



## **Notice of a Regular Meeting**

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **December 17, 2025** 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.

A zoom option is available for those who choose to attend online. The public will be able to attend in person, listen to the proceedings or to attend through video conferencing. The public may secure digital access to the Board meeting by sending an email to [charchief8201@gmail.com](mailto:charchief8201@gmail.com) by **2 PM December 17, 2025**. A link for the meeting will be emailed back to you.

## **REGULAR MEETING**

**Call meeting to order, Flag salute, and Rollcall.**

**Special considerations:**

**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 18, 2025

Financial: Approval of the statements of revenue and expense & check register November 2025

**Reports & Correspondence**

Administrative report: Alarm and drill statistics & operations report

**Unfinished Business**

Auditor Status

Discuss auditor options and update on process

Building Construction review

More review of the addition to Station 1

Additional Unfinished Business:

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

**New Business**

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**



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

**November 18, 2025**

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

Called to Order: 6:10 PM by President Holland

Flag Salute

Roll call:

Present: Roy Holland, Nancy Santos, Ed Powers

Absent: Dave Richards, Don Manley

Staff Present: Chief Mick Sneddon

**Consent Agenda:**

Petty Cash	\$100.00
Operating	-\$14,961.56
Prime	\$20,522.22
LGIP Acct	\$40,255.80
Total Operating	\$45,916.46
BERF	\$5,694.74
Debt Service	\$3,870.92
Total All Funds	\$55,482.12

1. Minutes of the prior meeting: - Regular meeting October 15, 2025
2. Financial: Approval of the statements of revenue and expense & check register

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

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief informed the Board that we will be taking a group of firefighters to DPSST in Salem for a weekend of hands-on training with live fire and other props.

**UNFINISHED BUSINESS:**

Station remodel

Chief Sneddon discussed the proposal for the station remodel and intent to fund entirely through grants. The purpose is to improve the safety of our staff through better equipment storage, increase the amount of apparatus at the main station and provide staff a more hospitable living quarters to help with their mental health and rest.

**Additional Unfinished Business**

No additional unfinished business was declared.

**NEW BUSINESS:**

**Shore Acres Agreement**

Chief Sneddon proposed the annual shore Acres holiday lights EMS standby agreement. The agreement is the same as past years with the number of nights adjusted and total fee adjusted.

Friends of Shore Acres Inc  
David and Shirley Bridgham  
541-756-5401  
PO Box 1172  
Coos Bay, OR 97420  
Tax ID 93-0941893, "A 501C3 Organization"

**Subject:** Letter of Understanding for EMS staging during 2025 Shore Acres Light Display.

It is understood that the Friends of Shore Acres are taking a proactive approach to public safety and are requesting Charleston RFPD to stage a qualified EMS member with basic EMT equipment within the Shore Acres State Park property between the hours of 4PM and 9PM.

Charleston RFPD will stage at the specified location and time above, one (1) qualified EMS member with a medical response vehicle (non-transport) stocked with a basic EMS kit and equipment to begin treatment and obtain basic vitals. The crew member will be able to patrol the facility if desired or necessary.

Oregon State Parks Sunset Bay Management Unit will provide a two-way radio with the operating frequency for the event and a location for the unit and crew member to be safely staged out of the elements for the duration of their assignment. Any call for medical service will be made via telephone through the 9-1-1 dispatch service by shore acres staff or citizen involved with the patient. If crew member is able to request ambulance via radio, they will.

Charleston RFPD will be paid by Friends of Shore Acres \$130.00 per night for a total of \$4,420.00 for the 34-night run for 2025. Charleston RFPD will bill Friends of Shore Acres at the address above at the end of the 2025 season for the entire amount due. If Charleston assigned more than one crew member to the event, Friends of Shore Acres will only be charged for one member.

It is understood by Friends of Shore Acres that response to any medical emergency will be under the direction of the Charleston Fire District and Bay Cities Ambulance. This letter only covers the intent to stage resources at the park; the crew member is under the direction of CRFPD staff.

**Motion:** Ed Powers, 2<sup>nd</sup> by Nancy Santos to approve the agreement with the Friends of Shore Acres for EMS standby during the 2025 Shore Acres Holiday Lights event as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

**Auditor**

Chief Sneddon informed the Board that the search of a new auditor is still in the works, we are waiting for Accuity in Albany to get back to us. No action at this time is required.

USCG Memorandum of Understanding

Chief Sneddon reviewed the update to the current memorandum of understanding between the Fire District and the USCG Station Coos Bay in Charleston.

