

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 **March 20, 2024** 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 by **2 PM March 20, 2024**. 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 February 21, 2024

Financial: Approval of the statements of revenue and expense & check register February 2024

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Staffing discussion

Discussion on ideas for adding additional staff due to increasing calls for service and backfilling

Additional Unfinished Business:

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

New Business

Policy review

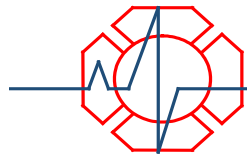
Review of recommended changes and updates for district policy

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



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

February 21, 2024

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

Called to Order: 6:02 PM

Flag Salute

Roll call:

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

Absent: None

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

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting January 17, 2021
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$63.78
Prime	\$52,423.57
LGIP Acct 1	\$330,878.54
Total Operating	\$383,465.89
BERF	\$46,162.77
Debt Service	\$79,085.75
Total All Funds	\$508,714.41

Motion: Ed Powers, 2nd by Nancy Santos 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 also discussed the upcoming change in data software suites due to cost increases and better service. The switch is to First Due and move away from Emergency Reporting and eDispatches. He also spoke regarding the Administrative Assistance taking a brief leave of absence for personal reasons.

UNFINISHED BUSINESS:

There was no unfinished business requiring action.

NEW BUSINESS:

Staffing Discussion

The Chief requested an open discussion on the need for additional full-time firefighters to meet the needs of the community and reduce the mental and physical stress on the current staff due to over worked, difficulty getting backfill for leave time and increasing call volume.

The discussion included the potential of increasing the tax rate up to the additional 57 cents allowed under the rate cap of \$4.07 per thousand. The increase could raise an additional \$160,000 for the district and cost a tax payer with a \$400,000 assessed value an additional \$228.00 per year. A home with an assessed value of \$100,000 would increase \$57.00.

The increased personnel would hire 2 more-line staff with scheduling requirements to move onto a shift that is down to 1 due to leave time or open position.

The Board was receptive to the presentation and understood the reasons supporting the staff mental and physical health.

Additional New Business:

There was no additional new business requiring action.

GOOD OF THE ORDER:

A. The Sportsman's raffle will be launching soon and will feature three guns, two kayaks, a sport fishing trip and a few other items.

B. The Pancake feed for the 4th of July will be in the works shortly as well.

"These fund raisers directly support the operations of the Fire District by purchasing equipment thereby reducing the burden on the tax payers while improving the safety of the community and the staff."

C. Chief Sneddon has shoulder surgery scheduled in March.

Roy Holland adjourned the meeting at 6:45 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	\$1,566.25
Prime	\$44,003.90
LGIP Acct 1 & 2	\$265,338.80
Total Operating	\$311,008.95
BERF	\$37,863.28
Debt Service	\$79,411.57
Total All Funds	\$428,283.80

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$899,717.38
Prior Taxes	\$15,454.66
Other Revenues	\$69,371.70
Total Income General Fund	\$984,543.74
Income BERF/ Debt Service	\$3,829.95
Total Incomes all Funds	\$988,373.69
Expenses	
Personal Services	\$601,991.31
Material and Services	\$261,803.57
Capital Outlay/ GF Debt Service	\$0.00
Total Expenditures	\$863,794.88
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	\$0.06
BERF Equipment	\$13,009.88
BERF Building	\$0.00
Total Expenditures BERF	\$31,927.36
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$77,095.32
Total Expenditures all Funds	\$972,817.56

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2023:

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	2											6
EMS	66	48											114
MVC/RES	0	1											1
Burn Complaints	2	6											8
Good Intent	8	9											17
Lift Assists	7	5											12
Total	87	71	0	0	0	0	0	0	0	0	0	0	158
YTD	87	158	158	158	158	158	158	158	158	158	158	158	
Daily Avg	2.8	2.4	0	0	0	0	0	0	0	0	0	0	

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	4	72
EMS	43	41	49	53	57	43	71	81	76	47	67	56	684
MVC/RES	5	6	2	2	5	4	1	4	3	6	5	9	52
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3	4	49
Good Intent	3	8	3	6	4	4	2	10	3	9	5	33	90
Lift Assists	3	7	1	2	1	5	4	3	0	3	1	2	32
Total	59	69	60	70	84	67	87	108	98	81	88	108	979
YTD	59	128	188	258	342	409	496	604	702	783	871	979	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	3.5	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2024	87	71											87	158
2023	59	69	60	70	84	67	87	108	98	81	88	108	59	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	80	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	78	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	69	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	60	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	68	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	64	775
Avg	71	64	66	67	66	71	72	80	78	70	72	82	60	

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 **February, 2024**.

