

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

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

Called to Order: 6:00 PM by Member Ed Powers

Flag Salute

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

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

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting January 22, 2024
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$29,520.57
Prime	\$62,434.03
LGIP Acct	\$379,955.61
Total Operating	\$472,010.21
BERF	\$54,471.53
Debt Service	\$62,842.24
Total All Funds	\$589,323.98

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

Discussion: None

Motion Carried by Unanimous Decision

**Special Considerations**

Ceremony celebrating the certifications of personnel

We have several individuals that recently received new certifications from the Oregon Department of Public Safety Standards and Training: Firefighter/Engineer Aaron Reisenbigler presented the following certificates:

Gentry Hixon:

NFPA Fire Apparatus Driver/Operator

James McNeill:

NFPA Apparatus Equipped with Fire Pump

NFPA Hazardous Materials Operations (several certifications within the Hazmat realm)

Analissa Reisenbigler:

NFPA Youth Firesetter Intervention Specialist

Madison Reisenbigler:

NFPA Fire Apparatus Driver/Operator

Ian Stevenson:

NFPA Firefighter I

Charles Woodruff

NFPA Fire & Emergency Services Instructor I  
Mitchell Young:  
NFPA Fire & Emergency Services Instructor I  
NFPA Apparatus Equipped with Fire Pump  
NFPA Firefighter II

Badge pinning ceremony for two Firefighter/Engineers:

Firefighter/Engineer Eduardo Penalzoza, Sierah Martin (significant Other) pinned his badge.

Firefighter/Engineer Mitchel Young, Casey Young (spouse) pinned his badge.

Promotional Badge pinning to Lieutenant:

Lieutenant Jimmy McNeill, Kyle McNeill (Mother) pinned his badge.

### **FY23/24 Audit Report**

The Auditor Chris Mahr of Chris Mahr & Associates spoke to the Board regarding the completed audit report for Fiscal Year 2023/2024. The only issue was we were over budget on the Debt Service by \$500 which should not be an issue.

### **Reports & Correspondence:**

Chief gave the Administrative Report: Alarm and drill statistics and operations report.

### **UNFINISHED BUSINESS:**

#### **Declare truck Surplus**

Chief Sneddon reviewed the need for the action as during the meeting where the Board approved the transfer of our engine to SWOCC and accept SWOCCS in trade (2022), he thought that approval to liquidate the SWOCC engine occurred. After reviewing the minutes, he determined that authorization to liquidate the truck did not happen. The sale is complete however requires final approval to release the title.

**Motion:** Nancy Santos, 2nd by Don Manley to declare the 1991 Pierce Arrow fire truck Vin number: 4P1CA02D4MA000729 surplus as requested.

Discussion: None

Motion Carried by a Unanimous Vote

### **Additional Unfinished Business**

No additional unfinished business was declared.

### **NEW BUSINESS:**

#### **Audit Report FY23/24**

Chief reviewed the need for the Board to accept the audit report for Fiscal Year 2023/2024.

**Motion:** Don Manley, 2nd by Nancy Santos to accept the audit report for Fiscal Year 2023/2024.

Discussion: None

Motion Carried by a Unanimous Vote

### Authorization to bill

Chief Sneddon reported that EF Recovery had sold out to one of their employees and a new authorization to bill agreement was required for "Nightshades" to bill for the District.

**Motion:** Don Manley, 2nd by Nancy Santos to approve the Authorization to bill for the district cost recovery company Nightshades.

Discussion: None

Motion Carried by a Unanimous Vote

### Budget Calendar

Chief Sneddon proposed the FY25/26 budget calendar.

February 19<sup>th</sup> Regular Board meeting

- Board is to approve Budget Schedule

April 1<sup>st</sup> Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1<sup>st</sup> meeting and have 2 notices at least 7 days apart.) The World Newspaper only Publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 15<sup>th</sup> & Friday, April 25<sup>th</sup> (worldlegals@countrymedia.net)

April 15<sup>th</sup> 1<sup>st</sup> Notice published in The World Newspaper for May 5<sup>th</sup> meeting.

April 16<sup>th</sup> Regular Board Meeting

- Board to appoint Budget Positions 3 & 4 are up for a 3-year appointment

April 25<sup>th</sup> 2<sup>nd</sup> Notice published in The World Newspaper for May 5<sup>th</sup> meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 5<sup>th</sup> Budget Committee to meet at 6:00 p.m. (Zoom Meeting option provided)  
Budget Committee to appoint office of Chair  
Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. Budget Committee may opt to begin deliberations at the next meeting, date to be set from list in next section.  
Optional dates for future meetings: May 12<sup>th</sup>

May 29<sup>th</sup> Stephanie Stroud CPA to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.)  
The scheduled published date is Tuesday June 10<sup>th</sup>.  
(worldlegals@countrymedia.net)

June 10<sup>th</sup> The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 18<sup>th</sup> Budget Hearing for 2025/2026 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2025/2026 Budget
- Enact Appropriation Resolutions/tax levy

By July 15<sup>th</sup> Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Motion: Nancy Santos, 2nd by Don Manley to approve the FY25/26 Budget Calendar as proposed.

Discussion: None

Motion Carried by a Unanimous Vote

**Additional New Business:**

No additional New business was declared.

**GOOD OF THE ORDER:**

A. District Awards banquet is scheduled for Saturday March 22, 2025.

Ed Powers adjourned the meeting at 6:50 PM

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Secretary of the Board