



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District and **Budget Hearing** will be held on **June 15, 2022** 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.

NOTICE: Due to the protective measures implemented by the State of Oregon in response to the COVID-19 pandemic relative to social distancing, the District will be complying with legislative action enacted by the State of Oregon with regards to Public Meetings Law. Public meetings for the time being will be conducted remotely. There will not be a physical location for the public to attend. However, 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 and Budget Hearing by sending an email to the address below by **2 PM June 15, 2022**. A link for the meeting will be emailed back to you.

1) To view and listen to the meeting, please follow the instructions below:

Please register for the Charleston RFPD Board of Directors Meeting on or before **2PM June 15, 2022** by emailing charchief8201@gmail.com. If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon June 15, 2022**.

After registering, you will receive a confirmation email containing information about joining the webinar. This is a ZOOM meeting and you may have to download the ZOOM App to view on your smart phone or tablet.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall

Budget Hearing

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

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 dated May 18, 2022

Financial: Approval of the statements of revenue and expense & check register May 2022

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Creation of the Civil Service Commission

Discussion and action on the creation of the Civil Service Commission

Additional Unfinished Business:

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

New Business

Appointments of all positions to Civil Service Commission

Three members of the community will be appointed to four year terms

Resolution 22-002

Approving Interfund Loans during FY 22/23

Resolution 22-003

Adopting the Budget for FY 22/23

Resolution 22-004

General Fund Transfer for FY 21/22

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



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

May 18, 2022

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 (via Zoom Call), Dave Richards, Nancy Santos, Don Manley
Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom Call)
Administrative Assistant Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting April 20, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$7,375.05
Prime	\$114,605.65
LGIP Acct 1	\$322,910.38
Total Operating	\$444,991.08
BERF	\$121,772.01
Debt Service	\$18,907.15
Total All Funds	\$585,670.24

Motion: Don Manley, 2nd by Dave Richards 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:

Firefighter Positions

Action on new Firefighter positions, Chief Sneddon further discussed the need for the positions and that the request was to establish the three positions so we can start the hiring process

Motion: Dave Richards, 2nd by Ed Powers to move forward with hiring the 3 new Firefighters.

Discussion: None

Motion Carried by Unanimous Decision

As part of the discussion on the new positions, Chief Sneddon discussed the required Civil Service Rules/Commission due to how many regular employees the department will now have. Under ORS, once there are four combat firefighters plus a Chief, a Civil Service Commission has to be formed. A brief discussion occurred between the staff, board and legal counsel on the commission and how to proceed.

President Holland asked for a motion to table the discussion until next meeting for additional research to occur.

Motion: Don Manley, 2nd by Dave Richards to table Civil Service Rules/Commission until next regular board meeting.

Discussion: None

Motion Carried by Unanimous Decision

Grant proposal for seismic upgrade grant writing and management

Information on having grants written and managed for the seismic upgrades of Station 1&2.

Motion: Don Manley, 2nd by Dave Richards to approve the grant writing for seismic upgrades.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

NONE

GOOD OF THE ORDER:

A. Fire Districts Banquet June 11th Sunset State Park @ 4PM

President Holland adjourned the meeting at 7:32 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary

Fiscal Year 2021/2022

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$17,144.57
Prime	\$35,476.11
LGIP Acct 1	\$328,417.03
Total Operating	\$381,137.71
BERF	\$121,849.07
Debt Service	\$18,919.12
Total All Funds	\$521,905.90

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$744,312.91
Prior Taxes	\$39,912.24
Other Revenues	\$192,428.27
Total Income General Fund	\$976,653.42
Income BERF/ Debt Service	\$483.44
Total Incomes all Funds	\$977,136.86
Expenses	
Personal Services	\$501,616.79
Material and Services	\$257,188.86
Capital Outlay/ GF Debt Service	\$605.00
Total Expenditures	\$759,410.65
Transfers to BERF	\$50,000.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.14
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.14
Transfers to Debt Service Fund	\$22,900.00
Debt Service Fund	\$16,931.36
Total Expenditures all Funds	\$776,342.15

