

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 **April 17, 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

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 March 20, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Audit Report Review: Auditor providing review

Unfinished Business

Debris Burning Rules

Update discussion on debris burning rules changes

Additional Unfinished Business:

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

New Business

Seasonal Positions

Review specifics and action on return of two seasonal positions

Resolution 19-002

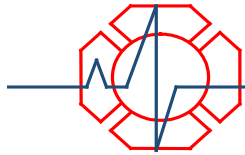
A resolution establishing the building/ equipment reserve fund

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

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.

March 20, 2019

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, Darrell King, Heide Cummings, Alan Taylor

Absent: Kim Davidson

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

Consent Agenda:

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

Petty Cash	\$ 100.00
Operating	\$ 28,880.17
Prime	\$ 142,110.12
LGIP Acct 1	\$ 131,854.21
Total Operating	\$ 302,944.50
BERF	\$ 121,359.71
Debt Service	\$ 15,928.12
Total All Funds	\$ 440,232.33

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.

Darrell King asked how the volunteers are paid under the conflagration Act.

Heide Cummings asked how much we received from Conflagration Act for vehicles. Chief answered roughly \$25,000 of the \$80,000.

Alan Taylor asked questions regarding EF Recovery.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS

Oregon Department of Fish & Wildlife contract renewal

After consult with legal, this contract needs more review for grammatical errors within the State's agreement.

Discussion was tabled until next meeting

Appoint Budget Committee positions 3 & 4

We advertised around the community for the two positions and received no new applications. Alan Solomon and Jerry Smith are up for re-appointment to the Budget Committee respectively for position 3 and 4. This is a 3 year term position.

Vehicle purchase

The opportunity to purchase a used rescue unit from Bandon Fire has come up and after reviewing the vehicle and operations I feel this would be a good purchase. They are asking \$8,500 for the unit and it has been well cared for and well maintained. Even with the age of the unit, Chief Boston has done well to care for and upgrade the vehicle. With this in mind, we are proposing selling the 1995 Horton Ambulance with a minimum bid of \$5,000 plus surplus the 1997 F150 as it has proven that parts are beginning to be an issue. Recently the computer failed and the repair shop informed me that he found two in the Midwest from a guy that reconditions them and that Ford no longer has the part available. I believe a minimum bid of \$2,500 would be good. We also have the 1983 Tender that is for sale that should bring between \$3,000 and \$4,000. I just have not been able to market it as of yet due to time constraints. Over the next few pages are pictures of the rescue unit and as you can see it is well cared for and looks nice. Our logo would be all that is required which would be roughly \$300.

Additional New Business:

None

GOOD OF THE ORDER:

A. Discussion on upcoming Board election positions

B.

Adjourned the meeting at 8:30 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

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

Petty Cash	\$ 100.00
Operating	\$ 13,281.44
Prime	\$ 120,809.20
LGIP Acct 1	\$ 146,771.18
Total Operating	\$ 280,961.82
BERF	\$ 121,643.16
Debt Service	\$ 15,965.32
Total All Funds	\$ 418,570.30

Budget Summary incomes verses expenditures:

Ending Last Day of March for Fiscal Year 2018/2019

Revenues	
Other Revenues	\$ 49,788.40
Prior Taxes	\$ 20,002.01
Taxes	\$ 657,375.54
Total Income General Fund	\$ 727,165.95
Income BERF/ Debt Service	\$ 2,040.43
Total income all Funds	\$ 729,206.38
Expenses	
Personal Services	\$ 301,100.62
Materials and Services	\$ 241,692.24
Capital outlay	\$ -
Total Expenditures	\$ 542,792.86
Transfers to BERF	\$ 85,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.18
BERF Equipment	\$ 72,310.01
BERF Building	\$ -
BERF Total Expenditures	\$ 72,310.19
Transfers to Debt Service Fund	\$ 14,200.00
Debt Service Fund	\$ 12,635.07
Total Expenditures all funds	\$ 627,738.12