Weekly Training:

02-07-2024: Medical drill- CPR **(18 hours)**

02-14-2024: SCBA- familiarization with new SCOTT SCBA's. **(12 Hours)**

02-21-2024: SCBA- familiarization with new SCOTT SCBA's. **(16 Hours)**

02-27-2024: Joint Drill-CCF&R

Joint Training:

02-27-2024: Central Coos- SAR in smoked out residence **(10 Hours)**

Special Training:

02-28-2024: Annual Blood Bourne Pathogens class with Rachel Stapler P.A. & SFC Josh Young-OSP **(28 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: **(22 Hours)**

Total training hours for the month of **February, 2024: (106 Hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

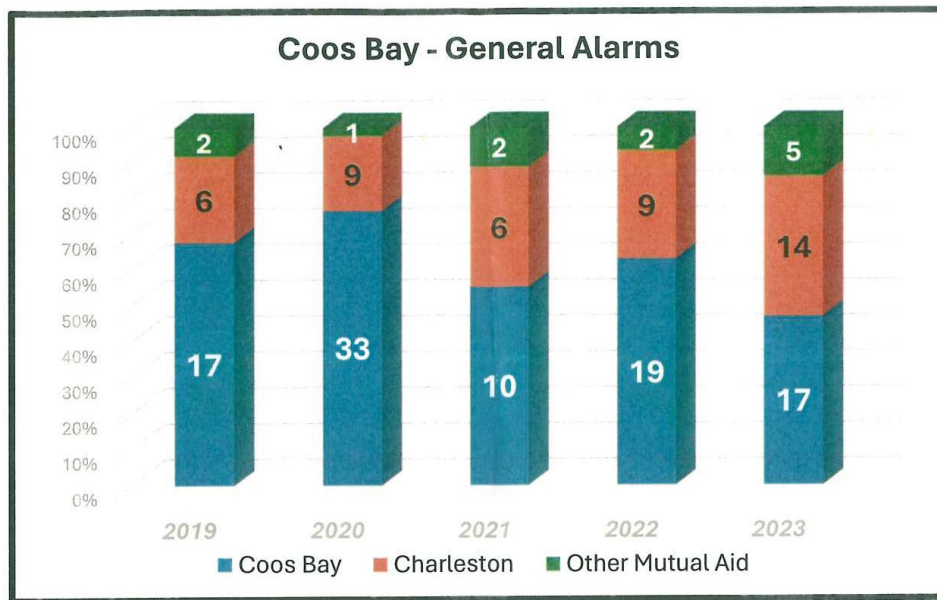
Administrative Report

- A. HB 2805: new mandatory “public meetings” training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. As members of the governing body for Charleston RFPD each of you must receive Public Meetings Law training at least once during each term of office. “Still No additional information is currently available”.
- B. Staff worked to compiled the items we would like to add under the Assistance to Firefighters Grant program. We are able to request two grants under this program including a health and fitness program and then a water tender. The Health and Fitness program was approximately \$174,000 including the district share of \$8,285.71. This grant will fund health screenings for all members for one year, updated and better-quality gym equipment and training materials including a training prop that will be located at Station 1 providing several options for Firefighter skills training such as forcible entry, roof ventilation techniques, bail-out, confined space and other experiences that will enhance our ability to train our staff. The grant also includes an updated curriculum for the NFPA Firefighter I & II certifications. The second grant is to replace the 1986 tender we currently have as a reserve tender. The purpose is to update our water supply fleet and mover the 2004 water tender to reserve status as we are having issues finding parts for the power train plus it is 20 years old. The grant funds \$520,809.52 of the \$550,000.00 price tag. The district chare is \$26,190.48. It also includes besides the truck, all of the necessary equipment and mounting of that equipment by the factory. This will allow us to place it immediately in service upon arrival reducing the burden on staff to do this work. We do not expect to hear anything on these grants for several months.
- C. We have again completed the seasonal Firefighter staffing grant from the State Fire Marshal’s Office in the amount of \$35,000. This year we are looking to hire tw staff and work days. They will have staggering days off so that we can have 3 on duty during the days again this summer.
- D. The seismic grant opportunity is currently in the decision phase and reportedly we should find out in April.