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2022	80	91	89	85	82								427	427
2021	78	54	57	69	72	79	70	89	75	84	84	99	330	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	308	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	288	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	294	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	316	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	294	708
Avg	68	60	65	67	63	70	62	70	68	64	66	67	261	

Average calls per day: 31 days, 82 calls equals 2.65 calls per day

Total Calls by Month

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	2	4	2	8								18
EMS	60	75	70	73	60								338
MVC/RES	6	4	7	4	0								21
Burn Complaints	1	2	3	0	0								6
Good Intent	11	8	5	5	7								36
Lift Assists	0	0	0	1	7								8
Total	80	91	89	85	82								427
YTD	80	171	260	345	427								

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	3	6	3	6	6	6	8	5	6	4	6	63
EMS	53	46	43	58	60	60	51	61	62	70	63	73	700
MVC/RES	10	4	2	4	2	7	7	9	3	2	5	7	62
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2	4	29
Good Intent	6	0	3	2	3	4	4	6	4	5	10	9	56
Total	78	54	57	69	72	79	70	89	75	84	84	99	910
YTD	78	132	189	258	330	409	479	568	643	727	811	910	

Training Report, May 2022

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 May, 2022.

Weekly Training:

1. Wildland Firefighter Refresher.
2. Mandatory gender, race, culture, and ethnicity training.
3. Trauma splinting and bandaging.

Joint Training:

1. North Bend mutual aid MCI drill

Special Training:

1. None

Total training hours completed last month: Approximately 130 man hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

ADMINISTRATIVE REPORT

A. The hiring process is in full swing, I have elected to hire Caleb Moldt to the first position and he will start June 16th. I started him early as we are in a drastic situation where we currently have two students at this point and one works full time for Bay Cities plus is working on her paramedic hands on hours. She will be around most nights and the other is working for Bay Cities on a part time basis however, it may as well be full time as they too are short-handed. And thus recall employees on a constant basis. I have Caleb hired as A lieutenant as he was a Lieutenant in our volunteer corps already. Caleb brings many years of service and is an excellent instructor. The remaining two positions will be hired in accordance with the Civil Service rules. We are currently following the recommended rules that will be provided for the Commission to approve in their first meeting. I plan that meeting during the week of June 20 to 24. They will be provided with the proposed rules and the information they will require to do the approval process of our current staff.

B. The new engine is in construction phase and here are the latest pictures I have received. This is the body only. I understand that the cab has been built as well, however, it was in paint all week last week and the photographer was unable to get pictures of it. The current delivery date is now August, the extension was due to the return to engineering to include our changes.

Left Side Front & Rear



Right Side Front & Rear



Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

Civil Service Commission

After reviewing the rules and working with legal counsel, we have determined that the Board of Directors is allowed to create the Civil Service Commission through a motion of the Board. From there the Board will appoint three members not affiliated with the Fire District as a board member nor an employee (volunteers are considered employees). The Commission will then have a meeting to select a chair person and recording secretary. They will then review and vote on the proposed rules. The Board from there on out will only have to appoint members as needed. My staff and I will provide all the logistical and administrative assistance they require. An update will be sent to the Board as required. The Civil Service Commission will have the ultimate responsibility of oversight on all personnel related matters including hiring and disciplinary actions of all employees except the Chief. The Fire Chief still remains the only employee of the Board.

Additional Unfinished Business:

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

New Business

Appointments of all positions to Civil Service Commission

With the creation of the Civil Service Commission, the Board now needs to appoint three members to that commission. Each position will be a 4 year term with each term staggered by one year. Since this is the first appointments the terms will be adjusted to reflect shortened term lengths to allow for the rotation.

Position 1: 2 years, term will expire 7/1/2024

Position 2: 3 years, term will expire 7/1/2025

Position 3: 4 years, term will expire 7/1/2026

Upon expiration, the following term for each position would be for the full 4 year term.

The following people have requested appointment to the commission:

Darrell King

Kim Davidson

Stephanie Kilmer

A motion of the Board is required to appoint members to this commission by the position number.

