

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 **May 15, 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 March 20, 2019, April 17, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Audit Report Review: Auditor providing review

Unfinished Business

Debris Burning Rules

Update discussion on debris burning rules changes

ODF&W agreement

Review & action on the agreement renewal to provide fire protection services to their facility

Additional Unfinished Business:

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

New Business

Audit Report Agreement

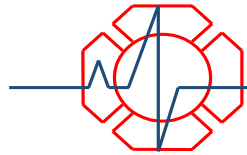
Review and action on the audit report agreement for FY1819

Additional New Business

Any business that is required to come before the Board that has arisen 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.

March 20, 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, Darrell King, Heide Cummings, Alan Taylor

Absent: Kim Davidson

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins,

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting dated February 20, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 28,880.17
Prime	\$ 142,110.12
LGIP Acct 1	\$ 131,854.21
Total Operating	\$ 302,944.50
BERF	\$ 121,359.71
Debt Service	\$ 15,928.12
Total All Funds	\$ 440,232.33

Motion: Roy Holland, 2nd by Darrell King to approve the consent agenda as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report.

Darrell King asked how the volunteers are paid under the conflagration Act.

Heide Cummings asked how much we received from Conflagration Act for vehicles. Chief answered roughly \$25,000 of the \$80,000.

Alan Taylor asked questions regarding EF Recovery.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS

Oregon Department of Fish & Wildlife contract renewal

After consult with legal, this contract needs more review for grammatical errors within the State's agreement.

Discussion was tabled until next meeting

Appoint Budget Committee positions 3 & 4

We advertised around the community for the two positions and received no new applications. Alan Solomon and Jerry Smith are up for re-appointment to the Budget Committee respectively for position 3 and 4. This is a 3 year term position.

Motion: Darrell King, 2nd by Roy Holland to appoint Alan Solomon to Budget Committee Position #3 and Jerry Smith to Budget Committee Position #4

Discussion: none

Motion Carried by Unanimous Decision

Vehicle purchase

Chief Sneddon reviewed the purchase request for a 1993 Chevrolet rescue unit. The truck was available before the meeting for the Board to look at. The vehicle is being purchased from Bandon RFPD and the amount requested is \$8,500.

Motion: Roy Holland, 2nd by Heide Cummings to purchase the 1993 Chevrolet Rescue unit from Bandon RFPD for \$8,500 as proposed and surplus 150 and the 1995 E350 Horton valued at \$5,000.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

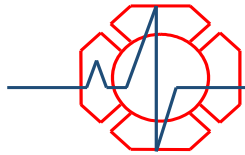
GOOD OF THE ORDER:

A. Discussion on upcoming Board election positions

B. A discussion on the upcoming election occurred with Ed Powers running for position #1, Dave Richards for Position #3 and Roy Holland for position #5. Alan did not share which position he was running for.

Adjourned the meeting at 7:40 PM

Secretary of the Board



CHARLESTON FIRE DISTRICT

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April 17, 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, Heide Cummings, Alan Taylor, Kim Davidson

Absent: Darrell King

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins, Board Candidates Ken Bastendorff, Ed Powers and Dave Richards

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting dated March 20, 2019 (Tabled)
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 13,281.44
Prime	\$ 120,809.20
LGIP Acct 1	\$ 146,771.18
Total Operating	\$ 280,961.82
BERF	\$ 121,643.16
Debt Service	\$ 15,965.32
Total All Funds	\$ 418,570.30

Motion: Roy Holland, 2nd by Kim Davidson to approve the statements of revenue and expense & check register as proposed.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report.

Alan Taylor asked about having a work session in the near future to discuss replacing Chief Sneddon when he retires. Roy Holland noted it should wait until after the Board change on July 1st.

UNFINISHED BUSINESS:

Debris Burning Regulation Program

Item tabled as the Firefighter assigned to it was accidentally detailed on drill and not able to return in time.

Additional Unfinished Business:

None

NEW BUSINESS

Seasonal Positions

Chief Sneddon reviewed the request noting it was the same program as 2018 with two exceptions. Number 1 is that it is only 2 positions this year and the time period is extended in September 1 week.

