

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 will be held on **November 20, 2019** 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.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

Consent Agenda: (items will be approved by a single motion unless the Board wants to address a single item separately during the meeting).

Approval of minutes of: Regular meeting dated October 16, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Cost Recovery Program

Review and discuss current status of program design

Additional Unfinished Business:

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

New Business

Resolution19-010 Policy Change

Updating the Volunteer Policy

Grant Purchase

Review and action on a grant purchase of wildland Fire Equipment and gear

Declare 1997 F250 Surplus Property

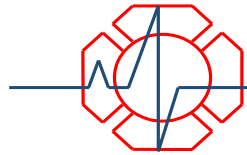
Review of request to sell the 1997 F250 to Chemult Fire in Central Oregon

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

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

October 16, 2019

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, Ed Powers, Heide Cummings, Dave Richards

Absent: Kim Davidson

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins, Firefighter Zach Breikreutz

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting September 18, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 18,132.56
Prime	\$ 50,131.68
LGIP Acct 1	\$ 5,258.80
Total Operating	\$ 73,623.04
BERF	\$ 114,708.58
Debt Service	\$ 13,904.30
Total All Funds	\$ 202,235.92

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

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report

Presentation of Badges and challenge coins to the Resident Volunteers for completion of their Fire Academy training.

UNFINISHED BUSINESS:

Cost Recovery

Chief briefed the Board on the resolution and the agreement. Legal Counsel also briefed the Board on them as well. She noted issue still with the agreement.

Chief Sneddon asked for a consensus on the \$250 preparedness fee receiving it from the Board Members.

The Board requested further negotiations on the agreement as recommended by legal counsel.

Debris Burning

Chief briefed the Board on the resolution and the program.

RESOLUTION 19-008: Establishing Burning Permit Program

A resolution of the Charleston Rural Fire Protection District, Coos County, Oregon, establishing a program requiring burning permits for all debris burning including open and incinerators (burn barrels)

WHEREAS, The District finds that residential and commercial debris burning is an ongoing health issue; and

WHEREAS, Per ORS 478.960, the following activities are only allowed with permission from the Fire Chief or his designated deputy: Open burning of commercial waste, demolition material, domestic waste, industrial waste, land clearing debris or field burning;

NOW THEREFORE, BE IT RESOLVED that the Charleston Rural Fire Protection District Board of Directors Authorizes the Fire Chief to institute a program requiring burning permits for all residential and commercial burning within the jurisdictional boundaries of the Charleston Rural Fire Protection District in accordance with Oregon Law and Oregon Fire Codes. The District Policies shall be updated to reflect the following:

1. Prior to engaging in open burning of commercial waste, demolition material, domestic waste, industrial waste, land clearing debris or field burning within the confines of the District, a person wishing to burn shall obtain permission from the fire chief or his designated deputy, and shall comply with the direction of the fire chief.
2. The fire chief shall prescribe conditions upon which permission is granted and which are necessary to be observed in setting the fire and preventing it from spreading and endangering life or property or endangering the air resources of this state.

Passed by the Board of Directors this 16th day of October, 2019

Motion: Ed Powers, 2nd by Heide Cummings to adopt Resolution 19-008 establishing a debris burning permit program.

Discussion: none

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS

Audit Agreement

Chief reviewed the Audit Agreement and Engagement letter and requested approval of both for fiscal year 2018-2019.

Motion: Heide Cummings, 2nd by Ed Powers to approve the Audit Agreement and Engagement Letter with Chris Mahr CPA's for fiscal year 2018-2019

Discussion: none

Motion Carried by Unanimous Decision

Schedule change full time staff

Chief reviewed the changes in the personnel policy that support changing the full time staff from 40 hour work week to a 56 hour work week.

Chief explained the changes in leave accruals, hourly wages and overtime schedules.

