



## **Notice of a Regular Meeting**

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **December 21, 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 and Budget Hearing by sending an email to the address below by **2 PM December 21, 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 December 21, 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 December 21, 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 chooses to address a single item separately during the meeting).

Minutes of: Regular meeting dated November 16, 2022

Financial: Approval of the statements of revenue and expense & check register November 2022

#### **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**

Vehicle Transfer with Southwestern & surplus request

Request to swap the surplus engine with the college.

Purchase Order

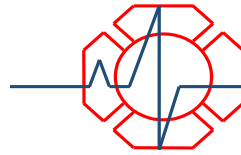
Request to purchase a used Command Unit

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

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.**

**November 16, 2022**

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

Called to Order: 7:02 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Dave Richards & Nancy Santos

Absent: Don Manley

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

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting October 19, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$1,592.90
Prime	\$10,758.28
LGIP Acct 1	\$35,897.61
Total Operating	\$48,348.79
BERF	\$105,801.43
Debt Service	\$10,886.37
Total All Funds	\$165,036.59

**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:**

None

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

None

**Additional New Business:****EMT Coverage for Shores Acres**

Discussion on providing Shore Acres with an EMT from 4-9pm every night while the Holiday Lights are going. Contract with Shore Acres will pay department \$130/night.

**Motion:** Don Manley, 2<sup>nd</sup> by Ed Powers to approve the contract to provide an EMT to Shores Acres every night while the Holiday Lights are going as requested.

Discussion: None

Motion Carried by Unanimous Decision

**Volunteer Stipend for EMT Coverage for Shores Acres**

Discussion on providing Shore Acres with an EMT from 4-9pm every night while the Holiday Lights are going. Full time and paid on call firefighters will get Overtime compensation and the Volunteers will receive a stipend of \$65 for every shift covered.

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to approve the volunteer stipend of \$65 per shift for coverage at Shore Acres for the Holiday Lights as requested.

Discussion: None

Motion Carried by Unanimous Decision

**GOOD OF THE ORDER:**

- A. Charleston Fire District Christmas Dinner will be Friday December 2<sup>nd</sup> at 6pm at the Mill Casino. All family members are welcome to attend. It will be a Christmas Dinner and Banquet in one. Asking that everyone please bring an unwrapped toy to donate to the local Bus Jam

President Holland adjourned the meeting at 7:26 PM

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

### Current Meeting Financial Summary

Fiscal Year 2021/2022:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$31,121.32
Prime	\$121,326.71
LGIP Acct 1	\$650,270.23
Total Operating	\$802,818.26
BERF	\$105,990.97
Debt Service	-\$5,656.06
Total All Funds	\$903,153.17

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$786,677.87
Prior Taxes	\$10,393.18
Other Revenues	\$113,527.89
Total Income General Fund	\$910,598.94
Income BERF/ Debt Service	\$941.69
Total Incomes all Funds	\$911,540.63
Expenses	
Personal Services	\$305,461.26
Material and Services	\$114,309.66
Capital Outlay/ GF Debt Service	\$275.00
Total Expenditures	\$420,045.92
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.09
BERF Equipment	\$9,322.00
BERF Building	\$0.00
Total Expenditures BERF	\$9,322.09
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$23,164.69
Total Expenditures all Funds	\$452,532.70

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

### ACTIVITY REPORT

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2022	80	91	89	85	82	90	95	91	97	81	77		958	958
2021	78	54	57	69	72	79	70	89	75	84	84	99	811	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	721	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	681	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	655	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	708	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	650	708
Avg	68	60	65	67	63	73	67	73	68	64	66	67	732	

### Total Calls by Month

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	2	4	2	8	8	1	11	18	7	7		70
EMS	60	75	70	73	60	61	75	54	69	58	49		704
MVC/RES	6	4	7	4	0	5	6	8	5	1	1		47
Burn Complaints	1	2	3	0	0	8	5	6	4	6	3		38
Good Intent	11	8	5	5	7	3	4	5	0	5	14		67
Lift Assists	0	0	0	1	7	5	4	7	1	4	3		32
Total	80	91	89	85	82	90	95	91	97	81	77		958
YTD	80	171	260	345	427	517	612	703	800	881	958		
Daily Avg	2.6	3.1	2.9	2.8	2.6	3	3.1	2.9	3.2	2.6	2.6		

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	57
EMS	53	46	43	58	60	60	51	61	62	70	63	73	627
MVC/RES	10	4	2	4	2	7	7	9	3	2	5	7	55
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2	4	25
Good Intent	6	0	3	2	3	4	4	6	4	5	10	9	47
Total	78	54	57	69	72	79	70	89	75	84	84	99	811
YTD	78	132	189	258	330	409	479	568	643	727	811	910	
Daily Avg	2.5	1.9	1.8	2.3	2.3	2.6	2.3	2.9	2.5	2.7	2.8		