Motion: Nancy Santos, 2nd by Ed Powers to approve the Memorandum of Understanding between the USCG Station Coos Bay and Charleston RFPD for emergency services for their facilities.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

Purchase Order

Chief Sneddon requested to purchase 2 sets of turnout gear. The price is \$18,006.36 through Mallory Safety Company. This price does not include shipping costs. We received a grant in the amount of \$9,600 towards this purchase last spring from the Three Rivers Tribal Foundation.

COST ABSTRACT			Vendors & bid amounts		
			Wholesale Fire Store	Mallory Safety	Envirosafety
			117 W Blakely Ave	645 Wilson St	8248 West Doe Ave
			Brownsville, OR 97327	Eugene, OR 97402	Visalia, CA 93291
			<a href="mailto:hutch@wholesalefirestore.com">hutch@wholesalefirestore.com</a>		
Quantity	item/project	Budget	<a href="tel:971-217-7770">971-217-7770</a>	<a href="tel:541-683-9333">541-683-9333</a>	<a href="tel:661-600-9377">661-600-9377</a>
6	Structural Coat		\$1,828.52	\$1,690.80	\$1,884.76
6	Structural Pant		\$1,369.31	\$1,310.26	\$1,424.84
	Total per set		\$3,197.83	\$3,001.06	\$3,309.60
	Total cost		\$19,186.98	\$18,006.36	\$19,857.60

**Motion:** Nancy Santos, 2<sup>nd</sup> by Ed Powers to approve purchase of 6 sets of turnout gear as proposed from Mallory Safety in the amount of \$18,006.36 plus shipping.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, and Roy Holland

Motion Carried by Unanimous Decision

**Additional New Business:**

No additional New Business was declared.

**GOOD OF THE ORDER:**

A. Our Christmas/ Holiday dinner is December 10, 2025 at 5:30 pm at station 1.

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 2025/2026:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$33,180.16
Prime	\$225,522.80
LGIP Acct	\$621,040.64
Total Operating	\$879,843.60
BERF	\$5,715.46
Debt Service	\$3,884.99
Total All Funds	\$889,444.05

#### Budget Summary incomes verses expenditures:

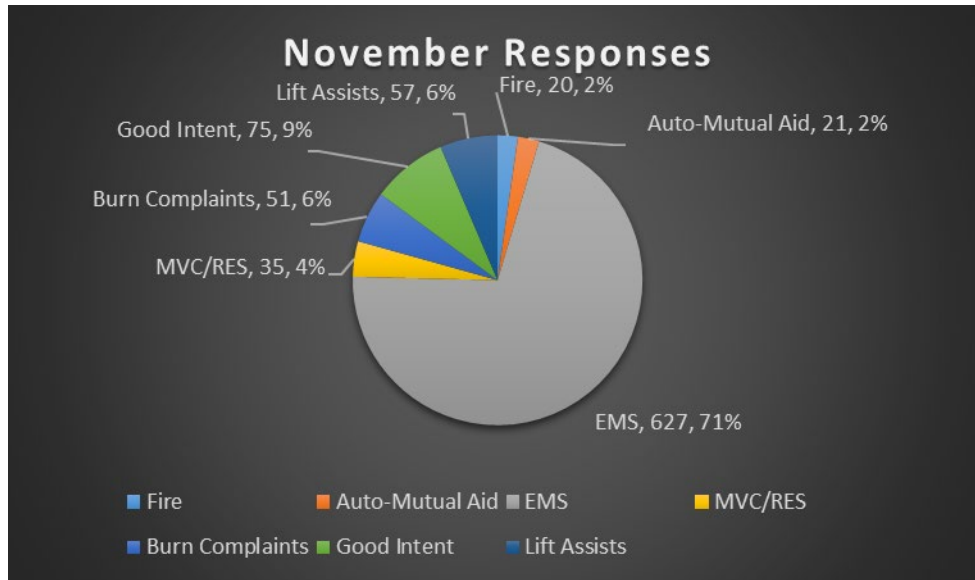
(Ending Last Day of prior month)

Revenues	
Taxes	\$945,878.89
Prior Taxes	\$17,794.97
Other Revenues	\$158,467.19
Total Income General Fund	\$1,122,141.05
Income BERF/ Debt Service	\$430.43
Total Incomes all Funds	\$1,122,571.48
Expenses	
Personal Services	\$423,618.25
Material and Services	\$74,424.59
Capital Outlay/ GF Debt Service	\$275.00
Total Expenditures	\$498,317.84
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.04
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.04
Transfers to Debt Service Fund	\$4,746.93
Debt Service Fund	\$4,746.91
Total Expenditures all Funds	\$503,064.79

# Administrative report: Alarm and drill statistics & operations report

## ACTIVITY REPORT

Call breakdown by type 2025: (Note: Auto-Mutual Aid counts are outbound service)



