

**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 & Budget Hearing will be held on **December 20, 2023** at the Barview Fire Station, 92342 Cape Arago Highway, at **6:00 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.

District meetings are once again for in person attendance. However, a zoom option will remain available for those who choose to attend online instead. 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 [charchief8201@gmail.com](mailto:charchief8201@gmail.com) by **2 PM December 20, 2023**. A link for the meeting will be emailed back to you.

### **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 November 15, 2023

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

#### **Reports & Correspondence**

Audit Report: Chris Mahr of Chris Mahr & Associates is scheduled to be on the Zoom Meeting to present the Fiscal Year 22/23 Audit Report.

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 risen since the posting of the agenda

#### **New Business**

Audit Report

Action on the audit report for Fiscal Year 22/23

Purchase Order

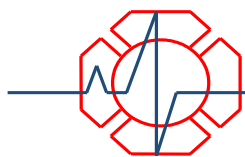
Purchase of the first of reconditioned heart Monitors. Staff is still seeking the funding for the second unit.

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

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 15, 2023**

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

Called to Order: 6:00 PM

Flag Salute

Roll call:

Present: Roy Holland, Nancy Santos, Don Manley & Ed Powers

Absent: Dave Richards

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

## **Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting October 18, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	-\$16,847.50
Prime	\$23,051.97
LGIP Acct 1	\$13,265.37
Total Operating	\$19,569.84
BERF	\$1,534.55
Debt Service	\$9,291.03
Total All Funds	\$30,395.42

**Motion:** Don Manley, 2<sup>nd</sup> by Ed Powers to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

## **Reports & Correspondence:**

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief added that an unknown individual paid for Rusty Shield’s mortuary fees and when his wife picked his ashes up, two Redmond FD paramedics were to greet her in honor to Rusty.

## **UNFINISHED BUSINESS:**

No business proposed to go before the Board.

## **Additional Unfinished Business:**

None

**NEW BUSINESS:**

No business proposed to go before the Board.

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. The Association has made the decision to end the Charleston Seafood Festival was no longer a sustainable fund raiser and has decided to cancel it permanently. They have also decided to continue the sportsman's raffle again this year as well as the 4th of July pancake feed. They are also discussing other fund-raising opportunities that are not as labor intensive.
- B. Staff are working on ideas to get our personnel out into the community again.

Roy Holland adjourned the meeting at 6:15 PM

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

#### Current Meeting Financial Summary: Fiscal Year 2023/2024:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$40,746.24
Prime	\$57,091.83
LGIP Acct 1	\$428,677.19
Total Operating	\$526,615.26
BERF	\$45,660.91
Debt Service	\$132,912.63
Total All Funds	\$705,188.80

#### Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$780,151.12
Prior Taxes	\$11,314.45
Other Revenues	\$21,268.43
Total Income General Fund	\$812,734.00
Income BERF/ Debt Service	\$1,663.03
Total Incomes all Funds	\$814,397.03
Expenses	
Personal Services	\$390,291.52
Material and Services	\$103,419.10
Capital Outlay/ GF Debt Service	\$275.00
Total Expenditures	\$493,985.62
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$12,293.42
BERF M&S Building Repair	\$6,624.00
BERF M&S Other	\$0.04
BERF Equipment	\$4,454.68
BERF Building	\$0.00
Total Expenditures BERF	\$23,372.14
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$22,184.93
Total Expenditures all Funds	\$539,542.69

# 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	12	5	6	6	7	8	7		68
EMS	43	41	49	53	57	43	71	81	76	47	67		628
MVC/RES	5	6	2	2	5	4	1	4	3	6	5		43
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3		45
Good Intent	3	8	3	6	4	4	2	10	3	9	5		57
Lift Assists	3	7	1	2	1	5	4	3	0	3	1		30
Total	59	69	60	70	84	67	87	108	98	81	88		871
YTD	59	128	188	258	342	409	496	604	702	783	871	871	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	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	84	67	87	108	98	81	88		871	871
2022	80	91	89	85	82	90	95	91	97	81	77	119	958	1077
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
Avg	68	63	66	67	66	71	72	80	78	59	59	77	772	