RESOLUTION 19-009: 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 Policy attached herein as Exhibit A is intended to provide a comprehensive policy for the Fire District in all sections of the Policy Manual; and
4. **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 16th day of October, 2019

Motion: Ed Powers, 2nd by Heide Cummings to adopt Resolution 19-009 adopting a policy change.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

A. Ed Powers, Dave Richards from the Board is attending the Fire Service Conference and FF Tina Powers is also attending. Chief Sneddon is attending day 1 only.

President Holland adjourned the meeting at 8:15 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Petty Cash	\$ 100.00
Operating	\$ 6,916.37
Prime	\$ 46,099.87
LGIP Acct 1	\$ 7,454.54
Total Operating	\$ 60,570.78
BERF	\$ 111,935.06
Debt Service	\$ 13,931.75
Total All Funds	\$ 186,437.59

Current Meeting Financial Summary
(Ending Last Day of October, 2019)

**Budget Summary incomes
verses expenditures:**
Ending Last Day of October
for Fiscal Year 2019/2020

Revenues	
Other Revenues	\$ 16,584.85
Prior Taxes	\$ 5,765.84
Taxes	\$ 4,325.04
Total Income General Fund	\$ 26,675.73
Income BERF/ Debt Service	\$ 1,280.83
Total income all Funds	\$ 27,956.56
Expenses	
Personal Services	\$ 172,845.33
Materials and Services	\$ 76,232.92
Capital outlay	\$ -
Total Expenditures	\$ 249,078.25
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ -
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ -
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ -
Total Expenditures all funds	\$ 249,078.25

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call volume for the fire district this month is as follows:

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2	4	5			25
EMS	50	48	47	52	41	44	44	55	57	62			500
MVC/Rescue	5	3	2	5	3	3	6	8	2	1			38
Burn Complaints	4	3	3	2	4	2	2	8	5	6			39
Good Intent	1	2	0	2	2	2	9	3	5	5			31
Monthly Total	60	57	55	65	51	53	64	76	73	79			633
Year to Date	60	117	172	237	288	341	405	481	554	633			

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	6	7	3	3	4	1	4	8	6	9	6	5	62
EMS	54	48	54	41	35	57	57	54	36	24	53	38	551
MVC/Rescue	4	6	6	3	1	4	2	4	3	2	1	3	39
Burn Complaints	2	1	0	2	4	4	1	0	2	2	6	6	30
Good Intent	2	0	1	6	1	5	2	2	1	2	3	6	31
Monthly Total	68	62	64	55	45	71	66	68	48	39	69	58	713
Year to Date	68	130	194	249	294	365	431	499	547	586	655	713	

Last Month: Average calls per day: 31 days, 79 calls equals 2.55 calls per day

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2019	60	57	55	65	51	53	64	76	73	79			633	633
2018	68	62	64	55	45	71	66	68	48	39	69	58	586	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	647	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	592	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	646	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	566	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	468	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	502	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	501	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	442	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	479	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	474	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	544	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	477	567
avg	55	47	49	54	55	53	56	61	53	57	46	54	540	

Training Report, October 2019

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during October, 2019.

Weekly Training:

1. Engine Company Evolutions (Pump / Hose, Hydrant Evolutions, and Search & Rescue)
2. Mobile Water Supply (Tender Operations).
3. SCBA use, familiarization and RIC training.
4. Vehicle Extrication
5. Protocol review.

Joint Training:

1. Car Fire Training (SWOCC Fire Tower) with Coos Bay Fire Department

Special Training:

1. Board of Directors Meeting with badge ceremony for students.
2. Extrication Class @ Bandon Fire (Button, Betzinger, Cybulski)
3. Public Information Officer Training (Kemmerle, Powers-T)
4. SCBA Technician Class (Kemmerle, Breitreutz, Terrell, Cook)
5. SDAO Risk Management Training @ Newport (Sneddon, Kemmerle, Henderson-M).