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
EMS	50	48	47										145
MVC/Rescue	5	3	2										10
Burn Complaints	4	3	3										10
Good Intent	1	2	0										3
Monthly Total	60	57	55	0	0	0	0	0	0	0	0	0	172
Year to Date	60	117	172	172	172	172	172	172	172	172	172	172	

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: 28 days, 57 calls equals 1 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										172	172
2018	68	62	64	55	45	71	66	68	48	39	69	58	194	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	188	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	161	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	182	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	147	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	126	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	167	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	124	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	125	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	114	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	120	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	156	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	143	567
avg	55	47	49	53	55	53	55	60	51	55	46	54	151	

Training Report, March 2019

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

Weekly Training:

1. Engine Company Evolutions (Hoselines 2 ½ " Deployment, rear pre-connects)
2. Emergency Medical Training (Several Classes and BLS Refresher Course)
3. Company Inspections & Pre-Fire Plans (Bush)
4. Advanced EMT Class (King, Fisher, Kennard)

Joint Training:

1. Fire Investigation Team Training (Cpt. Marr/ Lt Bush, Lt Powers, Cook, Reisenbigler)
2. Haz-Mat Awareness & Operations Class
3. Multi Company Drill hosted by North Bay Fire (Mobile Water Supply –Operations and challenges) Coos Bay Fire, North Bend Fire, North Bay Fire and Charleston provided a tender.

Special Training:

1. Association Meeting
2. Safety Committee
3. Mental Health First Aid (Cpt. Marr)
4. State of Jefferson EMS Conference in Medford. (Chief Sneddon, DC Kemmerle, Eng T. Powers)
5. Wildland Portable Pumps Class (Benson, Breitreutz, Corpus, McGahan, Reisenbigler, Terrell)
6. Mitch Cook went to Denver Colorado on his own dime and finished the Fire Inspector 1 & 2 testing. Mitch is new to Charleston Fire and is an asset to our organization.
7. DPSST Roundtable Discussion for Combination and Volunteer Departments. (Chief Sneddon & DC Kemmerle)
8. Fire Officer 1 Class. (Breitreutz, Cook, Lt Fisher, Lt Powers, Terrell).
9. Live Fire Training opportunity for Terrell.

Public Relations:

1. Coos County Peer Support (Kemmerle)
2. SWOFIA (Kemmerle)
3. SWOFCA (Chief Sneddon, DC Kemmerle, BC Huff)

There were **55** classes and **174.75** training hours completed in the month of March.

Respectfully submitted,

Deputy Fire Chief Kemmerle
04/05/2019

ADMINISTRATIVE REPORT

- A. Recertification of our EMT's is underway, the EMT's recertify every odd year in May and the Emergency Medical Responders recertify in the even years.
- B. I am meeting with Jim from EF Recovery at the conference in May to hopefully get the app set up and begin the process. We will be able to go back a year and potentially recoup what we can. We will have a new ordinance that will reflect the new fees and recovery costs as well in the future.
- C. After a long time thinking about this, I have decided that I am ready to retire fully from Charleston Fire. I plan to return to full time in January 2020 and retire effective June 30, 2020. I am working on a succession plan that includes three options for my replacement. One is to mentor Deputy Chief Kemmerle and replace his position with a line officer as the training officer, the second is to do a full hiring and if Daryl is not the top candidate chosen by the Board, then his position would be unchanged and the 3rd would be to contract with a neighboring agency for administrative services (not real high on my list of suggestions but research is prudent today). In the end, the decision is ultimately the Board's however, I will provide you with the information needed to make an informed decision for the future of the Fire District, the Volunteers, Employees and the Public. If Daryl is the best option, I will mentor and train him so he is ready at the point of my retirement.
- D.
- E.
- F.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Debris Burning Rules

As I have reported in the past I have tasked this to Firefighter Zach Breitzkreutz. Zach will present an update for the program during the meeting.

