

## 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 will be held on **January 20, 2021** 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 20, 2021**. 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 20, 2021** 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 20, 2021**.

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 dated December 16, 2020

Financial: Approval of the statements of revenue and expense & check register December 2020

#### **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 arisen since the posting of the agenda

#### **New Business**

Review & approval of the Audit Report for FY1920

Our Auditor will be on Zoom for the report

Introduction of new employees

Introduction of two new employees replacing current employees leaving for other jobs

Purchase Order

Request to upgrade the hydraulic pump for the Rescue Tools

Rescue upgrade and chassis swap

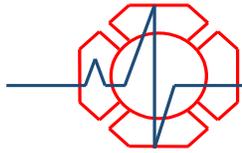
Discussion on moving forward on purchasing the chassis for the 1993 Rescue unit

Additional New Business

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

#### **Good of the Order**

#### **Adjournment**



# CHARLESTON FIRE DISTRICT

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**“WE’RE HERE FOR LIFE”**

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

## **December 16, 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 (Via Zoom), Dave Richards (Via Zoom), Kim Davidson (Via Zoom) (Joined meeting during New Business)

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

## **Consent Agenda:**

1. **Minutes of the prior meeting:** Regular meeting October 21<sup>st</sup>, 2020  
Note: November 2020 meeting cancelled due to COVID-19 Regulations
2. **Financial:** Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 32,775.36
Prime	\$ 6,943.02
LGIP Acct 1	\$ 8,796.03
Total Operating	\$ 48,614.41
BERF	\$ 36,179.92
Debt Service	\$ 13,596.57
Total All Funds	\$ 98,390.90

**Motion:** Heide Cummings, 2<sup>nd</sup> by Dave Richards to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

## **Reports & Correspondence:**

Chief gave the Administrative Report.

## **UNFINISHED BUSINESS:**

None

## **Additional Unfinished Business:**

None

**NEW BUSINESS:**

**RESOLUTION 20-007: GENERAL FUND 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 2020–2021 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 2020–2021;

**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>Accident Insurance</u>	\$ 3,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 3,000</u>
From the Materials and Services:	
<u>Travel &amp; Lodging</u>	\$ 5,000
<u>Meals</u>	\$ 3,000
<u>Conflagration Act</u>	\$ 15,000
<u>Total Transferred Out – Materials &amp; Services</u>	<u>\$ 23,000</u>
From the Contingency:	
Contingency Fund	\$ 11,500
<u>Total Transferred Out – Contingency</u>	<u>\$ 11,500</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 37,500</u>

**TRANSFERS IN**

To the Personal Services category as follows:	
<u>PERS Retirement</u>	\$ 10,000
<u>Seasonal Firefighters</u>	\$ 4,000
<u>Total Transferred In – Personal Services</u>	<u>\$ 14,000</u>
To the Materials and Services category as follows:	
<u>Equipment Maintenance</u>	\$ 5,000
<u>Building Maintenance</u>	\$ 5,000
<u>Office Supplies</u>	\$ 2,000
<u>Small Tools</u>	\$ 1,500
<u>Apparatus Maintenance</u>	\$ 10,000
<u>Total Transferred In – Materials &amp; Service</u>	<u>\$ 23,500</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 37,500</u>

Motion: Dave Richards, 2<sup>nd</sup> by Ed Powers to adopt Resolution 20-007 General Fund Transfer.

Discussion: None

Motion Carried by a Unanimous Ballot

**Purchase order**

The Chief explained the purchase and the cost breakdown. The total cost is \$14,310 plus we have a credit from last year's purchase due to the age issue of \$1,368. The final cost with the credit is \$12,942 plus freight costs. This is \$10,000 under the amount budgeted. The reduced cost was due to the age of the cylinders.

To justify "Sole source" purchasing, Life Safety is our dedicated sales firm for ISI and under NIOSH guidelines which OR-OSHA supports, only cylinders of that brand are allowed to be used except in an emergency. Fire operations whereas is an emergency to the public, is not an emergency to us, therefore NIOSH and OR-OSHA approval would be violated.