Motion: Heide Cummings, 2nd by Roy Holland to approve the request to hire two seasonal positions for summer 2019 from 6/16 to 9/21 as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Resolution 19-002 Renewing Building/ Equipment Reserve Fund

A resolution establishing the Building/ Equipment Reserve Fund in the 2019-2020 fiscal year and to provide for revenue and expenditures for the fund.

WHEREAS, the Charleston Rural Fire Protection District is authorized under Oregon Revised Statutes (ORS 280.050) to accumulate money for financing the costs of acquisition, improvements and repairs of District Buildings and Equipment.

NOW THEREFORE the Board of Directors of the Charleston Rural Fire Protection District resolves as follows:

Section 1. The Charleston Rural Fire Protection District shall establish in the budget for fiscal year beginning July 1, 2019, a special Fund known as the Building/ Equipment Reserve Fund into which may be placed funds for capital acquisition, improvements and repairs of District buildings, real property and Equipment.

Section 2. The District intends to transfer money to this fund from the General Fund.

Section 3. Disbursements from this fund shall be for Capital acquisition, improvements and repairs of District Buildings, real property and Equipment.

Passed by the Board of Directors this 17th day of April 2019.

Motion: Roy Holland, 2nd by Kim Davidson to adopt Resolution 19-002 Establishing the Building/ Equipment Reserve Fund as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

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GOOD OF THE ORDER:

- A. Discussion on the upcoming Budget Meeting 5/6/19 at 7pm
- B. May 11, 2019 is the Island of Charleston Parade hosted by the Charleston Merchants Association
- C. Alan Taylor addressed the candidates for Board in the upcoming election
 - Position #1: Alan Taylor and Ed Powers
 - Position #3: Dave Richards and Ken Bastendorff
 - Position #5: Roy Holland

Adjourned the meeting at 7:35 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

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

Petty Cash	\$ 100.00
Operating	\$ 159.69
Prime	\$ 151,683.27
LGIP Acct 1	\$ 151,864.75
Total Operating	\$ 303,807.71
BERF	\$ 121,918.10
Debt Service	\$ 16,001.41
Total All Funds	\$ 441,727.22

Budget Summary incomes verses expenditures:

Ending Last Day of April for Fiscal Year 2018/2019

Revenues	
Other Revenues	\$ 118,001.84
Prior Taxes	\$ 21,618.72
Taxes	\$ 660,513.90
Total Income General Fund	\$ 800,134.46
Income BERF/ Debt Service	\$ 2,186.22
Total income all Funds	\$ 802,320.68
Expenses	
Personal Services	\$ 331,306.26
Materials and Services	\$ 263,276.98
Capital outlay	\$ -
Total Expenditures	\$ 594,583.24
Transfers to BERF	\$ 85,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.18
BERF Equipment	\$ 72,310.01
BERF Building	\$ -
BERF Total Expenditures	\$ 72,310.19
Transfers to Debt Service Fund	\$ 14,200.00
Debt Service Fund	\$ 12,635.07
Total Expenditures all funds	\$ 679,528.50

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									8
EMS	50	48	47	52									197
MVC/Rescue	5	3	2	5									15
Burn Complaints	4	3	3	2									12
Good Intent	1	2	0	2									5
Monthly Total	60	57	55	65	0	0	0	0	0	0	0	0	237
Year to Date	60	117	172	237	237	237	237	237	237	237	237	237	

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: 30 days, 65 calls equals 2.17 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									237	237
2018	68	62	64	55	45	71	66	68	48	39	69	58	249	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	251	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	230	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	242	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	201	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	170	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	215	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	179	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	155	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	163	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	178	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	216	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	183	567
avg	55	47	49	54	55	53	55	60	51	55	46	54	205	

Training Report, April 2019

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

Weekly Training:

1. Engine Company Evolutions
2. Emergency Medical Training (Several Classes online through Target Solutions)
3. Advanced EMT Class (King, Fisher)

Joint Training:

1. Flammable Liquids & Gas Class (Coos Bay Fire Department)
2. Multi Company Drill (Coos Bay Fire) Rapid Intervention and Mayday Training.
3. Fire Ground Leader Academy (Company Officer Development).

