



## **Notice of a Regular Meeting**

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **January 22, 2022** 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 January 19, 2022**. 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 January 19, 2022** by emailing [charchief8201@gmail.com](mailto:charchief8201@gmail.com). If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon January 19, 2022**.

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 & Supplemental Budget Hearing dated December 15, 2021  
- Special Meeting dated December 29, 2021

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

#### **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

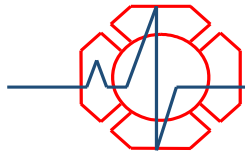
#### **New Business**

**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**

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.**

**December 15, 2021**

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, Ed Powers, Dave Richards, Nancy Santos, Don Manley

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

**Budget Hearing**

President Holland opened the Budget Hearing for the 2021/2022 fiscal year supplemental budget and asked for comments on the proposed changes to the adopted budget.

Administrative recommendations: The Chief explained that due to an error several years ago, the schedule for the Flexlease payment was listed as \$10,000 and the actual payment was \$15,000. With this under-budgeted amount under budget law since the amount is increasing the fund by more than 10% we are required to do a supplemental budget. The hearing is to hear testimony from the Board and the public on the proposed budget change. The change proposed is to take \$5,000 from the General Fund Contingency Line, move it to the Debt Service transfer line and thus increasing the income in the Debt Service Fund. The increased income would then be placed in the Principal payment line item.

	Adopted Budget	Budget Adjustments	Amended Budget
Debt Service Fund			
Requirements			
Debt Service/Bond Principal	10,000	5,000	15,000
General Fund			
Requirements			
Operating Contingency	40,000	(5,000)	35,000
Transfer to Debt Service Fund	17,900	5,000	22,900
Total Requirements	<u>67,900</u>	<u>5,000</u>	<u>72,900</u>
Debt Service Fund			
Resources			
Transfer from General Fund	17,900	5,000	22,900
Total Resources	<u>17,900</u>	<u>5,000</u>	<u>22,900</u>

No comments from the Board nor the audience

President Holland closed the Budget Hearing

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting November 10, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$55,061.79
Prime	\$134,613.79
LGIP Acct 1	\$421,147.39
Total Operating	\$610,922.97
BERF	\$121,522.17
Debt Service	\$13,878.31
Total All Funds	\$746,323.45

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

Discussion: None

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report

**UNFINISHED BUSINESS:**

Fire Engine purchase

Discussion and action on specifications, funding and purchasing a new Fire Engine. The Board discussed the proposal further with staff.

Motion: Ed Powers, 2<sup>nd</sup> Dave Richards to approve the purchasing of a new Fire Engine

Discussion: none

Motion Carried by Unanimous Decision

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

Resolution 21-008 Adopting Supplemental Budget

WHEREAS, a budget is a financial plan containing estimates of revenues and expenditures for a single financial year; and

WHEREAS, circumstances can make it necessary to make adjustments in the budget from time to time and as recommended by the Board of Directors of Charleston Rural Fire Protection District; and

WHEREAS, the notice of Supplemental Budget was posted and published as is required by Oregon Revised Statutes prior to the Public Hearing; and

WHEREAS, there was unanticipated debt service payments during the 2021-2022 fiscal year.

NOW THEREFORE, the Charleston Rural Fire Protection District resolves the changes to the budget will be adopted amending the Budget for the Fiscal Year 2021-2022 as follows:

	Adopted Budget	Budget Adjustments	Amended Budget
Debt Service Fund			
Requirements			
Debt Service/Bond Principal	10,000	5,000	15,000
General Fund			
Requirements			
Operating Contingency	40,000	(5,000)	35,000
Transfer to Debt Service Fund	17,900	5,000	22,900
Total Requirements	<u>67,900</u>	<u>5,000</u>	<u>72,900</u>
 Debt Service Fund			
Resources			
Transfer from General Fund	17,900	5,000	22,900
Total Resources	<u>17,900</u>	<u>5,000</u>	<u>22,900</u>