**QUOTATION**

DATE  
12/14/2020

**BILL TO**  
CHARLESTON FIRE DEPARTMENT  
92342 CAPE ARAGO HWY  
CHARLESTON, OR 97420

**SHIP TO**  
CHARLESTON FIRE DEPARTMENT  
ATTN: DARRYL KEMMERLE  
92342 CAPE ARAGO HWY  
CHARLESTON, OR 97420

TERMS	REP	SHIP DATE	SHIP VIA	FOB
Net 30	DPS	12/14/2020	COMMON CAR.	DESTINATION

PART NUMBER	DESCRIPTION	QTY	RATE	AMOUNT
CYL-04	4500 PSL 60 MIN CARBON CYL. W/VALVE LIST \$1698.00	1	1,250.00	1,250.00
CYL-03	4500/45MIN CARBON CYLINDER ISI 22403 *THESE CYLINDERS WERE MANUFACTURED 11/2019 LIST \$1398.00 (BRAND NEW CYLINDERS, YOUR COST, \$1026.00)	20	653.00	13,060.00
FREIGHT CHRG.	SHIPPING AND HANDLING  THANK YOU, PAUL EQUALL		0.00	0.00
PLEASE CALL WITH ANY QUESTIONS. WWW.LIFESAFETYCORP.COM			<b>Total</b>	\$14,310.00

Motion: Dave Richards, 2<sup>nd</sup> by Kim Davidson to approve the sole source purchase of 20--45 minute SCBA cylinders and 1--60 minute Cylinder from Life Safety Corporation for \$14,310

Discussion: None

Motion Carried by a Unanimous Decision

**Additional New Business:**

None

**GOOD OF THE ORDER:**

A. All members thanked the District and Association for the Christmas Dinner box recently and wished everyone a Happy Holidays.

B.

President Holland adjourned the meeting

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

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

Petty Cash	\$ 100.00
Operating	\$ 6,047.70
Prime	\$ 39,927.33
LGIP Acct 1	\$ 550,378.17
Total Operating	\$ 596,453.20
BERF	\$ 36,204.44
Debt Service	\$ 1,420.19
Total All Funds	\$ 634,077.83

**Budget Summary incomes  
verses expenditures:**

Ending Last Day of December for  
Fiscal Year 2020/2021

<b>Revenues</b>	
Other Revenues	\$ 21,465.64
Prior Taxes	\$ 16,384.50
Taxes	\$ 675,694.45
Total Income General Fund	\$ 713,544.59
Income BERF/ Debt Service	\$ 210.86
Total income all Funds	\$ 713,755.45
<b>Expenses</b>	
Personal Services	\$ 266,307.08
Materials and Services	\$ 102,047.70
Capital outlay/ GF Debt Service	\$ 330.00
Total Expenditures	\$ 368,684.78
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.17
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.17
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 12,188.83
Total Expenditures all funds	\$ 401,121.78

## 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	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/Rescue	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
Monthly Total	69	55	64	60	60	75	62	62	80	59	75	58	779
Year to Date	69	124	188	248	308	383	445	507	587	646	721	779	

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	

Average calls per day: 31 days, 58 calls equals 1.87 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
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
2015	69	61	52	60	71	55	60	81	66	71	53	72	771	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	657	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	576	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	574	574
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
avg	56	48	50	54	55	54	56	61	55	57	46	55	650	

# Training Report, December 2020

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during December, 2020.

## **Weekly Training:**

1. Association Meeting. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. \* Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions, more to follow. This will continue as expected into next year.

## **Joint Training:**

1. All joint training has been cancelled due to COVID restrictions.

## **Special Training:**

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Fire District continues to get updates.
2. Mandatory OR-OSHA COVID-19 Training for all District personnel.

## **Public Relations:**

1. Charleston FF Association Christmas Baskets for District members and others.
2. Coquille Tribal Christmas Parade and Fire District Holiday Spirit

There were **118.5** training hours completed in the month of December.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
1/03/2021