Special Training:

1. Association Meeting
2. Safety Committee
3. Blood Borne Pathogens
4. CPR Refresher
5. Consortium Training Officers Meeting (North Bay Fire, Coos Bay, North Bend & Charleston)
6. Wildland Urban Interface Conference (Chief Sneddon / DC Kemmerle)
7. Incident Management Conference hosted by OSFM (Chief Sneddon)
8. Task Force Symposium Conference (Kemmerle)
9. Webinar for Firefighter Rehab
10. Incident Medical Specialist Training (Mac Maniman)
11. Physical Abilities Testing

Public Relations:

1. Easter Egg Hunt with Charleston Fishing Families
2. SWOCC / Rotary Club reading to the 1st Grade Children

There were **34** classes and **140** training hours completed in the month of April.

Respectfully submitted,

Deputy Fire Chief Kemmerle
05/08/2019

ADMINISTRATIVE REPORT

A. Recertification of our EMT's is underway, the EMT's recertify every odd year in May and the Emergency Medical Responders recertify in the even years.

B. Thanks for your diligent work on the budget last week. We now are working towards the proper notifications and then the Hearing at our June meeting.

C. Election information:

Position #1: Ed Powers and Alan Taylor

Position #3: Dave Richards and Ken Bastendorff

Position #5: Roy Holland

After discussions I find it important to make sure that it is understood that the position numbers do not show a position by importance or authority, only for cataloging and determining when that position term expires. With this said Position #1 has no more authority or importance than Position 2-5.

D. As we spoke during the budget meeting, I have elected for withhold my full retirement and work through my 25th anniversary as Fire Chief in late October 2021. After several hours of soul searching and thinking, I elected to change my decision to retire in 2020. I came to the realization that I was not ready to hang it up and that I needed to step up and continue to lead this organization. I want to thank those that have supported me through the years especially Roy who has served on the Board since 1997. The rest of the Board has always been supportive and it is nice to have a board that listens, supports the mission of the District and is conscientious of the tax payers. Heide Cummings has been supporting the District and has served for 20 years and Darrell King along with Alan Taylor have served for almost 20 years. Darrell's public safety experience has been a huge support structure in my management of this organization as has Roy's military experience. I would like to get a picture at this Board meeting of the Board and myself. This has been an item we have not captured well in the past and the contribution by the Board to the agency is a large part of meeting the service delivery that the community requests from the District. Thank You to Heide Cummings, Kim Davidson, Darrell King, Roy Holland and Alan Taylor for your ongoing support of the mission of the Charleston Fire District.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Debris Burning Rules

As I have reported in the past I have tasked this to Firefighter Zach Breitreutz. Zach will present an update for the program during the meeting.

We will share the draft trifold flyer at the meeting as well.

Report from FF Breitreutz:

Chief,

Referencing Clackamas Fire and ourselves I created a burn checklist that will help residents know when/what materials to burn, as well as guideline for safe burning practices. I added our burn line number for day to day information.

Second, the ORS laws referenced. I emailed Capt. Henderson a copy and am still awaiting word back. The laws basically state that you as the fire chief can put a stop to any and all burning when deemed necessary, and that if we abide by our burn policies or ordinances (TBD) we can bill them for the resources and manpower used. Very similar to a wildland fire.

Last is the permit I formed through Google Forms. When a resident submits it, the information is automatically put into a spreadsheet and sent to me (or whomever).

Also, regarding Sisters-Camp Sherman, their program seems very good, however looking at it today it's only available for fire departments in their area. I'm still awaiting response to see if we can get a copy of the app they use to track live updates of the burn.

ODF&W fire protection agreement

After review and amendment due to corrections and requests made by our legal counsel, the agreement is back and ready for approval. The amount provided on this agreement is \$500 per year. A copy will be sent separately.

Additional Unfinished Business:

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

New Business

Audit Agreement

A copy of the agreement will be a separate document provided to the Board. It is however, the standard agreement we have had with Mahr & Associates for 2 years now and the working relationship has been very well. I recommend approval of this agreement.

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)

B)

C)

D)