Additional Unfinished Business:

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

New Business

Seasonal Positions

I am proposing the hire two (2) full time seasonal Firefighter's this summer. With the full time staffing and the high call volume, the added staffing is needed to meet the calls for service and the tasks over the summer. The schedule is to start June 16th (first day of the second pay period) and end September 21st (last Saturday before Fall Term). The end date also coincides with the return of the student program. The plan is to stagger the schedules of the 2 with 1 working Tuesday through Saturday and the other Sunday through Thursday. With the full time Firefighters, this allows for 2 on duty Saturdays and Sundays. They also will be eligible for call back thus reducing the reliance on our volunteers as we rebuild our numbers there as well. These members will be responsible for all maintenance of vehicles, equipment and buildings over the summer. Annual equipment and pump testing will occur including the testing of the breathing apparatus, hose, and ladders. Also, all the buildings will be painted outside this year, plus cleanup and repair the landscaping around the stations and the hydrants.

Here is a breakdown of the costs associated with the temporary position, proposed Wage: \$15.00/ hr plus \$6.06/ hour for taxes and other payroll costs (PERS included) required of the employer by governmental restrictions. PERS may be required if the individual works more than 600 hours in the year for a PERS qualified employer. Unfortunately, these costs are part of doing business. The rate is consistent with neighboring agencies with the same program. Staffing this year is the three (3) full time positions and therefore only two (2) seasonal positions requested.

The hiring process will include a written exam managed by the national Testing Network which also provides oversight on the hiring practice through the review of applications, background checks and testing review. Candidates meeting the minimum qualifications would be scored based on their application, written exam (taken through the testing center at SWOCC) and then a list of qualified candidates would be available digitally for staff to review and make decisions on who to complete interviews with based on the information provided through the network.

It is the intention that this program will be continued each year and the wage will be comparable to other agencies in the area including North Bend Fire and Coos Forest Protective Association.

The process will include:

1. Application and testing through www.nationaltestingnetwork.com
2. Staff review of results from National Testing through secure online access
3. Candidates listed by score rankings. Chief Sneddon will supervise this process.
4. Candidates complete fitness testing through Charleston Fire by invitation. DC Kemmerle will supervise this process.
5. Candidates scored and invited for Oral interview, panel to include senior staff, volunteers and a member of the community. No more than 5 members on the panel. AA Mistie Henderson will supervise this process.
6. Final scoring to be completed by senior staff under the supervision of Chief Sneddon.
7. Schedule for medical to determine fit for duty. Supervised by BC Huff.
8. Offer of temporary employment (2 best applicants as determined by senior staff)
9. Start date Monday June 17, 2019 for a week of orientation and training.

Resolution 19-002

It is again time to re-establish the Building/ Equipment Reserve Fund. It is required every 10 years if we intend to keep the fund. My recommendation is to maintain it as it still have a purpose.

Resolution 19-002

A RESOLUTION ESTABLISHING THE BUILDING/ EQUIPMENT RESERVE FUND IN THE 2019-2020 FISCAL YEAR AND TO PROVIDE FOR REVENUE AND EXPENDITURES FOR THE FUND.

WHEREAS, the Charleston Rural Fire Protection District is authorized under Oregon Revised Statutes (ORS 280.050) to accumulate money for financing the costs of acquisition, improvements and repairs of District Buildings and Equipment.

NOW THEREFORE the Board of Directors of the Charleston Rural Fire Protection District resolves as follows:

Section 1. The Charleston Rural Fire Protection District shall establish in the budget for fiscal year beginning July 1, 2019, a special Fund known as the Building/ Equipment Reserve Fund into which may be placed funds for capital acquisition, improvements and repairs of District buildings, real property and Equipment.

Section 2. The District intends to transfer money to this fund from the General Fund.

Section 3. Disbursements from this fund shall be for Capital acquisition, improvements and repairs of District Buildings, real property and Equipment.

Passed by the Board of Directors this 17th day of April 2019.

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) Please remember that the Budget meeting is Monday, May 6, 2019 at 7PM we will have dinner starting at 6 that evening.

B)

C)

D)