



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **May 17, 2023** 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 May 17, 2023**. 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 May 17, 2023** by emailing charchief8201@gmail.com. If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon May 17, 2023**.

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 April 19, 2023

Financial: Approval of the statements of revenue and expense & check register April 2023

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

OIMB Service Contract

Review of status on renegotiation

Purchase Order

Heat pump Installation in truck bay at Station 1

Additional Unfinished Business:

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

New Business

Seasonal Firefighters

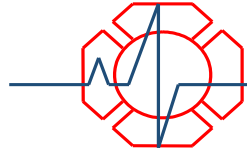
Review and action on adding three seasonal FF's on a grant

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.

April 19, 2023

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

Absent: None

Staff Present: Chief Mick Sneddon, Lt. Caleb Moldt, Legal Counsel Jane Stebbins (Via Zoom),

Admin Mistie Henderson

Guest: Vincent Bettiga

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting March 15, 2023

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

Patty Cash	\$100.00
Operating	\$88,695.62
Prime	\$45,667.17
LGIP Acct 1	\$314,445.06
Total Operating	\$448,907.85
BERF	\$67,694.01
Debt Service	\$79,813.27
Total All Funds	\$596,415.13

Motion: Ed Powers, 2nd 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:

Automatic Aid Agreement

Discussion on automatic aid agreement with Central Coos Fire & Rescue. Chief Sneddon further explained the agreement and the purpose recommending the agreement be approved.

Motion: Dave Richards, 2nd by Ed Powers to approve automatic aid agreement with Central Coos Fire & Rescue.

Discussion: None

Motion Carried by Unanimous Decision

OIMB Service Contract

Discussion on OIMB Service Contract ensued. The Chief explained the position of the University of Oregon and explained that this is an informational item at this time and will continue to negotiate the agreement update.

President Holland tabled the item until the next meeting.

Policy change review and recommendations.

Personnel updates and Resolution 23-002

Chief Sneddon explained the recommended changes and additions to the policy manual including adding benefits to the Administrative Assistant's wage and benefit program.

RESOLUTION 23-002: POLICY CHANGES

A RESOLUTION ADOPTING REVISIONS TO THE CHARLESTON FIRE DISTRICT POLICY

RECITALS

1. **WHEREAS**, in order to carry out its authorized function of fire protection and precaution pursuant to the authority granted by ORS §§ 478.010 *et seq*, it is necessary for the protection of the health, safety and general welfare of the District and the District members, that the Charleston Fire District adopt the following resolution: and
2. **WHEREAS**, updating and amending the District Policy is necessary; and
3. **WHEREAS**, the Board has reviewed and approved the attached Policies (attached as Exhibit A and incorporated herein)

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Charleston Fire District hereby adopts the updated policy set forth in Exhibit A attached to this resolution and directs Staff to incorporate the changes into the District's Policy documents.

Passed by the Board of Directors this 19th day of April, 2023

Motion: Don Manley, 2nd by Dave Richards to approve policy changes and Resolution 23-002.

Discussion: None

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS:

Budget Committee Appointment

The Term for Position #5 expired with the FY22/23 budget. Board Member Ed Powers voiced potential conflict since applicant is Tina Powers, his wife. Chief Sneddon explained that there were no other applicants after posting around the district.

Motion: Dave Richards, 2nd by Don Manley to approve budget committee appointment of Tina Powers to Position #5.

Discussion: None

Abstained: Ed Powers

Motion Carried by Unanimous Decision

Equipment Surplus Donation

Action on request to surplus the Kyocera Model: M6535cidn copy machine and transfer to Operation Rebuild Hope, a local veteran's support organization.

Motion: Don Manley, 2nd by Dave Richards to approve the surplus of the Kyocera model M6535cidn copy machine and donate it to Operation Rebuild Hope.

Discussion: None

Motion Carried by Unanimous Decision

Purchase Order

Heat pump installation in truck bay at Station one.

Chief Sneddon requested the item be tabled until the next meeting due to only receiving two bids before the meeting. There are two others requested, however they have not been received.

President Holland tabled the item until the next meeting.

Food Bank Agreement renewal

Review and action on renewal of the agreement for the Food Bank at Station 2.

Chief Sneddon noted that the agreement requires the PFEC to request renewal of the agreement every three years. We have not renewed it for six years and it is overdue. Chief Sneddon recommended the agreement be renewed.

Motion: Ed Powers, 2nd by Don Manley to approve renewal agreement with the Pacific Fish Enhancement Corporation (PFEC) for the location and support of the Charleston Food Bank located at Charleston Fire Station #2.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Flag Ceremony went great. Very thankful to Volunteer Firefighter Michael Bohannon and Captain Russell Shield for organizing and managing the event. Planning for next year will begin shortly.
- B. Charleston Seafood festival planning is underway.
- C. Sportsman Raffle tickets are available for sale again from volunteers and staff.
- D. Russell Shield is the Chair, Michael Bohannon is volunteering, and Lt. Caleb Moldt is on the board of directors for Operation Rebuild Hope.
- E. Chief Sneddon will be the Oregon Fire Chief's Conference at the end of the month.

