



## **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 **July 19, 2023** 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.

The 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 the [charchief8201@gmail.com](mailto:charchief8201@gmail.com) by **2 PM July 19, 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 & Budget Hearing dated June 21, 2023

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

#### **Reports & Correspondence**

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**

Repair cost funding

Request to fund repair of and Engine from Reserve Fund

Purchase Order

Lighting Upgrade for Station 1

Additional COLA for staff

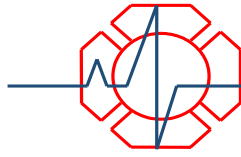
Request to add to the annual COLA for staff

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.**

**June 21, 2023**

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

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

Absent: None

Staff Present: Chief Mick Sneddon (via zoom), Legal Counsel Jane Stebbins (Via Zoom), Admin Mistie Henderson

## **Budget Hearing:**

President Holland opened the Budget Hearing for the fiscal year 23/24 Budget

Public Input, Board review of the approved Budget for fiscal year 2022/2023

Chief Sneddon recommended transferring funds from the Grants-Staffing line to the Seasonal wage line and the Overtime for funding the costs of the seasonal Firefighters. The amount recommended is \$35,000. The payroll costs affiliated are already within the other lines ie Social Security, Medicare etc.

Recommended change #1

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Line 19 Grants-Staffing: change from \$38,000 to \$3,000

Line 6 Overtime: change from \$30,000 to \$35,000

Line 16 Seasonal Firefighters: change from \$0.00 to \$30,000

Line 18 Total Personal Services: No Change

This recommended change comes from the Oregon State Fire Marshal's Office grant recently received to fund the seasonal firefighter program for the summer of 2023.

No other lines including page and section totals change.

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to approve the budget as presented with the changes.

Discussion: None

Motion Carried by Unanimous Decision

**President Holland closed the hearing**

**Consent Agenda:**

- 1. Minutes of the prior meeting: Regular meeting May 17, 2023
- 2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	-\$5,725.21
Prime	\$100,034.91
LGIP Acct 1	\$230,212.59
Total Operating	\$324,622.29
BERF	\$66,124.70
Debt Service	\$79,252.30
Total All Funds	\$469,999.29

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

Discussion: None

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report.

**UNFINISHED BUSINESS:**

None

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

Purchase Order

Action on radio maintenance invoice. Total came to \$9,165.82. The maintenance on our radio systems included all radios utilized by the district and several items required repairs. These were issues found by the tech's when they were testing the radios that we were unaware of. The process also included reprogramming of all radios to include several new frequencies from other agencies that have been received since our last radio system upgrade.

**Motion:** Don Manley, 2<sup>nd</sup> by Dave Richards to approve the \$9,165.82 payment of invoices for the radio maintenance.

**Discussion:** None

**Motion Carried by Unanimous Decision**

Hazmat Contract

New Biennium Contract Renewal for the Hazardous Materials Team participation by District staff

**Motion:** Don Manley, 2<sup>nd</sup> by Ed Powers to approve the renewal of the regional hazmat contract with the State.

**Discussion:** None

**Motion Carried by Unanimous Decision**

Resolution 23-003

Adopting Budget for Fiscal Year 2023/2024

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2023-2024 in the total of \$1,738,900. This budget is now on file at the office of Charleston Rural Fire Protection District, located at 92342 Cape Arago Highway; Coos Bay, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Fire Protection	\$ 1,226,000	
Debt Service	\$ 700	
Transfers to other funds		
Building/ Equipment Reserve Fund	\$ 0	
Debt Service Fund	\$ 74,600	
General Operating Contingency	<u>\$ 40,000</u>	
Total General Fund		\$ 1,341,300
BUILDING/ EQUIPMENT RESERVE FUND		
Acquisition and Improvement	<u>\$ 69,000</u>	
Total Reserve Fund		\$ 69,000
DEBT SERVICE FUND		
Debt Service	<u>\$ 77,300</u>	
Total Debt Service Fund		<u>\$ 77,300</u>
Total Appropriations, All Funds		\$ 1,487,600
Total Unappropriated and Reserve Funds, All Funds		<u>\$ 251,300</u>
TOTAL ADOPTED BUDGET		<u>\$ 1,738,900</u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2023-2024 upon the assessed value of all taxable property within the district at the rate of \$3.5000 per \$1,000 of assessed value for permanent rate tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	General Government <u>Limitation</u>	Excluded from <u>Limitation</u>
Permanent Rate Tax	\$3.50/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 21<sup>st</sup> day of June 2023.