Resolution 22-002

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2022-2023 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2022-2023 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, 2023, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2023-2024 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 2022-2023 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 15th day of June 2022.

Resolution 22-003

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2022-2023 in the total of \$1,790,400. 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, 2022 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Personal Services	\$ 802,100
Materials and Services	\$ 357,600
Capital Outlay	\$ 0
Debt Service	\$ 700

Transfers to other funds

Building/ Equipment Reserve Fund	\$ 10,000
Debt Service Fund	\$ 139,600
General Operating Contingency	<u>\$ 40,000</u>

Total General Fund \$ 1,350,000

BUILDING/ EQUIPMENT RESERVE FUND

Materials and Services	\$ 20,100
Capital Outlay	<u>\$ 112,900</u>

Total Reserve Fund \$ 133,000

DEBT SERVICE FUND

Debt Service	<u>\$ 80,200</u>
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Total Debt Service Fund \$ 80,200

Total Appropriations, All Funds \$ 1,563,200

Total Unappropriated and Reserve Funds, All Funds \$ 227,200

TOTAL ADOPTED BUDGET \$ 1,790,400

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2022-2023 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 15th day of June 2022.

Resolution 22-004

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 2021–2022 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 2021–2022;

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>Assistant Chief Salary</u>	\$ 5,000
<u>Total Transferred Out - Personal Services</u>	<u>\$ 5,000</u>

From the Materials & Services Category:

<u>Training</u>	\$ 5,000
<u>Physician & Medical Services</u>	\$ 4,000
<u>Volunteer Reimbursement/ incentive</u>	\$ 5,000
<u>Conflagration Act</u>	\$ 20,000
<u>Total Transferred Out - Materials & Services</u>	<u>\$ 34,000</u>

From the Capital Outlay Category:

<u>Equipment</u>	\$ 6,000
<u>Total Transferred Out - Materials & Services</u>	<u>\$ 6,000</u>

From the Contingency:

<u>Contingency Fund</u>	\$ 10,000
<u>Total Transferred Out - Contingency</u>	<u>\$ 10,000</u>
<u>Total Transferred Out - All Categories</u>	<u>\$ 55,000</u>

TRANSFERS IN

To the Personal Services Category:

<u>Fire Chief Salary</u>	\$ 500
<u>Fire Captain Salary</u>	\$ 5,000
<u>Overtime</u>	\$ 7,500
<u>PERS Retirement</u>	\$ 500
<u>Unemployment Insurance</u>	\$ 1,500
<u>Accident Insurance</u>	\$ 700
<u>Medicare/ Social Security Expense</u>	\$ 1,000

Total Transferred Out - Personal Services \$ 16,700

To the Materials & Services Category:

<u>Equipment Maintenance</u>	\$ 3,000
<u>Building Maintenance</u>	\$ 8,000
<u>Travel & Lodging</u>	\$ 500
<u>Meals</u>	\$ 500
<u>Freight</u>	\$ 100
<u>Office Supplies</u>	\$ 6,000
<u>Small Tools</u>	\$ 1,000
<u>Membership fees & dues</u>	\$ 1,000
<u>Motor Vehicle Fuels & Heating Fuels</u>	\$ 8,000
<u>Fire Prevention</u>	\$ 1,000
<u>Hydrant Standby Fee</u>	\$ 900
<u>Insurance</u>	\$ 1,800
<u>Safety Programs</u>	\$ 500
<u>Communications Contracts</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 5,000

Total Transferred In - Materials & Services \$ 38,300

Total Transferred In - All Categories \$ 55,000

Passed by the Board of Directors this 15th day of June, 2022

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. Unfortunately, we had to reschedule the District picnic due to a majority of the organization having other commitments plus as it turned out, it rained. A future date has not been decided however, now we can use it to welcome our new hires as well.

- B. At this time the Seafood Festival planning is underway.

- C. The annual pancake feed is coming up on Monday, July 4th.
8AM to noon at Station 1.