## ADMINISTRATIVE REPORT

- A. Changes have been occurring throughout the Fire District, Nick Terrell tendered his resignation effective January 31, 2021 for a Firefighter Position with Siuslaw Valley Fire & Rescue in Florence. A week later Zach Breitreutz tendered his resignation for a position as a Firefighter/ Paramedic for Eugene/ Springfield Fire & Life Safety. Staff adjusted our hiring process for the two positions. We will discuss further in the New Business.
- B. The recent refurb engine was hauled back to Washington to deal with some motor issues. I received an update, the cooling system issue has been remedied, the fuel system was a cracked component, that part is on order and should resolve several motor issues. The auto transmission had a module failing and that part is on order. There were a few other electrical issues that have been resolved as well.
- C. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The mask standard is the toughest thing to address as the crews are around each other for 24 to 48 hours at a time. The latest rules require the masks be on unless in a room alone. They also require the 6' distancing which is difficult in some areas of the station. We have also began the task of providing inoculations to our staff for the COVID-19 Virus.
- D. Recent issues with the 1993 Rescue unit has sent me to review the budget and I have found that we have the funding to order the chassis this budget year. I am awaiting the actual cost from Landmark Ford in Portland through the State of Oregon Purchasing program which meets the bidding requirements. More on this subject in New Business.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

## **Unfinished Business**

No Unfinished Business at this time

### Additional Unfinished Business:

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

## **New Business**

### FY1920 Audit Report

The annual audit report has been provided and Chris Mahr will attend the meeting to answer any questions the Board may have. As usual the District is on an even keel and moving forward.

### Introduction of new employees

With the resignations of Nick and Zach, I have been in discussion with my senior staff on options. We determined that the first position needed someone with extensive mechanical skills to help keep our aging fleet great operating condition. With this, one name came to mind as a long-time member of the organization with those skills. I began talking with Russell before the resignations as I knew one or both would be leaving in the coming months. Captain Shield was offered the position and accepted it. Following the wage range set in 2018 and adjusted for COLA and the positions, I have set his starting wage at \$44,500 and maintain his title of Captain. Russell will start February 1, 2021 on "A" shift.

The second position it was decided that we would do a process from inside utilizing a resume review and an oral interview. Since all members are within the organization, they have already completed a physical abilities test. I will have a final decision before the meeting and announce it at the meeting. Due to the great work of Lt. Nick Terrell with the student program, we have a great talent pool to choose from. The key with this position is for us to find someone with that energy to manage and recruit for that program. Our students have shined in the past two years and I want to ensure that continues. We have six candidates for the position and the panel is comprised of people from outside of the Agency.

Purchase request

We had an opportunity to replace the aging hydraulic compressors for the rescue tools (Jaws of Life). The two units we have are currently over 20 years old. The proposed unit provides the same service in one pump providing two lines and less maintenance. As you can see in the quote on the next page the normal cost is \$9,289. With the 20% discount and the trade in allowance on the old pumps the cost is \$6,289. This is a great deal on the unit and given that we saved almost \$10,000 on the SCBA cylinders, the funding is there in the Capital Outlay line to more than cover this cost.

To justify "Sole source" purchasing, Fire Rescue Northwest is our dedicated sales firm for Holmatro and under NFPA guidelines which OR-OSHA supports and manufacturer specifications, only hydraulic pumps of that brand are allowed to be used except in an emergency. Fire operations whereas is an emergency to the public, is not an emergency to us, therefore Manufacturer specification and OR-OSHA approval would be violated.

SR20 Pump

- 50 lbs weight
- Runs 2 tools at the same time
- 3-Stage Pump (twice as fast as the current pump)
- 18"l, x 12"w, x18"h
- One motor/ one pump to maintain



2035 Pump (current pumps) (20 plus years old)

- 60 lbs weight each unit
- Runs 1 tool at a time each unit
- 2-stage pump
- 17"l, x13"w, x16"h
- Two motors/ two pumps to maintain



See next page for invoice.

Fire Rescue Equipment NW, LLC  
901 N. Brutscher St. Suite D364  
Newberg, OR. 97132

Date	12/28/20
Estimate No.	2636
Sales Rep	Chris Mills
	503-793-7925
	chris@frenw.com

# Estimate



Name/Address
Charleston Fire District 92342 Cape Arago Hwy Coos Bay, OR 97420

Item	Description	Quantity	Cost	Total
158.152.178	Holmatro SR 20 two tool pump, 50lbs w/Honda 3HP motor, CORE® Technology	1	9,289.00	9,289.00
Credit	Credit for End of Year special		-2,000.00	-2,000.00
Trade-In	Trade-In 2035 Pump x2 (\$500 each)		-1,000.00	-1,000.00
			<b>Total</b>	<b>\$6,289.00</b>

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)

B)

C)

D)