Mick Sneddon's 3 year Commitment agreement with the Oregon State Fire Marshal's Office Incident Management Team.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Kim Davidson voiced that she thought Chris Mahr did a good presentation and a good job on the budget.

President Holland adjourned the meeting at 8:03 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary
(Ending Last Day of January, 2020)

Petty Cash	\$ 100.00
Operating	\$ 32,957.73
Prime	\$ 106,828.98
LGIP Acct 1	\$ 325,432.60
Total Operating	\$ 465,319.31
BERF	\$ 67,075.57
Debt Service	\$ 15,465.38
Total All Funds	\$ 547,860.26

**Budget Summary incomes
verses expenditures:**
Ending Last Day of December
for Fiscal Year 2019/2020

Revenues	
Other Revenues	\$ 46,611.78
Prior Taxes	\$ 13,449.99
Taxes	\$ 666,421.58
Total Income General Fund	\$ 726,483.35
Income BERF/ Debt Service	\$ 1,690.48
Total income all Funds	\$ 728,173.83
Expenses	
Personal Services	\$ 283,155.27
Materials and Services	\$ 160,706.85
Capital outlay	\$ -
Total Expenditures	\$ 443,862.12
Transfers to BERF	\$ 50,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.20
BERF Equipment	\$ 98,360.01
BERF Building	\$ -
BERF Total Expenditures	\$ 98,360.21
Transfers to Debt Service Fund	\$ 13,900.00
Debt Service Fund	\$ 12,466.30
Total Expenditures all funds	\$ 554,688.63

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	2												2
EMS	54												54
MVC/Rescue	4												4
Burn Complaints	4												4
Good Intent	5												5
Monthly Total	69												69
Year to Date	69	69	69	69	69	69	69	69	69	69	69	69	

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2	4	5	1	7	33
EMS	50	48	47	52	41	44	44	55	57	62	32	44	576
MVC/Rescue	5	3	2	5	3	3	6	8	2	1	2	9	49
Burn Complaints	4	3	3	2	4	2	2	8	5	6	9	0	48
Good Intent	1	2	0	2	2	2	9	3	5	5	4	3	38
Monthly Total	60	57	55	65	51	53	64	76	73	79	48	63	744
Year to Date	60	117	172	237	288	341	405	481	554	633	681	744	

Last Month: Average calls per day: 31 days, 63 calls equals 2.04 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2020	69												69	69
2019	60	57	55	65	51	53	64	76	73	79	48	63	60	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	68	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	64	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	59	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	69	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	56	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	39	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	65	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	48	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	45	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	40	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	53	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	50	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	53	567
avg	56	47	49	54	55	53	56	61	53	57	50	59	56	

Training Report, January 2020

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during December, 2019.

Weekly Training:

1. Engine Company Evolutions
2. Haz-Mat Refresher
3. After Action Review (Ice Plant Fire)
4. Policies and Guideline Annual Review presented by Chief Sneddon

Joint Training:

1. Millington Firefighter 1 & FF 2 Academy on Monday & Tuesday evenings.
2. Haz-Mat Awareness & Operations Class hosted at Bandon Fire

Special Training:

1. Blood Borne Pathogen Annual Review.
2. Consortium Training @ North Bend Fire
3. Advanced Fire & Arson Conference (Capt. Marr & Lt. Bush)

Public Relations:

There were **35** classes and **86.00** training hours completed in the month of January.

Respectfully submitted,

Deputy Fire Chief Kemmerle
02/03/2020

ADMINISTRATIVE REPORT

- A. The engine was returned in late January. I submitted a punch list for some minor items that were not done correctly is not completed. They are in the week of February 17-21 and completed the repairs. We hope to have the engine in service in mid-March. Staff is working on mounting and updating the equipment storage solutions for safer and better access to the tools.
- B. With Ed moving on to the Board, we have his Budget Committee position open. The Board will appoint a replacement at the April board meeting who will serve the remainder of the term. Position #5 is open as Ken Bastendorffs' term has expired. Ken has expressed interest to continue serving on this committee

Fiscal Year 2020/2021 Budget Committee Committee Members

#1	"Open"	FY 20/21
#2	Connie Green	FY 20/21
#3	Allen Solomon	FY 21/22
#4	Jerry Smith	FY 21/22
#5	Ken Bastendorff	Term Expired FY 19/20

- C. It was discovered that the roof at St 2 is failing, I am working on having it repaired. The roof is original from when the building was built in 1991. Given the softness of the roof decking, I would believe it is Oriented Strand Board AKA OSB. My specifications will require replacement with this substandard decking and be replaced with plywood. We are monitoring the roof closely and are hoping to get to late spring for the roof replacement.

D.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

No business proposed

Additional Unfinished Business:

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

New Business

Purchase order for heat pump system

In response to the failure of the heat pump system at Station 1, I propose the replacement of this system using a mini-split system. Below is a list of the bids. My proposal is to fund the replacement using the Reserve Fund which has a line for these kinds of emergency repairs and currently has \$10,000 available in that line.

COST ABSTRACT		Vendors & bid amounts		
12/11/2019		Coastal Heat Pump	RHR Heating	Pacific Air Comfort
Quantity	item/project			
1	Heat Pump system st 1	\$8,755.00	\$9,550.00	\$8,944.00
	Electrical	Included	Included	Add \$1,500
		\$8,755.00	\$9,550.00	\$10,444.00

Budget Schedule FY2020/2021

- February 19th Regular Board meeting
- Board to approve Budget Schedule
- April 15th Regular Board Meeting
- Board to appoint Budget Positions
 - #1 vacated when Ed was elected to the Board, term expires after FY 2021 Budget
 - # 5 is up for a 3 year appointment
- April 4th 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 13th and Wednesday, April 22nd
- April 13th 1st Notice published in The World Newspaper for May 4th meeting.
- April 22nd 2nd Notice published in The World Newspaper for May 4th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 4th 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 18th
- May 25th 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 9th The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 17th Budget Hearing for 2020/2021 fiscal year (during regular meeting of the Board of Directors)
- Adopt 2020-2021 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:

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

Good of the Order

A) Annual Awards Banquet Saturday March 21 at The Mill Casino, this year we are going Hawaiian

B)

C)