

CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

"WE'RE HERE FOR LIFE"

Notice of a Regular Meeting & Budget Hearing

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District and **Budget Hearing** will be held on **June 19, 2019** 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

Budget Hearing

Public Input, Board review of the approved Budget for fiscal year 2019/2020

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 May 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

Dispatch Agreement

Review and action on the new dispatch agreement with Coos County

Resolution 19-003

Funds Transfer

Resolution 19-004

Adoption of Budget for fiscal year 2019-2020

Resolution 19-005

Interfund Loans

IT Manager Position

Re-establish the part time IT manager position

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

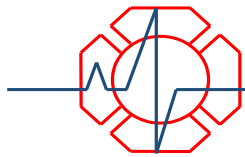
Oath of Office

Edward Powers was elected to Position 1, Dave Richards to Position 3 & Roy Holland re-elected to Position 5 in the May Election

Special ceremony for retiring Board members

Darrell King and Alan Taylor complete 16 years as Board members

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.

May 15, 2019

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

Called to Order: 7:05 PM

Flag Salute

Roll call:

Present: Roy Holland, Darrell King, Heide Cummings, Alan Taylor

Absent: Kim Davidson

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting dated March 20, 2019 & April 17, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 159.69
Prime	\$ 151,683.27
LGIP Acct 1	\$ 151,864.75
Total Operating	\$ 303,807.71
BERF	\$ 121,918.10
Debt Service	\$ 16,001.41
Total All Funds	\$ 441,727.22

Motion: Roy Holland, 2nd by Darrell King to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report.

Chief added the plan for the conference room

UNFINISHED BUSINESS:

Debris Burning Regulation Program

Fire Fighter Breitzkreutz updated the board about the burn permit program and the forms the Department plans to implement.

Chief Sneddon brought to attention that we may need to adjust an ordinance on cost recovery regarding unpermitted burning. Legal Counsel Jane Stebbins suggested we may be able to adopt a new resolution instead of an ordinance.

Chief Sneddon also brought to discussion whether the Department would want to charge a fee for the burn permits or not? Darrell King suggested approving two free permits a year per property. After two then possibly a small fee? Discussion ensued.

Question was raised as to when new burn permits would become would be required? Chief Sneddon stated the Department plans to start requiring burn permits at the end of Fire Season 2019.

ODF&W Agreement

Chief Sneddon reviewed the renewal agreement to provide fire protection services to the ODF&W facility.

Motion: Roy Holland, 2nd by Heide Cummings to adopt the ODF&W Agreement as proposed

Discussion: none

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS

Audit Report Agreement

Motion: Darrell King, 2nd by Roy Holland to adopt the Audit Report Agreement for FY1819 as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

A. Rusty Shield introduced guest Mike Finley from Chemult RFPD

B. Darrell King brought to attention that it was Law Enforcement Memorial Day.

Adjourned the meeting at 7:44 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Budget Hearing

The Board President will open the Board Meeting and after roll call will open the Budget Hearing. He will request input from all those in attendance. When deliberation and discussion is completed the Board President will then close the Budget Hearing and return to the Regular Meeting.

As approved by the Budget Committee, the Budget is now ready for Public Comment and final review. During the Budget Hearing the Board will accept testimony from the Public and discuss the Budget one final time before formally adopting the 2018/2019 Budget during the Regular Meeting after this Hearing. A copy of the Approved Budget is available in the office free to the community and can be accessed at our web page located at www.charlestonfire.net.

The Board then has the option of modifying the Budget if necessary however they cannot increase the Tax Levy. The Tax Levy can only be increased by a vote of the Budget Committee.

Administrative recommendations:

Staff recommends transferring funds from the Fire Chief's wage line to the Part Time wage line for a return of the 8 hr per week IT manager. The amount recommended is \$10,500. The payroll costs affiliated are already within the other lines ie Social Security, Medicare etc.

Recommended change #1

Page 2

Line 2 Fire Chief Salary: change from \$67,900 to \$57,500

Line 15 Part Time Positions: change from \$18,000 to \$28,400

Line 18 Total Personal Services: no change

This recommended change comes from the opportunity to bring back the IT Manager position to alleviate the backlog of tasks and computer management in the offices. This also gives more time for Assistant Chief Mac Maniman to mentor and grow our new staff members.

Recommended Change #2

Page 1

Line 12 Grants: change from \$48,000 to \$58,000

Line 29 Total resources: change from \$438,500 to \$448,500

Page 4

Line 9 Grant expenditures: change from \$45,000 to \$55,000

Line 15 Total Materials & Services: change from \$404,500 to \$414,500

No other lines including page and section totals change.