Passed by the Board of Directors this 15<sup>th</sup> day of December, 2021

Motion: Ed Powers, 2<sup>nd</sup> Don Manley to approve Resolution 21-008 Adopting Supplemental Budget

Discussion: none

Motion Carried by Unanimous Decision

Intergovernmental Agreement ODF&W Fire Protection Contract

Reviewed the new fire protection agreement for ODF&W

Motion: Don Manley, 2<sup>nd</sup> Dave Richards to approve the new fire protection contract with ODF&W

Discussion: none

Motion Carried by Unanimous Decision

SDAO longevity credit agreement

Reviewed the longevity credit agreement with the insurance carrier.

Motion: Dave Richards, 2<sup>nd</sup> Ed Powers to approve the SDAO longevity credit agreement.

Discussion: none

Motion Carried by Unanimous Decision

Approving financing for Pierce Fire Engine

Chief Sneddon informed the board of the options for financing through four different companies. I recommended Government Capital who had the best rate and program for the financing. The finance rate was 2.6% and no fees. The program was for 10 years with the principal paid annually and the interest paid semi-annually. Chief Sneddon also requested given that the APR was so low to finance 100% of the purchase cost and save the \$100,000 capital for other future purchases.

Motion: Don Manley, 2<sup>nd</sup> Ed Powers to approve financing the new Fire Engine with Government Capital with full financing option.

Discussion: none

Motion Carried by Unanimous Decision

**Additional New Business:**

None

**GOOD OF THE ORDER:**

1. Christmas Boxes were delivered and all were happy.
2. Firefighter's Association donated \$1,000 to the Charleston Food Bank instead of creating their own Christmas food baskets this year.
3. Merry Christmas!

President Holland adjourned the meeting at 8:03 PM



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

**December 29, 2021**

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Roy Holland,

Via Zoom: Dave Richards, Nancy Santos, Don Manley

Absent: Ed Powers

Staff Present: Chief Mick Sneddon,

Staff on Zoom: Legal Counsel Jane Stebbins (Via Zoom),

**BUSINESS:**

**Fire Engine Purchase Agreement**

Chief Sneddon proposed the Purchase agreement for the 2022 Pierce Saber Fire Engine purchased through Hughes Fire Equipment of Springfield, Oregon in the amount of \$511,808.00.

Motion: Dave Richards, 2nd by Don Manley to approve the agreement as proposed for the purchase of one 2022 Pierce Saber Fire Engine from Hughes Fire Equipment Company.

Discussion: None

Motion Carried by a unanimous vote

**Resolution 21-009** A resolution regarding a lease purchase agreement for the purpose of financing a "***Pierce Fire Engine***".

WHEREAS, Charleston Rural Fire Protection District desires to enter into that certain Lease-Purchase Agreement by and between Government Capital Corporation and Charleston Rural Fire Protection District, for the purpose of financing a "***Pierce Fire Engine***". The District desires to designate this Agreement as a "qualified tax exempt obligation" of the District for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended. The Charleston Rural Fire Protection District desires to designate the Board President as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT:

**Section 1.** That the District enters into a Lease Purchase Agreement with Government Capital Corporation for the purpose of financing a "Pierce Fire Engine".

Section 2. That the Lease Purchase Agreement by and between the District and Government Capital Corporation is designated by the District as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Charleston Rural Fire Protection District will designate the Board President or his designee, as an authorized signer of the Lease Purchase Agreement by and between the Charleston Rural Fire Protection District and GCC as well as any other ancillary exhibit, certificate, or documentation needed for the Agreement.

Passed by the Board of Directors this 29<sup>th</sup> day of December, 2021

Motion: Don Manley, 2nd by Dave Richards to approve Resolution 21-009 A resolution regarding a lease purchase agreement for the purpose of financing a "**Pierce Fire Engine**"

Discussion: Legal Counsel pointed out that the resolution creates the debt service and approves the agreement for financing through Government Capital.