Public Relations:

1. Charleston Fire provided 3 Instructors for a Search and Rescue drill @ Lakeside Fire Dept. (Kemmerle, Terrell, Eiselein)
2. Trunk or Treat event in the boat basin. (Betzinger, Breitreutz, Fisher, Huff, Kemmerle, King, McGahan, Owen, Powers-T, Scott-M, Scott-E, Terrell, Willis)

There were **24** classes and **67.50** training hours completed in the month of September.

Respectfully submitted,

Deputy Fire Chief Kemmerle
11/01/2019

ADMINISTRATIVE REPORT

- A. Engine Refurb, The plan at this time to do the final on December 2nd. It should be completed by then and ready for delivery.
- B. Full time staff shift rotation started November 1. It has been a good change to have staff on 24/7.
- C. Participated in the 3rd annual Trunk or Treat at the Charleston Boat basin parking lot
- D. We have purchased the second 2008 Ford Escape from North Lincoln Fire for \$3,000.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Cost Recovery Program

After several reviews of the agreement changes by legal and not seeing the changes we expect, I have decided it was time to step back and see what other companies are out there to choose from. I will begin searching after this meeting and hope to have something for the December meeting. I am also still conversing with EF Recovery and will discuss my current feelings with them as I am feeling we are reaching an impasse here. I have tasked Mistie to find out what other billing companies are being used by agencies like ours for cost recovery billing for non-transport agencies.

Additional Unfinished Business:

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New Business

Policy change Volunteer Policy/ Resolution 19-010

IN an effort to make things easier for staff and as an incentive for the members, it was brought to me about a program where the volunteer has four options for the incentive pay. The following is the policy change: Article XIV/Section 2 B.

ARTICLE XIV Compensation, Reimbursement & Incentives

SECTION 2. CALL AND DRILL REIMBURSEMENT

A. Reimbursement will be on a monthly basis and paid as follows:

The District will pay each Volunteer \$10.00 per call meeting the criteria for the call out and \$10.00 per drill attended at a maximum of 1 drill per week. Drills include any formal training supported by the District.

B. The District will pay the reimbursement on the following schedules as selected by each member. These options can only be changed in December each year and at the time of becoming a Volunteer.

Option 1: paid monthly on the 10th of the following month

Option 2: paid quarterly on the 10th of March, June, September and December

Option 3: Paid semi-annually on the 10th of June and December

Option 4: Paid annually on the 10th of December

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Passed by the Board of Directors this 20th day of November, 2019

Grant Purchase

Last spring we completed a grant application for \$20,000 with a 50% match through the Oregon Department of Forestry. Most of the equipment is under the \$5,000 purchasing costs however, the clothing portion is not. This request is for the wildland protective clothing:

Under the grant there is a 50% match so the amounts listed will be paid half by the District and half by the Oregon Department of Forestry.

COST ABSTRACT		Vendors & bid amounts			
11/18/2019		The Fire Store	Mallory Safety Equipment	Public Safety Center	Seawestern
Quantity	item/project				
12 sets	Dual use protective clothing	\$7,932.00	\$8,184.00	\$5,952.00	\$9,204.00
		Dual use for wildland and rescue tech	Dual use for wildland and rescue tech	Wildland Fire use only	Dual use for wildland and rescue tech

Staff recommendation is to purchase the protective clothing from Mallory as it is dual role certified which allows the gear to be worn for wildland firefighting and technical rescues. This allows us to wear this gear instead of the \$2,500 coat and jacket for firefighting and allows reduction of the potential of damaging that more expensive clothing. Furthermore, the Mallory gear is a higher end with more options than the Fire Store gear is thus why I am recommending it over the Fire Store which is \$250 less overall.

Declare 1997 F250 Surplus Property

Chief Shield of Chemult Fire District in Central Oregon has requested to purchase the 1997 F250 from the Fire District for Chemult Fire. We have negotiated a \$1,500 price with everything on it except the radio. I recommend the sale of this pick-up.

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 OFDDA Fire Service Conference was a great educational conference
- B) The District Family Christmas Dinner is scheduled for Wednesday December 4th at 6PM and is a potluck dinner. I will let you know what is needed later in the week.
- C)