This is after confirmation of a \$10,000 grant award from the Rural Fire Assistance grant program for wildland equipment and training aids.
Note the tax rate does not change due to any of the requested changes.

Recommended change #3

Page 5 Resources:

Line 1: change from \$30,000 to \$113,700

Line 9: change from \$80,100 to \$163,700

Line 12: change from \$80,100 to \$163,700

Page 5 Requirements:

Line 9: change from \$50,000 to \$133,700

Line 13: change from \$60,000 to \$143,700

Page 5 Total Requirements:

Line 17: change from \$80,100 to \$163,800

No other lines including page and section totals change.

With the delay in finishing the refurbishment on the engine, we have not paid the final payment for it so the funds won't be expended until after the new fiscal year.

End recommendations

Return to the Regular Meeting

Reports & Correspondence

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

Current Meeting Financial Summary (Ending Last Day of May, 2019)

Petty Cash	\$ 100.00
Operating	\$ 33,148.11
Prime	\$ 66,695.33
LGIP Acct 1	\$ 159,761.89
Total Operating	\$ 259,705.33
BERF	\$ 113,688.33
Debt Service	\$ 13,780.63
Total All Funds	\$ 387,174.29

Budget Summary incomes verses expenditures:

Ending Last Day of May for Fiscal Year 2018/2019

Revenues	
Other Revenues	\$ 118,380.10
Prior Taxes	\$ 22,754.22
Taxes	\$ 664,654.15
Total Income General Fund	\$ 805,788.47
Income BERF/ Debt Service	\$ 2,491.92
Total income all Funds	\$ 808,280.39
Expenses	
Personal Services	\$ 363,755.24
Materials and Services	\$ 277,769.74
Capital outlay	\$ -
Total Expenditures	\$ 641,524.98
Transfers to BERF	\$ 85,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.18
BERF Equipment	\$ 80,810.01
BERF Building	\$ -
BERF Total Expenditures	\$ 80,810.19
Transfers to Debt Service Fund	\$ 14,200.00
Debt Service Fund	\$ 14,891.81
Total Expenditures all funds	\$ 737,226.98

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1								9
EMS	50	48	47	52	41								238
MVC/Rescue	5	3	2	5	3								18
Burn Complaints	4	3	3	2	4								16
Good Intent	1	2	0	2	2								7
Monthly Total	60	57	55	65	51	0	0	0	0	0	0	0	288
Year to Date	60	117	172	237	288	288	288	288	288	288	288	288	

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	6	7	3	3	4	1	4	8	6	9	6	5	62
EMS	54	48	54	41	35	57	57	54	36	24	53	38	551
MVC/Rescue	4	6	6	3	1	4	2	4	3	2	1	3	39
Burn Complaints	2	1	0	2	4	4	1	0	2	2	6	6	30
Good Intent	2	0	1	6	1	5	2	2	1	2	3	6	31
Monthly Total	68	62	64	55	45	71	66	68	48	39	69	58	713
Year to Date	68	130	194	249	294	365	431	499	547	586	655	713	

Last Month: Average calls per day: 31 days, 51 calls equals 1.65 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2019	60	57	55	65	51								288	288
2018	68	62	64	55	45	71	66	68	48	39	69	58	294	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	316	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	294	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	313	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	282	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	214	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	266	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	224	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	193	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	216	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	226	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	273	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	238	567
avg	55	47	49	54	55	53	55	60	51	55	46	54	260	

Training Report, May 2019

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

Weekly Training:

1. Engine Company Evolutions (Pumper / Drafting evolutions)
2. Emergency Medical Training (Several Classes online through Target Solutions), finished EMT Basic, EMT Intermediate and Paramedic recertification's for the Fire District.
3. Advanced EMT Class (King, Fisher)

Joint Training:

1. Pumper Operator Course (DPSST) (McGahan / Corpus)
2. Multi Company Drill (North Bay Fire) Vertical Ventilation / Forcible Entry. (Terrell, McGahan, Reagan, West)
3. Fire Ground Leader Academy (Company Officer Development). (Breitkreutz, Cook, King, Terrell, Kemmerle)
4. Multi Company Drill (North Bay Fire) Search & Rescue while using Thermal Imager and Wall Breaching inside a residence. (Reagan, Terrell, West, Kemmerle and videography C. Eiselein)

Special Training:

1. Association Meeting
2. Safety Committee
3. LEPC / Local Emergency Planning Commission Meeting (Kemmerle)
4. Southwestern Oregon Fire Instructors Association (Kemmerle)
5. Consortium Training Officers Meeting (North Bay Fire, Coos Bay, North Bend & Charleston)
6. Fire Defense Board Meeting (Chief Sneddon)
7. Command & Control (Size Ups utilizing Fire Studio 6 program)
8. Initial Attack Incident Commander for Wildland (S-200) (Breitkreutz, King, Terrell, Kemmerle)
9. DPSST Vehicle Fire Prop @ North Bend Fire (McGahan / Corpus)

Public Relations:

1. Coquille Tribal Head Start
2. Washed a sign for the Merchants Association
3. Hose Testing for the Coast Guard
4. Family Fun Night @ Bastendorff Campground

There were **39** classes and **110.15** training hours completed in the month of April.

Respectfully submitted,

Deputy Fire Chief Kemmerle
06/05/2019

ADMINISTRATIVE REPORT

A. Recertification of our EMT's is complete

B. Engine Refurb finally has the motor back, I am planning a trip up around July 1st, it should be fresh out of paint at that time. Mid July is the estimate for completion now.

C. Election Results:

Position #1: Ed Powers

Position #3: Dave Richards

Position #5: Roy Holland

<u>Choice</u>	<u>Votes</u>	<u>Vote %</u>
<u>Charleston RFPD, Position 1 (Vote for 1)</u>		
Ed Powers	225	58.14%
Alan Taylor	158	40.83%
Write-in	4	1.03%
Total	387	100.00%

<u>Charleston RFPD, Position 3 (Vote for 1)</u>		
Ken Bastendorff	149	41.50%
Dave Richards	206	57.38%
Write-in	4	1.11%
Total	359	100.00%

<u>Charleston RFPD, Position 5 (Vote for 1)</u>		
Roy Holland	266	95.34%
Write-in	13	4.66%
Total	279	100.00%

D.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

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

Resolution 19-003 Funds Transfer

WHEREAS: Oregon Local Budget Law permits the transfer of appropriations within a Fund in accordance with ORS 294.463 when needs arise that require certain changes in appropriation are necessary after the budget has been adopted.

WHEREAS: An analysis of the status of the current 2018–2019 budget of the Charleston Rural Fire Protection District has revealed that the amounts originally allocated for certain General Fund line item expenditures within the Personal Services category and the Materials & Services category will be inadequate to fund respective requirements through the end of fiscal year 2018–2019;

NOW THEREFORE be it

Resolved: That the Board of Directors of the Charleston Rural Fire Protection District hereby transfers appropriations in the amount

General Fund

TRANSFERS OUT

From the Personal Services:	
<u>Fire Captain Salary</u>	\$ 5,000
<u>Health Insurance</u>	\$ 9,400
<u>Seasonal Firefighters</u>	\$ 1,500
<u>Total Transferred Out – Personal Services</u>	<u>\$ 15,900</u>
From the Materials and Services:	
<u>Building Maintenance</u>	\$ 1,500
<u>Physician & Medical Services</u>	\$ 1,000
<u>Volunteer Reimbursement/ Incentive</u>	\$ 3,000
<u>NFA Travel</u>	\$ 4,000
<u>Grant Expenditures</u>	\$ 25,000
<u>Total Transferred Out – Materials & Services</u>	<u>\$ 34,500</u>
From the Contingency:	
Contingency Fund	\$ 28,800
<u>Total Transferred Out – Contingency</u>	<u>\$ 28,800</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 79,200</u>

TRANSFERS IN

To the Personal Services category as follows:

<u>Deputy Chief Salary</u>	\$ 700
<u>Overtime</u>	\$ 8,000
<u>Unemployment Insurance</u>	\$ 700
<u>Volunteer Firefighters</u>	\$ 2,000
<u>Medicare/ Social Security</u>	\$ 3,000
<u>Part Time Positions</u>	\$ 1,500
<u>Total Transferred In – Personal Services</u>	<u>\$ 15,900</u>

To the Materials and Services category as follows:

<u>Equipment Maintenance</u>	\$ 1,800
<u>Meals</u>	\$ 700
<u>Lights & Power</u>	\$ 2,000
<u>Telephone</u>	\$ 1,500
<u>Office Supplies</u>	\$ 1,000
<u>Books & Subscriptions</u>	\$ 500
<u>Clothing</u>	\$ 10,000
<u>Membership Fees and Dues</u>	\$ 500
<u>Motor Vehicle & Heating Fuels</u>	\$ 1,000
<u>Fire Prevention</u>	\$ 3,500
<u>Training</u>	\$ 3,500
<u>Hydrant Standby Fee</u>	\$ 200
<u>Length of Service Incentive</u>	\$ 1,000
<u>Other Materials & Services</u>	\$ 500
<u>Apparatus Maintenance</u>	\$ 10,000
<u>Conflagration Act</u>	\$ 25,600
<u>Total Transferred In – Materials & Service</u>	<u>\$ 63,300</u>