Roy Holland adjourned the meeting at PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary

Fiscal Year 2022/2023:

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$2,988.09
Prime	\$49,667.57
LGIP Acct 1	\$322,886.22
Total Operating	\$375,641.88
BERF	\$97,902.59
Debt Service	\$80,059.18
Total All Funds	\$553,603.65

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$890,927.23
Prior Taxes	\$16,765.61
Other Revenues	\$183,872.60
Total Income General Fund	\$1,091,565.44
Income BERF/ Debt Service	\$3,562.37
Total Incomes all Funds	\$1,095,127.81
Expenses	
Personal Services	\$623,609.37
Material and Services	\$247,400.83
Capital Outlay/ GF Debt Service	\$550.00
Total Expenditures	\$871,560.20
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.21
BERF Equipment	\$66,505.26
BERF Building	\$0.00
Total Expenditures BERF	\$66,505.47
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$78,146.31
Total Expenditures all Funds	\$1,016,211.98

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2023:

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7									17
EMS	43	41	49	53									186
MVC/RES	5	6	2	2									15
Burn Complaints	2	2	3	0									7
Good Intent	3	8	3	6									20
Lift Assists	3	7	1	2									13
Total	59	69	60	70									258
YTD	59	128	188	258	258	258	258	258	258	258	258	258	
Daily Avg	1.9	2.5	1.9	2.3	0	0	0	0	0	0	0	0	

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	3	73
EMS	60	75	70	73	60	61	75	54	69	58	49	55	759
MVC/RES	6	4	7	4	0	5	6	8	5	1	1	15	62
Burn Complaints	1	2	3	0	0	8	5	6	4	6	3	1	39
Good Intent	11	8	5	5	7	3	4	5	0	5	14	34	101
Lift Assists	0	0	0	1	7	5	4	7	1	4	3	11	43
Total	80	91	89	85	82	90	95	91	97	81	77	119	1077
YTD	80	171	260	345	427	517	612	703	800	881	958	1077	
Daily Avg	2.6	3.1	2.9	2.8	2.6	3	3.1	2.9	3.2	2.6	2.6	3.8	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2023	59	69	60	70									258	258
2022	80	91	89	85	82	90	95	91	97	81	77	119	345	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	258	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	248	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	237	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	249	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	251	775
Avg	68	63	66	67	63	71	70	75	75	69	69	77	264	

Charleston Fire District Training Division Monthly Training Report

This report is an account of weekly, joint and special trainings completed by members of the Charleston Rural Fire Protection District during the month of **April, 2023**.

Weekly Training:

1. **04-05-2023:** Safety & Association Meetings. Medical Drill: Chest pain- Field Application of heart monitor and hands on. **Total 45.4 hours**
2. **04-12-2023:** Medical recertification hours- anaphylaxis medications. **Total 32.5 hours.**
3. **04-26-2023:** Medical recertification hours- Pediatrics and OBGYN. **Total 33 hours.**

Joint Training:

1. **04-19-2023:** Firefighter down Search and Rescue at North Bend Fire. **Total 25 Hours**

Special Training:

1. No special training

Total training 135 hours completed in April, 2023.

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. Charleston Fire is again participating in the regional Fire Camp designed to recruit high school kids in our region and provide them and their parents with a view of the Fire Science program at SWOCC and the Student intern programs at the area fire agencies.
- B. We were denied the Seismic Upgrade grant due to a technical glitch. In accordance with the grant guidelines, if a facility is below the statutory elevation for the Tsunami inundation line, a review from DOGAMI is required. We are just above that line so the engineers did not get this review as within the grant guideline we do not require it. The director at the State who manages the grant program felt that we should still get it since we are just over the line, so we were disqualified this year. We have an appointment with DOGAMI to resolve this issue, however, the grant request will have to be resubmitted next year.
- C. No action has occurred with the OIMB contract therefore the agenda item can be tabled for tonight.
- D. Where our call volume has returned to prior year levels, we have managed 4 structure fires this year already including 2 fatal fires.
- E.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Purchase Order

Request to purchase and install a heat pump system in the truck bay at Station 1. This will replace a 37-year-old diesel heater system and will reduce the heating costs in the truck bay. I plan to maintain the single diesel furnace as a rapid recovery in the winter and use the heat pump as a maintenance for heating and cooling. When the doors open in the winter, the heat exits the room rapidly. By using the heat pump, we should reduce our heating costs at station 1.

COST ABSTRACT			Vendors & bid amounts			
4/19/2023			Coastal Heat Pump	Mahalo Heating	Addcox Heating	Comfort Flow Heating
			Willy			
			541-551-5187	541-672-6707	541-672-6473	541-780-4459
			Willy Ziebell	Tyral Pedotti	Doug Ray	Jesse O'Conner
Quantity	item/project	Budget				
1	Heat Pump system st 1 truck bay	\$7,000.00	\$6,624.00	\$9,286.00	\$10,153.00	No Bid
	Electrical		Included	not included	Included	

Funding has been budgeted from the Building Reserve Fund.

New Business

Seasonal Firefighters

I have received confirmation of a grant in the amount of \$30,933 from the Oregon State Fire Marshal's office for the 2022 OSFM wildfire season staffing grant. This amount will be augmented by the residual funds from 2022 of \$4,067 making the grant funding to be the cap of \$35,000. The grant will fund 3 full time seasonal firefighters for 9 weeks including estimated call backs and drill overtime. I have the first position ready to fill through our volunteer corps and beginning the search for the other 2. I have spoken to friends in agencies around the state and they too have received this grant however they are finding it difficult to find candidates.

My recommendation is to approve 3 full time Seasonal Utility Firefighter positions for summer 2023 at a rate of \$15.50 per hour based on a 56 hour work week beginning June 1st and working until the grant funds are exhausted or September 30, 2023 whichever comes first.

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 Association has determined that they do not have the staff nor the vendors to keep the Seafood Festival running have decided to cancel it for this year and revisit the festival in the years to come. It has lost money the last few years that we have managed it which defeats the purpose of the fund raiser.
- B. Please see a staff member if you are interested in buying raffle tickets for the Charleston Firefighter's Association annual Sportsman's raffle. This raffle has purchased several thousand dollars' worth of equipment for this agency through the years.
- C. Please remember the Annual 4th of July Pancake Feed.