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards to approve Resolution 23-003 adopting the budget as presented for the Fiscal Year 2023/2024

**Discussion:** None

**Motion Carried by Unanimous Decision**

Resolution 23-004  
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 2022–2023 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 2022–2023;

**NOW THEREFORE be it**

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

**General Fund**

**TRANSFERS OUT**

From the Personal Services Category:

<u>Firefighter Salaries</u>	\$ 18,000
<u>Health Insurance</u>	\$ 30,000
<u>Volunteer Firefighters</u>	\$ 5,000

Total Transferred Out - Personal Services \$ 53,000

From the Materials & Services Category:

<u>Physicians &amp; Medical Services</u>	\$ 2,500
<u>Volunteer Reimbursement</u>	\$ 2,500
<u>State &amp; Federal Reimbursables</u>	\$ 6,800
<u>Grant Expenditures</u>	\$ 10,000

Total Transferred Out - Materials & Services \$ 21,800

From the Contingency:

<u>Contingency Fund</u>	\$ 13,000
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Total Transferred Out - Contingency \$ 13,000

Total Transferred Out - All Categories \$ 87,800

**TRANSFERS IN**

To the Personal Services Category:

<u>Paid On Call Firefighters</u>	\$ 1,000
<u>Part Time Positions</u>	\$ 4,000
<u>Fire Chief's Salary</u>	\$ 2,000
<u>Fire Lieutenant's Salary</u>	\$ 6,000
<u>Overtime</u>	\$ 20,000
<u>Unemployment Insurance</u>	\$ 1,000
<u>Medicare/ Social Security</u>	\$ 2,300

Total Transferred Out - Personal Services \$ 36,300

To the Materials & Services Category:

<u>Equipment Maintenance</u>	\$ 8,000
<u>Building Maintenance</u>	\$ 10,000
<u>Travel &amp; Lodging</u>	\$ 3,500
<u>Meals</u>	\$ 2,000
<u>Lights &amp; Power</u>	\$ 500
<u>Telephone</u>	\$ 1,500
<u>Office Supplies</u>	\$ 5,000
<u>Books &amp; Subscriptions</u>	\$ 500
<u>Membership Fees &amp; Dues</u>	\$ 2,000
<u>Motor Vehicle &amp; Heating Fuels</u>	\$ 5,000
<u>Fire Prevention</u>	\$ 300
<u>Hydrant Standby</u>	\$ 700
<u>Insurance</u>	\$ 2,500
<u>Communications Contracts</u>	\$ 2,000
<u>Other Materials &amp; Services</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 7,000

Total Transferred In - Materials & Services \$ 51,500

Total Transferred In - All Categories \$ 87,800

Passed by the Board of Directors this 21<sup>st</sup> day of June, 2023

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards to approve Resolution 23-004 approving the General Fund Transfer

**Discussion:** None

**Motion Carried by Unanimous Decision**

Resolution 23-005

Interfund Loans

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2023-2024 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2023-2024 fiscal year, and,

WHEREAS, ORS 294.460 allows the District to borrow internally as provided in this official resolution, and,

WHEREAS, the need for interfund loans would be to cover the borrowing fund's cash flow needs, and,

WHEREAS, the interfund loan would be repaid to the loaning funds by the borrowing funds on or before June 30, 2024, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2024-2025 fiscal year, and,

WHEREAS, no interest shall be charged to the borrowing funds for such interfund loans herein authorized, and,

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby authorizes interfund loans to be made from any District funds during the 2023-2024 fiscal year, except from any fund established for bonded indebtedness, to any other District funds that occur and are necessary in accordance with ORS 294.460.

The foregoing resolution was duly adopted by the Board of Directors of the Charleston Rural Fire Protection District, Coos County, Oregon, on this 21<sup>st</sup> day of June 2023.

**Motion:** Ed Powers, 2<sup>nd</sup> by Don Manley to approve Resolution 23-00 approving the use of Interfund Loans.

**Discussion:** None

**Motion Carried by Unanimous Decision**

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. The Association has determined that they do not have the staff nor the vendors to keep the Seafood Festival running have decided to cancel it for this year and revisit the festival in the years to come. It has lost money the last few years that we have managed it which defeats the purpose of the fund raiser.
- B. Please see a staff member if you are interested in buying raffle tickets for the Charleston Firefighter's Association annual Sportsman's raffle. This raffle has purchased several thousand dollars' worth of equipment for this agency through the years.
- C. Please remember the Annual 4<sup>th</sup> of July Pancake Feed.