- E. I have contacted PARC Resources and they are working on the FEMA SAFER grant. I looked at this grant last years and confusion was rapid. They have written many of these through the years. PARC Resources were a speaker at the SDAO conference last month which shows me they are a reputable grant resource. I have requested fee information. The grant is to fund for three years two positions. The first is a Fire Prevention and Public Education Coordinator and the second a Volunteer Recruitment and Retention Officer. These positions would also work shift and help alleviate the issues we are seeing. I will discuss how this will fit our needs and my thoughts on the budget under unfinished business. The grant would provide funding to these positions at 100% for three years. This will give us time to work on the permanent solution to the needs of this community and funding strategies.
- F. The new breathing apparatus have been placed into service and are very nice. The arrived just in time and we were having to utilize parts from other packs as parts donors to keep what we had working. We are cataloging them and the cylinders so they can be palletized and sold at auction soon.
- G. The 2022 Saber engine is in Eugene at Hughes Fire Equipment currently for an annual NFPA qualified service for a preventative maintenance. With this being the first one, we felt it better to have them do it. With this, they were also tasked at diagnosing an issue with the “compartment open” alert system. The system failed alerting a compartment was open when they were all closed. The resolved that but found a bad brake on a rear axle and metal in the fluid inspection for the rear end. Pierce requested they send it to Peterbilt for diagnoses and proper repair. The axle is under Dana’s warranty.
- H. Staff recently had a meeting with a company that provides an online platform for our records management, inventory and other online systems such as notification. The overall cost of this one program will reduce what we were headed to. The platform known as Emergency Reporting System or “ERS” recently sold out to “ESO” and they were tripling the price. First Due will provide the ERS records and inventory management plus a system for command during fires and other major events. They will also replace eDispatches which is a digital notification system. I hope to have that switch completed by May 1st. integration with dispatch has been done by Myrtle Point making that cost minimal. Several of our neighboring agencies are using this platform and speak very highly of it and we can share our information between them providing vital information to each other when responding during mutual aid calls.

I. I recently had a meeting with Chief Anderson from Coos Bay Fire & Rescue regarding an agreement for Automatic Aid. This would mean that if an agency is dispatched to a working fire within a region we set, they will automatically send the neighboring agency. At this time, we would respond to most fires in Empire and they would respond to anywhere in our district. We already call for mutual aid from them and vice versa however, this would reduce that time by 3 to 5 minutes by dispatch making the decision at page out.

Below are the stats for Coos Bay Fire "General Alarms". The blue (bottom) indicates incidents within the city limits, the green (top) are mutual aids to other agencies and the red (middle) are with Charleston Fire. This includes all requests such as fires and rope rescue.



J. One last item, I have received word that Mayor Bennetti has aspirations of extending the city limits to Kellogg Lane. This is the current urban growth boundary. I have contacted the Charleston Sanitary District and working on efforts to possibly stop this threat to the fire district revenue. I have contact the Assessors Office to find out the assessed value of this area to see how much in lost revenues the district will have, however, this will take some time and most like I will not have that information for a week or so.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Staffing Discussion

My intention here has been for an open discussion on our staffing level and funding that may be needed to increase the staffing. Again, this is still my intention plus to educate the board on the issues and understand why I am having to make this request.

As proposed last month, I have worked on the budget and after considering the SAFER Grant program, I believe we can add one position this fall. The addition of this position plus adding some funds back to the reserve fund for approximately 25 cents thus not taking the full amount and leaving a cushion if something major occurred in the future. With the seasonal positions, we wouldn't fill the position until October reducing the cost for FY24/25 and give us time to do a proper search.

I also understand the State is making a play for a funding model used by local government and trying to exclude themselves from the Measure 5 limitations. I can see this attempt spending time in court.

My point with this discussion is to get your input in the decision making for this proposal. I would like to keep this discussion open for the next couple months as I build the budget for FY24/25.

Additional Unfinished Business:

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

New Business

Policy review

This is the first of a few sessions on this agenda item. It is time to review the policy for a few reasons. First is with the seismic upgrade potentially happening, I wanted to ensure the contract review board policies were up to date and thresholds for quotes and bids. Second is it is time to do an annual review of the policy and I have a few recommendations.

1. In reviewing the student program, I believe we need to step up our game and increase the tuition assistance. Currently we provide \$750 per term. My proposal is as follows:
 - a. 2.5 GPA: \$750
 - b. 2.75 GPA: \$1,000
 - c. \$3.0 GPA: \$1,500

Program is capped at 6 students, currently we have 3.

The funding will be from the reduction of the volunteer payroll due to a lack of volunteers. A few years ago, it was \$40,000 and today I am proposing \$15,000 for next year. This would be a great improvement in recruiting as we have to compete with the "Great Hall" in Coos Bay and the higher call rate in North Bend. With the added staff, I think we can provide a greater experience for these kids as well. This will help them become more marketable as they apply for jobs outside the area and help build a local pool for our own hiring.

2. The residency requirement for staff needs to be revisited. The current 15 minutes or 10 miles does not work with the lack of quality and affordable housing. I propose 25 minutes or 20 miles whichever is closer.
3. Jane is reviewing the contract review board rules and thresholds requiring bid types etc.
4. As we review and I have time, I will have more I am sure and will bring them to you. I do not expect a formal adoption of the final until May or June.

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 Sportsman's raffle will be launching soon and will feature three guns, two kayaks, a sport fishing trip and a few other items.
- B. The Pancake feed for the 4th of July will be in the works shortly as well.
- C.