# 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 October, 2023.

## Weekly Training:

**11-01-2023:** Company Evolutions- Taking hydrants. **(10 hours)**

**11-08-2023:** Association meeting & Medical drill- Binder lift. **(9 hours)**

**11-15-2023:** Active Shooter/Trauma Assessments. **(14 Hours)**

**11-22-2023:** NO DRILL DUE TO THANKSGIVING HOLIDAY

## Joint Training:

**11-15-2023:** This drill got canceled by North Bend.

## Special Training:

**11-29-2023:** Basics of Active Shooter Drill. **(23.65 hours)**

## Shift Training:

1. Shift training topics:

Monday = Medical,

Tuesday = Target solutions,

Wednesday = Water Wednesday (Apparatus Operator topics),

Thursday = Technical (Rope, Hazmat, Vehicle, Drone, etc),

Friday = Fire (try for hands on or do table top),

Saturday = Safety (NIOSH review),

Sunday = Scenarios (table top).

2. Total shift training hours: **(17 hours)**.

Total training hours for the month of: **(73.65 hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

# Administrative Report

- A. The new furniture for the day room is scheduled to be shipped the 18<sup>th</sup>.
- B. SDAO Safety & Security grant was awarded to Charleston Fire providing \$2,500 funding and the district will match with \$2,500. This is to replace all of the exterior and office locks. The current locks are beginning to fail and are not longer supported by the manufacturer.
- C. 20224 SDAO conference is in Seaside February 8-11. If you would like to attend this conference, please let me know and I will take care of the registration. For information on the conference, please go to [www.sdao.com/annual-conference](http://www.sdao.com/annual-conference)
- D. We are currently waiting to hear from the Coos Bay Rotary Club (\$10,000) regarding grant request for the funding to purchase the second heart monitor. The Association has provided \$10,000 and the Coquille Community Fund (\$7,500) towards the purchase both machines and the district h-+-----  
+++++as the funding to complete the purchase of the first monitor. With the grant from the Kokwell Community Fund we now only short \$7,550.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

## Unfinished Business

Currently there is no unfinished business requiring action

### Additional Unfinished Business:

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

## **New Business**

### **Audit Report**

The audit report for fiscal year 22/23 will be presented in the reports and correspondence section of the meeting. The board will need to vote on acceptance of the annual report. The Audit report for Fiscal Year 2223 will be a separate document.

### **Purchase Order**

Purchase of the first of reconditioned heart Monitors. Staff is still seeking the funding for the second unit. What I have found out is the monitor we currently are using no longer have the FDA approval.

Item to be purchased:

Two (2) Zoll X Series: 12-lead, Pacing, SPO2, SPCO, NIBP, IBP/TEMP, CPR Expansion Pack, ETCO2 Includes carry case and all accessories Certified Pre-owned



COST ABSTRACT			Vendors & bid amounts		
4/19/2023			Enerspect	One Beat Medical & Training	Coro Medical LLC
			35 E Horizon Ridge Pkwy	3151 Executive Way	416 Mary Lindsay Polk Dr
			#110, PMB 50		Suite 505
			Henderson, NV 89002	Miramar, FL 33025	Franklin, TN 37067
Quantity	item/project	Budget	<a href="tel:888-522-5574">888-522-5574</a>	-	-
1	Zoll X Series: 12-lead, Pacing, SPO2, SPCO, NIBP, IBP/TEMP, CPR Expansion Pack, ETCO2 Includes carry case and all accessories Certified Pre-owned		\$19,812.81	\$23,215.00	\$18,525.00
			Includes \$500 trade in allowance on a Phillips heart monitor.		