Roy Holland adjourned the meeting at 7:35 PM

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

### Current Meeting Financial Summary

Fiscal Year 2022/2023:

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$34,524.06
Prime	\$57,168.99
LGIP Acct 1	\$164,025.66
Total Operating	\$255,818.71
BERF	\$68,351.47
Debt Service	\$79,516.11
Total All Funds	\$403,686.29

### Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$911,596.55
Prior Taxes	\$18,978.55
Other Revenues	\$228,563.25
Total Income General Fund	\$1,159,138.35
Income BERF/ Debt Service	\$4,536.93
Total Incomes all Funds	\$1,163,675.28
Expenses	
Personal Services	\$755,513.50
Material and Services	\$289,532.10
Capital Outlay/ GF Debt Service	\$660.00
Total Expenditures	\$1,045,705.60
Transfers to BERF	\$10,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.21
BERF Equipment	\$66,505.26
BERF Building	\$0.00
Total Expenditures BERF	\$66,505.47
Transfers to Debt Service Fund	\$139,600.00
Debt Service Fund	\$79,215.06
Total Expenditures all Funds	\$1,191,426.13



# 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							34
EMS	43	41	49	53	57	43							286
MVC/RES	5	6	2	2	5	4							24
Burn Complaints	2	2	3	0	5	6							18
Good Intent	3	8	3	6	4	4							28
Lift Assists	3	7	1	2	1	5							19
Total	59	69	60	70	84	67							409
YTD	59	128	188	258	342	409	409	409	409	409	409	409	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	0	0	0	0	0	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							409	409
2022	80	91	89	85	82	90	95	91	97	81	77	119	517	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	409	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	383	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	341	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	365	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	375	775
Avg	68	63	66	67	66	82	70	75	75	69	69	77	400	

## Administrative Report

- A. I am requesting to move the Board meetings to 6PM. This allows me to step back to the training sooner.
- B. I have been in contact with Special Districts and we have an option for them to schedule a Board Practices Assessment for you next month.

### Consulting Services Program

The SDAO Consulting Services Program is here to provide our districts with expert advice and guidance for reducing risk, improving services, and planning for the future. With a cadre of expert consultants at its fingertips, the Consulting Services Program can assist districts with organizational assessments, management recruitments, basic planning, board and staff training, and overall best practices for your district.

**First Eight Hours Free** - Member districts enrolled in the SDIS Property/Casualty Program are eligible for up to eight hours of free services provided by our consultants. After this time is exhausted, members will have the option of continuing at an hourly rate.

- C. Coos Forest Protective Association has staff members moved into the Crown Point Fire Station currently.
- D. I am waiting for notifications from a FEMA grant for funding replacements of the turnout gear. Our gear is aging and showing wear issues. This is the second of two grants requesting to help fund approximately 20 sets of turnouts. Since we have tied back into the Hazmat team, our members on that team will have a set of gear from that. We will be purchasing that same gear for the others as we replace so all have the same specifications. I was notified last week that we were approved for a grant in the amount of \$8,500 from Oregon Department of Forestry. This is a 50% match grant, we are funding the remaining \$8,500 of the program which was budgeted in the clothing line this year.
- E. We are still holding on a FEMA grant for the replacement of our breathing apparatus. This is the regional grant that we joined with several agencies in the county and applied for.

F. We have hired two of the seasonal positions and working on the third. Ian Stevenson, a volunteer firefighter was the first hired and then we hired Julien Temps as the second. Julien comes to us from Coos Bay Fire as a student firefighter. Julien is seeking his paramedicine degree in the fall and Ian is seeking his Fire Science degree as well.

G. The new heat pump system was recently installed in the truck bay.

H. Mistie has tendered her resignation effective August 10<sup>th</sup>. She has accepted a full time position at the State Courts in Coquille. She is currently working on the hiring process and reviewing application for her replacement.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

## **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**

## **Repair cost funding**

One of the Pierce Arrow engines was found recently to have water in the oil in the pump transmission. I drained the oil and replaced it, however, this is an indication that the seal has failed on the output shaft to the pump thus setting us up for a catastrophic failure if not repaired. The truck is scheduled for Monday July 17<sup>th</sup> in Eugene at Hughes Fire Equipment.

The estimate is as provided:

\$498.00	outboard seal
\$451.00	drive end seal
<u>\$6,364.00</u>	<u>labor (includes pump test)</u>
\$7,313.00	Total estimated

My request is to fund the repair from the Building/ Equipment Reserve Fund for the Materials & Services Equipment Repair line.

## **Purchase Order**

### **Lighting Upgrade for Station 1**

The District was successful in obtaining \$10,000 in grant funding through the Kokwell Community Fund and the Special District's Association Safety & Security Grant. The quote provided is through the electrical company we have historically used for all electrical work in our buildings.