<u>Total Transfer In - All Categories</u>	<u>\$ 79,200</u>
---	------------------

Passed by the Board of Directors this 19th day of June, 2019

Resolution 19-004 Adopt Budget (If no changes)

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2019-2020 in the total of \$1,239,200. This budget is now on file at the office of Charleston Rural Fire Protection District, located at 92342 Cape Arago Highway; Coos Bay, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Personal services	\$ 449,900	
Materials and services	404,500	
Capital Outlay	23,400	
Transferred to other funds		
Building/Equipment Reserve Fund	50,000	
Debt Service Fund	13,900	
General operating contingency	<u>40,000</u>	
 Total General Fund		 \$ 981,700
 BUILDING/EQUIPMENT RESERVE FUND		
Materials and services	20,100	
Capital outlay	<u>60,000</u>	
 Total Reserve Fund		 80,100
 DEBT SERVICE FUND		
Debt service		<u>15,000</u>
 Total Appropriations, All Funds		 1,076,800
Total Unappropriated and Reserve Amounts, All Funds		162,400
 TOTAL ADOPTED BUDGET		 \$ <u><u>1,239,200</u></u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2019-2020 upon the assessed value of all taxable property within the district at the rate of \$3.0000 per \$1,000 of assessed value for permanent rate tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	<u>General Government Limitation</u>	<u>Excluded from Limitation</u>
Permanent Rate Tax	\$3.00/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 19th day of June 2019.

Resolution 19-004 Adopt Budget (If changes)

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2019-2020 in the total of \$1,332,900. This budget is now on file at the office of Charleston Rural Fire Protection District, located at 92342 Cape Arago Highway; Coos Bay, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Personal services	\$ 449,900	
Materials and services	414,500	
Capital Outlay	23,400	
Transferred to other funds		
Building/Equipment Reserve Fund	50,000	
Debt Service Fund	13,900	
General operating contingency	<u>40,000</u>	
 Total General Fund		 \$ 991,700
 BUILDING/EQUIPMENT RESERVE FUND		
Materials and services	20,100	
Capital outlay	<u>143,700</u>	
 Total Reserve Fund		 163,800
 DEBT SERVICE FUND		
Debt service		<u>15,000</u>
 Total Appropriations, All Funds		 1,170,500
Total Unappropriated and Reserve Amounts, All Funds		162,400
 TOTAL ADOPTED BUDGET		 \$ <u><u>1,332,900</u></u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2019-2020 upon the assessed value of all taxable property within the district at the rate of \$3.0000 per \$1,000 of assessed value for permanent rate tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	<u>General Government Limitation</u>	<u>Excluded from Limitation</u>
Permanent Rate Tax	\$3.00/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 19th day of June 2019.

Resolution 19-005

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2019-2020 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2019-2020 fiscal year, and,

WHEREAS, ORS 294.460 allows the District to borrow internally as provided in this official resolution, and,

WHEREAS, the need for interfund loans would be to cover the borrowing fund's cash flow needs, and,

WHEREAS, the interfund loan would be repaid to the loaning funds by the borrowing funds on or before June 30, 2020, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2020-2021 fiscal year, and,

WHEREAS, no interest shall be charged to the borrowing funds for such interfund loans herein authorized, and,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby authorizes interfund loans to be made from any District funds during the 2019-2020 fiscal year, except from any fund established for bonded indebtedness, to any other District funds that occur and are necessary in accordance with ORS 294.460.

The foregoing resolution was duly adopted by the Board of Directors of the Charleston Rural Fire Protection District, Coos County, Oregon, on this 19th day of June 2019.

Re-establish the IT Manager Position

This is a request to re-establish the 8hr per week IT Manager Position that was ended in December. Dave Mac Maniman is again available to work this position and the workload calls for the return of this position to help with general maintenance and computer system management. Dave also brings more mentorship opportunities for the 3 new employees in the district. The cost is based on the wage of \$25.00/hour working 8 hours per week.

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) At the end of the meeting we will have a short reception and presentation to honor the 16 years of service by Alan Taylor and Darrell King on the Board with refreshments, please join us in saying thanks.

B) Pancake Feed July 4th for the Volunteers

C)

D)