2025	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	20	2	4	0	0	1	3	1	5	2	1	1	
Auto-Mutual Aid	21	0	0	3	2	3	3	5	0	1	3	1	
EMS	627	69	62	54	45	56	60	66	57	53	62	43	
MVC/RES	35	3	4	0	2	4	3	3	5	5	2	4	
Burn Complaints	51	3	3	5	6	8	6	8	4	2	4	2	
Good Intent	75	4	9	5	6	10	3	9	3	6	9	11	
Lift Assists	57	10	4	4	6	4	5	6	4	7	2	5	
Total	886	91	86	71	67	86	83	98	78	76	83	67	0
YTD		91	177	248	315	401	484	582	660	736	819	886	886
Daily Avg		2.9	3.1	2.3	2.2	2.8	2.8	3.2	2.5	2.5	2.7	2.23	0

2024	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	29	4	2	0	4	3	2	1	4	2	0	4	3
Auto-Mutual Aid	23						3	6	3	1	3	4	3
EMS	624	66	48	55	44	42	50	51	51	50	58	57	52
MVC/RES	29	0	1	5	1	2	0	3	3	3	3	2	6
Burn Complaints	42	2	6	3	5	5	3	4	4	1	4	2	3
Good Intent	131	8	9	15	11	9	5	14	11	4	3	7	35
Lift Assists	56	7	5	5	7	6	2	2	2	4	6	3	7
Total	934	87	71	83	72	67	65	81	78	65	77	79	109
YTD		87	158	241	313	380	445	526	604	669	746	825	934
Daily Avg		2.8	2.4	2.7	2.4	2.2	2.2	2.6	2.5	2.2	2.5	2.63	3.5

Total Calls by Month:



Year	YTD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2025	886	91	86	71	67	86	83	98	78	76	83	67		886
2024	825	87	71	83	72	67	65	81	78	65	77	79	109	934
2023	871	59	69	60	70	84	67	87	108	98	81	88	108	979
2022	958	80	91	89	85	82	90	95	91	97	81	77	119	1077
2021	811	78	54	57	69	72	79	70	89	75	84	84	99	910
2020	721	69	55	64	60	60	75	62	62	80	59	75	58	779
2019	681	60	57	55	65	51	53	64	76	73	79	48	63	744
2018	655	68	62	64	55	45	71	66	68	48	39	69	58	713
2017	708	64	54	70	63	65	59	62	65	75	70	61	67	775
Avg	791	73	67	68	67	68	71	76	79	76	73	73	85	

# 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 **November, 2025**.

## Weekly Training:

**11-05-2025: Canceled.**

**11-12-2025: Traffic control (38 hours).**

**11-19-2025: Hose deployment/taking hydrants (11 hours).**

**11-26-2025: Canceled (Happy Thanksgiving).**

## Joint Training:

**None**

## Special Training/Events:

**11/17-11/20/2025: Peer Support Training (64 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: **(21.5 Hours)**

Total training hours for the month of **November, 2025: (134.5 hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

## Administrative Report

- A. We have been interviewing new volunteer firefighters and students. Our roster is currently at 23.
- B. I am currently working with a grant writing firm to help me locate and write grants. We are working on 6 programs that we are seeking grant funding for. The largest is the station remodel at \$1.5 to \$2.0 million. The others include replacing our rescue tools, water rescue equipment, training props for the station and a replacement rescue unit. The cost for 2026 is \$8,500 and I look to recoup that and more with their expertise and ability to locate the correct grants for us. After our first consultation with Funding Navigator, they feel strong that we can locate funding for the station remodel, rescue equipment and the remount for the rescue unit. These items we are currently working on.
- C. I will have a report on the results of our trip to the training facility at DPSST at the meeting. We leave Saturday December 13<sup>th</sup> and return Sunday afternoon the 14<sup>th</sup>. Currently we have 9 of us attending this training. DPSST has some world class instructors lined up for us. Former Charleston Lieutenant Ryan Frizzell is the lead instructor from DPSST for our cadre.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

## **Unfinished Business**

### **Auditor Status**

I am still searching for an auditor. Locating an auditor today is a challenge. Many of the firms that were doing municipal audits have quit due to the excessive workload required to complete them today. We are not alone in this search unfortunately.

### **Station Remodel**

I am waiting for some artist renderings of the proposed exterior views of the station remodel. As I started in the Chief's Report, funding for this project is underway through grant writing. Research on the best grants is currently occurring.

### **Additional Unfinished Business:**

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

## **New Business**

**No New Business is proposed**

### **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. Happy Holidays to all and a joyous New Year.