Motion Carried by a unanimous vote

President Holland adjourned the meeting at 7:10 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 prior month)

#### Budget Summary incomes verses expenditures:

Ending Last Day of prior month for  
Fiscal Year 2021/2022

Patty Cash	\$100.00
Operating	\$22,888.06
Prime	\$111,276.13
LGIP Acct 1	\$478,107.32
Total Operating	\$612,371.51
BERF	\$121,568.68
Debt Service	\$13,883.60
Total All Funds	\$747,823.79

Revenues	
Taxes	\$702,709.51
Prior Taxes	\$22,131.85
Other Revenues	\$141,263.15
Total Income General Fund	\$866,104.51
Income BERF/ Debt Service	\$167.53
Total Incomes all Funds	\$866,272.04
Expenses	
Personal Services	\$302,476.48
Material and Services	\$108,308.45
Capital Outlay/ GF Debt Service	\$330.00
Total Expenditures	\$411,114.93
Transfers to BERF	\$50,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.10
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.14
Transfers to Debt Service Fund	\$17,900.00
Debt Service Fund	\$16,931.36
Total Expenditures all Funds	\$428,046.43



## Administrative report: Alarm and drill statistics & operations report

### ACTIVITY REPORT

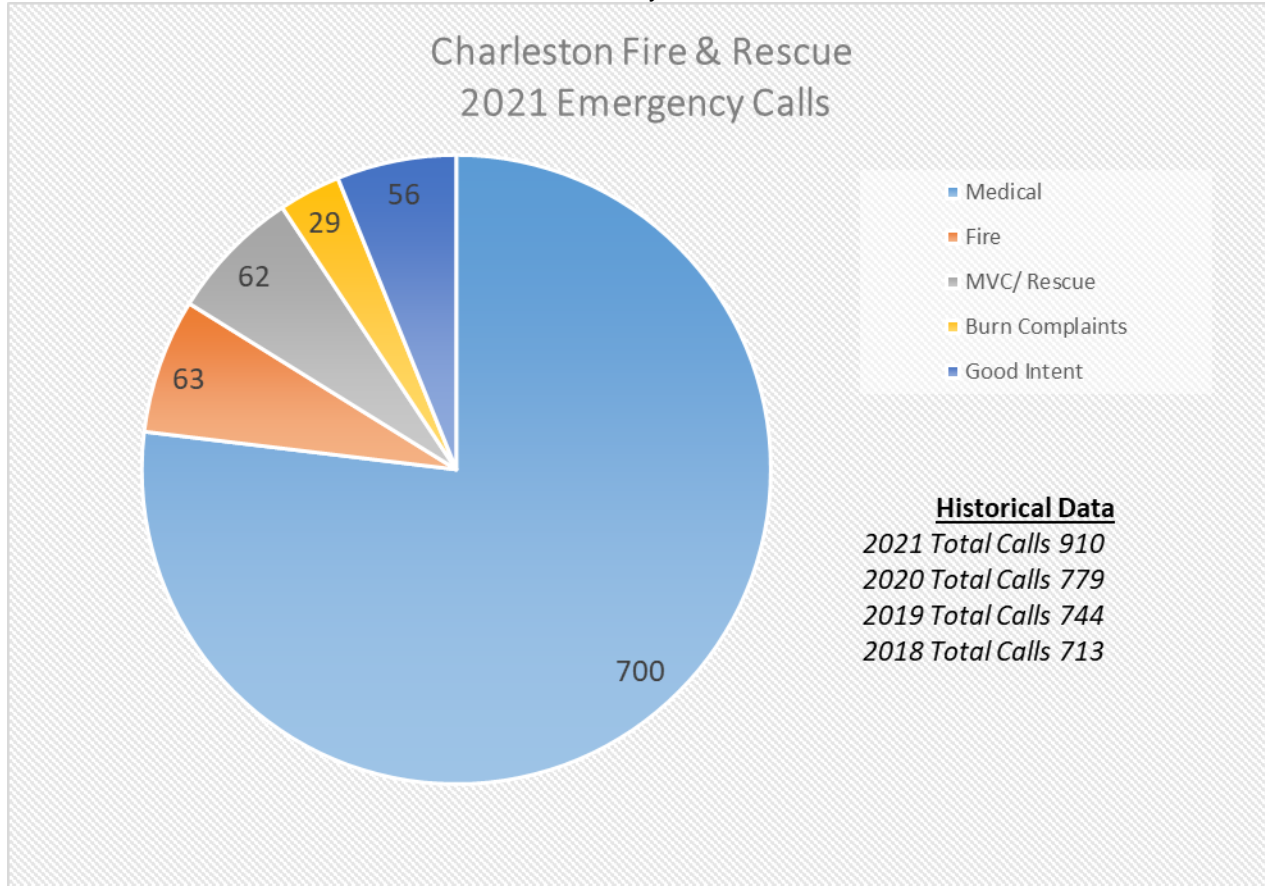
Call volume for the fire district this month is as follows:

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	3	6	3	6	6	6	8	5	6	4	6	63
EMS	53	46	43	58	60	60	51	61	62	70	63	73	700
MVC/RES	10	4	2	4	2	7	7	9	3	2	5	7	62
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2	4	29
Good Intent	6	0	3	2	3	4	4	6	4	5	10	9	56
Total	78	54	57	69	72	79	70	89	75	84	84	99	910
YTD	78	132	189	258	330	409	479	568	643	727	811	910	
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	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/RES	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
Total	69	55	64	60	60	75	62	62	80	59	75	58	779
YTD	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 31 days, 99 calls equals 3.2 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2021	78	54	57	69	72	79	70	89	75	84	84	99	910	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	779	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	744	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	713	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	775	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	708	708
Avg	66	55	61	64	60	70	62	70	68	64	66	67	772	



A little historical information on call volume.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2011	48	41	35	55	45	36	44	71	70	56	50	51	602	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	523	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	564	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	548	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	653	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	567	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	599	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	584	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	599	599
2002	36	28	42	44	33	59	54	65	49	54	71	62	597	597
avg	45	42	42	49	46	47	54	58	49	51	47	53	584	

# Training Report, December 2021

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 December, 2021.

## **Weekly Training:**

1. Apparatus familiarization
2. Windy structure fire after action review

## **Joint Training:**

1. We had a meeting with the consortium Chief's and Training Officers and discussed the planned return to joint training operations

## **Special Training:**

1. None

Total training hours completed last month: Approximately 40 man hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT/Training Officer

## ADMINISTRATIVE REPORT

- A. I am still working on the Paid-on-call program to start marketing for applicants. I want to make sure we have the program rules that allow for the dismissal of anyone that is not participating. I am working with SDAO pre loss legal on the guidelines and position description. I plan to have the program ready to start hiring in late January.
- B. Captain Henderson and I are registered for a class at Avon Safety on Georgia in early February to obtain our Level III Tech certificate to repair our SCBA's. We are also going to stop in Bradenton, FL at the factory where our truck is scheduled to be built for a tour of that facility.
- C. The crew worked through the recent Tsunami advisory. We were able to do notifications for the RV parks located close to sea level and the Port. No actions were recommended for evacuation except to stay of the beaches and away from the marinas as recommended by NOAA. According to our operations manual, the apparatus at station 3 were relocated out of the basin area.
- D. I have begun decommissioning the 2005 Chevy Suburban as it is still having mechanical or electrical issues. It should be ready for surplus action in February. My recommendation at that time will be to sell it on govdeals.com an auction site for governmental surplus.
- E.

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**

No business proposed

### 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 membership is currently meeting through a committee on the annual awards banquet for options.
- B. At this time the Seafood Festival planning is underway.