Location of Project:			
Specifications			
Type: Quote/ Bid			
Board Action Needed:			Approve
Type of Contract:			Purchase agreement

**If Enerspect is chosen, the board will need to declare surplus a Phillips Heartstart monitor. Staff will have the specifics on which machine at the board meeting.**



TO

Charleston Rural Fire Protection District  
Battalion Chief Jerry Huff  
92342 Cape Arago Hwy  
Coos Bay, OR 97420

## QUOTATION

### Enerspect Medical Solutions

35 East Horizon Ridge Parkway  
#110, PMB 50  
Henderson, NV 89002

Tel. 888-522-5574

www.enerspect.com

**QUOTE #:** 42991

**DATE:** 11/13/2023

**CONTACT:** Jon Cole  
360.901.1648  
jon.cole@enerspect.com

**Terms** -Net 30

QTY	PART No.	DESCRIPTION	LIST	DISC PRICE	TOTAL
1	CPO-ZollIX-12450	Zoll X Series: 12-lead, Pacing, SPO2, SPCO, NIBP, IBP/TEMP, CPR Expansion Pack, ETCO2 Includes carry case and all accessories Certified Pre-owned - Subject to Availability	36,280.00	20,250.00	20,250.00
1	1YRWTYA	1 Year Warranty - CPO Zoll X	0.00	0.00	0.00
1	Trade-In	MRx The trade-in equipment must be shipped using the included label with proper packing materials to prevent items from being damaged, be in good working condition, and no modifications may be made to the manufacturer specifications. All power cables & peripherals must be returned with the trade in product. Batteries are the exception; please DO NOT ship batteries. Trade in devices to be received within 14 days of completion of order or we will re-invoice for trade in amount.	0.00	-500.00	-500.00
	Shipping	Shipping Includes return shipping for trade	0.00	62.81	62.81

If you have any questions please contact Jon Cole at 360.901.1648  
jon.cole@enerspect.com

**Total** **\$19,812.81**

1. Taxes, freight, and handling fees will be added at time of shipment if applicable. All orders will be partial shipped unless otherwise indicated. Partial shipment will incur additional charges.
2. Quote is valid for 60 days.
3. All purchase orders are subject to credit approval before acceptance by Enerspect.
4. Purchase orders to be faxed to Enerspect customer service at 702.586.4910 or emailed to your sales rep.
5. All discounts off list price are contingent upon payment within agreed upon terms.
6. Please provide a copy or reference to your quotation number with purchase.
7. If your organization is tax exempt, please include a tax exemption certificate with your order.



One Beat Medical  
3151 Executive Way  
Miramar FL 33025  
United States

# Quote

#QUO30026

12/01/2023

**Bill To**

Chief Jerry Huff  
Charleston Fire District - OR  
92342 Cape Arago Hwy.  
Coos Bay OR 97420  
United States

**Ship To**

Chief Jerry Huff  
Charleston Fire District - OR  
92342 Cape Arago Hwy.  
Coos Bay OR 97420  
United States

**TOTAL**

**\$23,215.00**

Expires: 12/31/2023

Expires	Exp. Close	Shipping Attention	Shipping Method
12/31/2023	12/31/2023	Chief Jerry Huff	FedEx Ground

Sales Rep	Sales Rep Email	Sales Rep Phone
Josh Merkel	<a href="mailto:josh@onebeatmedical.com">josh@onebeatmedical.com</a>	(585) 520-0127

QTY	Item	Options	Rate	Amount
1	<b>FMP-41</b> REFURBISHED - Zoll X-Series Defibrillator 12 lead, AED, Pacing, SPO2, NIBP, ETCO2, WiFi		\$21,695.00	\$21,695.00
	<b>Description</b> What's Included Refurbished ZOLL X Series Defibrillator 1 Year Warranty Device Battery Adult Defibrillation Electrodes ECG Trunk Cable ECG Precordial Leads 5 Pairs of ECG Electrodes Therapy Cable SpO2 Sensor NIBP Cuff/Hose Defibrillator Chart Paper Carry Case Free Shipping			
1	<b>Z-8300-0004</b> Zoll X-Series - AC Power Adapter/Charger #8300-0004		\$550.00	\$550.00
1	<b>Z-8000-0580-01</b> ZOLL® SurePower II Battery for X Series, Propaq M, Propaq MD		\$925.00	\$925.00