The program provides four items. The first is to improve exterior security lighting at night for the station 1 by adding additional night lights to areas that are lacking. The second is to provide lighting around the exterior station to provide proper work space light when working outside at night. The other benefit is this will replace the large stadium lights on the pole in the back with LED's and retire the sodium halide lamps and reduce energy use. The third is to upgrade the lighting in the service pit and the final is change or add a couple outlets for easier access.

The quote is on the next page for your review, under State law, the cost of the project is below the threshold requiring a quoting process.

Our request is for Kyle Electric to provide the equipment and labor for the installation of the lighting. Charleston staff will provide some labor where noted. The proposed cost is \$9,425.00 and staff request is to fund it through the Grants line in Materials & Services.



**PROFESSIONAL ELECTRICAL CONTRACTOR**

1085 South 2<sup>nd</sup> Street Coos Bay, Oregon 97420 (541) 756-2723 Fax: (541)756-4551

**CCB#: 240896 June 28, 2023**

<p><b>Billing:</b>  Charleston Fire Station ATTN: Mick  92342 Cape Arago Hwy,  Coos Bay, OR 97420  <a href="mailto:charchief8201@gmail.com">charchief8201@gmail.com</a>   (541) 297-8245</p>	<p><b>Job Site:</b>  Charleston Fire Station 1  92342 Cape Arago Hwy,  Coos Bay, OR 97420   (541) 297-8245</p>
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**Re: Light Addition/Retro**

- Install the following:
  - New 3 head bullhorn on existing pole and 3 LED Flood lights.
    - 1 light is to be controlled by a photocell and the other 2 are to have a manual toggle switch.
  - 1 24' fiberglass pole with 3 head bull horn with 3 LED Flood lights.
    - Lights to be controlled by a photocell.
    - Conduit and wiring for this will be installed by Kyle Electric. Trenching to be done by others.
  - 2 LED Wall packs on either side of the sign on the front of the building.
    - Lights to be controlled by a photocell.
  - 2 LED Flood lights in front of the shop rollup doors.
    - Lights to be controlled by a switch.
  - 4 Vaportite LED lights for the pit in the shop
  - Swap the welder outlet to a 120-volt double duplex with industrial raised cover.
  - 1 outside weatherproof GFCI on the front of the building near the main entry.
- Final connections and testing.
- Electrical Permit.
- Grounding and bonding per NEC.

**Exclusions:**

- Painting and sheetrock patch.
- Trenching, backfill and patch.

Total: \$9,425.00

**Notes:**

- This proposal is valid for 30 calendar days from the above date after which it will be subject to review for cost increases.
  - Work done other than the items listed above will accrue additional charges. Our rate is \$125 an hour.
  - All work is to be done during normal business hours, Monday through Friday 7:00 am to 5:00 pm. **Collection Fee Clause:** If it is necessary to refer this account for collection buyer agrees to pay seller reasonable attorney fees and collection costs including any collection fees charged by a collection agency, even though no suit or action is filed. If a suit or action is filed the amount of such reasonable attorney's fees or collection charges shall be fixed by the court or courts in which the suit or action including any appeal therein, is tried, heard, or decided.
- There will be a 3% charge for all credit card transactions.**  
**There will be a 2% service charge on unpaid accounts over 30 days old.**

### Additional Cost of Living Allowance

In reviewing the cost of living adjustment for 2023 and 2022 I found that our policy allowing for a 2.5% COLA annually was severely low in relation to these past 2 years. Oregon Cost of Living has increased 4.25% in 2022 and 8.01% in 2023. With this in mind, the cost of living has increased over 12% while the wage for staff has only increased by 5% over the same time. My proposal is for a one time only increase of an additional 5% retroactive to July 1, 2023 wages for all staff except myself. I do not feel appropriate in asking for this for myself.

Funding is available through adjustments in the current budget. For this additional expense.

My proposal is for a one time only increase of an additional 5% retroactive to July 1, 2023 wages for all staff except myself. I do not feel appropriate in asking for this for myself.

### 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. Please see a staff member if you are interested in buying raffle tickets for the Charleston Firefighter's Association annual Sportsman's raffle. This raffle has purchased several thousand dollars' worth of equipment for this agency through the years.
- B. The Annual 4<sup>th</sup> of July Pancake Feed was a success. The Association raised roughly \$4,000 towards the purchase a new defibrillator/ monitor for the first out Engine. The estimated cost is \$40,000.
- C. We will have a booth this year at the Coos County Fair again for Fire Prevention, Education and to sell the tickets for the sportsman's raffle.