# 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 **November, 2022**.

## Weekly Training:

**11/02/2022:** Association meeting and EMS Drill: Went over current scope of practice for all EMS levels. (1 hr each=19 hrs)

1. **11/09/2022:** IFSTA FFI-PPE class. (2 hrs each=16 hrs)
2. **11/16/2022:** Joint Drill-See below.
3. **11/30/2022:** New Engine familiarization. (2 hrs each=22 hrs)

## Joint Training:

1. **11/16/2022:** Joint drill. Officers went to CB Sta 1 for table top “Active Shooter” drill. (2 hrs each = 4 hrs)
2. Crews went to CB Sta 2 for hands on “Forcible Entry” drill. (2 hrs each =14 hrs)

## Special Training:

1. **11/11/2022:** Watched a YouTube video from Pierce that went over new fire engine. (30 min each = 1 hr)
2. **11/30/2022:** AAR from Mutual Aid Fire(45 min = 1.5 hrs)

**112.5** Total training hours completed in November 2022.

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

# Administrative Report

A. Preparations to put the new engine in service are moving along with all shifts participating. Captain Shield held a work party where everyone were invited to come help work on the installation.



- B. I have written two grants in recent weeks to upgrade the exterior lighting of Station 1 for both security and crew safety. The total cost of the project is figured at \$15,000 with \$10,000 from grant sources. The Special Districts Association Safety and Security Grant was approved in the amount of \$5,000. The Coquille Tribal Community Grant won't be announced for another few weeks and it is for an additional \$5,000. The District will fund the final \$5,000. In reviewing the process, we can tie the project in with the Seismic upgrade program if awarded. Besides the security aspect, the program places lighting for the parking lot, front ramp and back lot to light the area as a work space for training exercises and when loading the trucks at night after a large emergency.
- C. On December 9<sup>th</sup>, the District passed a major milestone where we answered the 1,000<sup>th</sup> call for service.
- D. We are working on a joint grant with some other agencies around us through the Assistance to Firefighters Grant for the replacement of the breathing apparatus in all these agencies. Chief Aton is taking the lead on this grant writing venture. The good part of using the regional grant concept is we can still file a grant for other items ourselves. With the costs growing astronomical for our bunker gear, this is most likely what I will write it for.
- E. We currently have two full time staff that are testing for jobs elsewhere, something that is of no surprise. Mistie is setting up the hiring process by opening the written testing system announcing we are establishing a hiring list. This will give us a jump start when one of them turns in their resignation. Austin should receive his paramedic in the next month and he has some options for larger agencies and Tyler is interested in going to work for Grants Pass which is where he is from.

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**

### Vehicle Transfer with Southwestern & surplus Southwestern's

This request is to transfer the engine we are planning to surplus in the next month to Southwestern Fire Science program. The intent is to provide them with a higher functioning engine and reducing the staff time we provide to maintain and repair it. Charleston Fire has provided oversight and labor on keeping their engine serviceable. Part of the program is the truck is available if we need it for any particular reason. Southwestern's engine is a twin to ours and when sold at auction will bring the same amount as our current engine.

Vehicle ID: E774 1991 Pierce Arrow Pumper.

The second part of this request is to approve the engine for surplus so I can place it on Govdeals.com in January.

### Purchase Order

I am requesting approval to purchase this 2016 Chevrolet Tahoe to replace the 2005 Chevrolet 2500 pickup as the primary command unit for the Fire District. The pick-up will be placed as a squad and replace the rescue unit we have discussed repowering. With this decision, the rescue unit will be surplus and sold through gov deals. The 2005 Chevrolet Suburban has been stripped and is now ready for govdeals.com. Authorization to surplus this vehicle has already been approved by the board.

The sale price is \$38,000, the funds for the vehicle will come from the Building Equipment Reserve Fund. Currently the fund has 20,100 for vehicle and building repairs, 12,900 for Building upgrades (slated for a heat pump system in the truck bay to replace the diesel heater) and \$100,000 for vehicle acquisition & major improvements. This year we have spent \$7,500 for the tender, and \$9,322 plus the \$10,000 approved for the engine equipment and tool mounting costs. This leaves the amount of \$73,178 available. The amount for this purchase is \$38,000 leaving \$35,178 in that line. Total left in the fund will \$68,178. Replacement decals can be done from the general fund.







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 recent Holliday Dinner/ awards banquet was a great time. Congratulations to all the award winners. It was great to be able to award length of service plaques. Congratulations to Roy Holland for 25 years on the Board, Tina Powers for 10 years as a Volunteer Firefighter/ Engineer and Chief Sneddon for 26 years as the Fire Chief.
- B. Happy Holidays to all and may you have a safe and Happy New Years.