

These minutes are a draft until adopted by the Board of Directors and signed by the Board Secretary.
March 19, 2025

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

Called to Order: 6:00 PM by President Holland

Flag Salute

Roll call: Present: Nancy Santos, Ed Powers, Roy Holland, Dave Richards
 Absent: Don Manley

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting February 19, 2025
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$32,983.03
Prime	\$84,416.82
LGIP Acct	\$266,882.34
Total Operating	\$384,382.19
BERF	\$54,667.87
Debt Service	\$63,068.75
Total All Funds	\$502,118.81

Motion: Nancy Santos, 2nd by Ed Powers to approve the consent agenda as proposed.

Discussion: Correction to the Minutes: Roy Holland and Dave Richards were both absent

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief Sneddon added that the Budget and account balances have taken a hit this year after SAIF came back and took an additional \$9,000 for the 23/24 policy period, other expenses have hit as well. This seems to be a common theme for local government around the state I understand.

UNFINISHED BUSINESS:

No action on unfinished business occurred

Additional Unfinished Business

No additional unfinished business was declared.

NEW BUSINESS:

Resolution 25-001 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 2024–2025 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 2024–2025;

NOW THEREFORE be it

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

<u>General Fund</u>	<u>TRANSFERS OUT</u>
From the Personal Services Category:	
<u>Grant Funded</u>	\$ 1,800
<u>Conflagration/Hazmat Pass-thru</u>	\$ 15,000
<u>Part Time Positions</u>	\$ 7,000
<u>Total Transferred Out - Personal Services</u>	<u>\$ 23,800</u>
From the Materials & Services Category:	
<u>Physicians & Medical Services</u>	\$ 5,000
<u>Volunteer Reimbursement/Incentive</u>	\$ 9,000
<u>Total Transferred Out - Materials & Services</u>	<u>\$ 14,000</u>
From the Contingency:	
<u>Contingency Fund</u>	\$ 9,800
<u>Total Transferred Out - Contingency</u>	<u>\$ 9,800</u>
<u>Total Transferred Out - All Categories</u>	<u>\$ 47,600</u>

<u>TRANSFERS IN</u>	
To the Personal Services Category:	
<u>Benefit Retrieval</u>	\$ 2,200
<u>Accident Insurance</u>	\$ 10,000
<u>Volunteer Firefighters</u>	\$ 10,000
<u>Life Insurance</u>	\$ 500
<u>Total Transferred Out - Personal Services</u>	<u>\$ 22,700</u>
To the Materials & Services Category:	
<u>Auditor</u>	\$ 1,400
<u>Equipment Maintenance</u>	\$ 5,000
<u>Office Supplies</u>	\$ 15,000
<u>Insurance</u>	\$ 3,500
<u>Total Transferred In - Materials & Services</u>	<u>\$ 24,900</u>
<u>Total Transferred In - All Categories</u>	<u>\$ 47,600</u>

Passed by the Board of Directors this 19th day of March, 2025

Motion: Dave Richards, 2nd by Nancy Santos to adopt Resolution 25-001 A general Fund Transfer as proposed.

Discussion: None

Motion Carried by a Unanimous Vote

Purchase Agreement

Chief discussed the order and the need for new personal protective coats and pants known as turnouts. Our gear is reached a point where they are failing NFPA recommended inspections. Because our gear was failing, we have a few that are using gear loaned from other agencies. This order is for 6 sets, we will be looking to order an additional 5 next fall.

COST ABSTRACT			Vendors & bid amounts		
			Wholesale Fire Store	SeaWestern	Cascade Fire Equipment
			117 W Blakely Ave	PO Box 51	PO Box 4248
			Brownsville, OR 97327	Kirkland, WA 98083	Medford, OR 97501
Quantity	item/project	Budget	971-217-7770	425-821-5858	800-654-7049
6	Structural Coat		\$1,762.26	\$2,046.28	\$1,890.64
6	Structural Pant		\$1,366.50	\$1,319.72	\$1,392.29
			\$3,128.76	\$3,366.00	\$3,282.93
	Total		\$18,772.56	\$20,196.00	\$19,697.58

Motion: Dave Richards, 2nd by Ed Powers to the purchase of new turnouts from the Wholesale Fire Store in the amount of \$18,772.56 as proposed.

Discussion: None

Motion Carried by a Unanimous Vote

President Holland adjourned the meeting at 6:15 PM

Secretary of the Board