<b>Subtotal</b>	\$23,170.00
<b>Shipping Costs</b>	\$45.00
<b>Tax Total (%)</b>	
<b>Total</b>	\$23,215.00

# Sales Quote **QUO079899**



## Coro Medical LLC

416 Mary Lindsay Polk Dr  
Suite 505  
Franklin, TN 37067

**Document Date**

December 4, 2023

**Bill-To Address**

Charleston Fire District  
Jerry Huff  
92342 Cape Arago Hwy.  
Coos Bay, OR 97420  
USA

**Ship-to Address**

Charleston Fire District  
Jerry Huff  
92342 Cape Arago Hwy.  
Coos Bay, OR 97420  
USA

**Quote Expiration Date**

February 2, 2024

**Salesperson**

Luke Fonash

**Payment Terms**

Net 30 days

No.	Description	Quantity	Unit	Unit Price	Line Amount
ZX12PMB CABTC O	ZOLL X-Series 12 lead Pacing, SpO2, NiBP, CO2, AED, BT, CO	1	Each	17,950.00	17,950.00
8707-000502-01	ZOLL X-Series Accessory Carry Case	1	Each	0.00	0.00
8000-0580-01	ZOLL SUREPOWER II BATTERY FOR X SERIES, PROPAQ M,	1	Each	0.00	0.00
8300-0783	Zoll X-Series/Propaq Multi-Function Cable	1	Each	0.00	0.00
8300-0803-01	Zoll X-Series/Propaq MD CABLE, LIMB 12LEAD ECG, AAMI	1	Each	0.00	0.00
8300-0804-01	Zoll X-Series/Propaq CABLE, V LEAD ECG, AAMI	1	Each	0.00	0.00
8300-0002-01	Zoll X-Series/Propaq Dual Lumen NIBP Tubing Assembly	1	Each	0.00	0.00
REUSE-11L-2MQ	Welch Allyn Cuff, Adult Long, Reusable, 2-tube, twist lock	1	Each	0.00	0.00

**Home Page**  
www.AED.us

**Phone No.**  
800.695.1209

**Email**  
support@coromed.us

**Tax Registration No.**  
82-2669986

Sales Quote QU0079899

December 4, 2023

Page 2 / 2

1863	Masimo LNCS DCI Adult Reusable Sensor	1	Each	0.00	0.00
2055	Masimo Red LNC-04 Patient Cable	1	Each	0.00	0.00
8900-0224-01	ZOLL OneStep Resuscitation Electrodes	1	Each	0.00	0.00
8000-000910	ZOLL X Series Thermal Paper with Grid - 80mm	1	Each	0.00	0.00
4454	Masimo NomoLine-O LH Adult/Pediatric Airway Adapter	1	Each	0.00	0.00
8300-0004	ZOLL X Series AC Adapter / Charger	1	Each	575.00	575.00
				Subtotal	18,525.00
				Total Tax	0.00
				<b>Total \$</b>	<b>18,525.00</b>

Amount Subject to Sales Tax 0.00  
Amount Exempt from Sales Tax 18,525.00

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. Congratulations to the awardees at the Holiday awards dinner recently.
  - a. 5 Year Awards: Mistie Henderson, Allen Solomon
  - b. 10 Year Awards: Chris Owen, Jerry Smith
  - c. 20 Year Awards: Heide Cummings, Darrell King
  - d. Fire Plug Award: Jerry Huff
  - e. Rookie of the Year: Julien Temps
  - f. Interest and Enthusiasm: Tyler Easter
  - g. Volunteer of the Year: Michael Bothe
  - h. Brian Wildman Memorial EMS Responder of the Year: Austin Cybulski
  - i. Firefighter of the Year: Jimmy McNeill
  
- B. The staff hosted an open house on Saturday December 16<sup>th</sup>. The open house being the first one was not well attended however we were able to share the fire prevention message with a few people. Plans for next year are in the works with some changes. Having a see Santa and maybe a breakfast with Santa and firefighters.