

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 & Budget Hearing will be held on **January 17, 2024** 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.

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 charchief8201@gmail.com by **2 PM January 17, 2024**. 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 December 20, 2023

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

Budget Schedule

Review and action on the FY24/25 Budget Schedule.

Agreement for housing lease to CFPA

Review and action on again leasing dorm rooms to Coos Forest Patrol for seasonal Firefighter's.

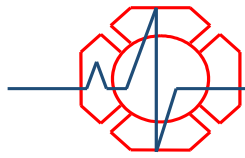
Additional New Business

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

Good of the Order

Badge Pinning Ceremony - Julien Temps/ new Firefighter/Engineer

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.

December 20, 2023

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

Called to Order: 6:09 PM

Flag Salute

Roll call:

Present: Roy Holland, Nancy Santos, Don Manley, Ed Powers & Chief Mick Sneddon

Zoom: Dave Richards, Jane Stebbins (Legal Counsel), Chris Mahr (Auditor)

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting November 15, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$40,746.24
Prime	\$57,091.83
LGIP Acct 1	\$428,677.19
Total Operating	\$526,615.26
BERF	\$45,660.91
Debt Service	\$132,912.63
Total All Funds	\$705,188.80

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chris Mahr of Chris Mahr & Associates addressed the Board via Zoom Meetings regarding the fiscal year 22/23 audit report. The only issue to report was the overage on the PERS line item which was a coding issue caused by PERS regarding Chief Sneddon’s work back. Chief noted staff worked for several months to get PERS to finally give a correct answer. Chris also asked if we had paid the audit fee to the State of Oregon, Chief replied no. Chris will contact the Audits division as to why the website refused payment when they uploaded the report.

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief added a short report on the major incidents staff responded to this year including 6 gunshot wounds on 4 alarms and 15 structure fires. Chief also reported the plan to pay off the Flexlease loan a year early during FY 24/25.

UNFINISHED BUSINESS:

No unfinished business required action

NEW BUSINESS:

Audit Report

Chief Sneddon requested the Board vote on accepting the audit report for fiscal year 2022/2023 as presented by Chris Mahr & Associates at the beginning of the meeting.

Motion: Don Manley, 2nd by Ed Powers to approve the audit report for fiscal year 22/23 as proposed.

Discussion: None

Motion carried by a unanimous vote

Purchase Order

Purchase of the first of reconditioned heart Monitors. Staff is still seeking the funding for the second unit. What I have found out is the monitor we currently are using no longer have the FDA approval.

Funding:

Charleston Firefighters' Association: \$10,000

Kokwel Community Fund: \$7,500

Coos Bay Rotary Club: \$10,000 (requested, waiting on approval)

District to make up the rest from the Equipment Reserve Fund:

Items to be purchased:

Two (2) Zoll X Series: 12-lead, Pacing, SPO2, SPCO, NIBP, IBP/TEMP, CPR Expansion Pack, ETCO2 Includes carry case and all accessories Certified Pre-owned.

My recommendation is to purchase the two units from Enerspect. They have included the first annual preventative Maintenance and calibration at no charge and will be done before the 1-year warranty expires so if anything is found it will be covered. We have a long-standing working relationship with them as well as they have worked on our machines for several years and have provided small items sometimes at no cost to help.

Motion: Don Manley, 2nd by Nancy Santos to approve the purchase of two Zoll X Series: 12-lead, Pacing, SPO2, SPCO, NIBP, IBP/TEMP, CPR Expansion Pack, ETCO2 Includes carry case and all accessories Certified Pre-owned from Enerspect Medical Solutions in the amount of \$37,110.40.

Discussion: Chief - Funding is in place for the first unit, when funding is conformed for the second unit, it will be ordered.

Motion carried by a unanimous vote

COST ABSTRACT			Vendors & bid amounts		
4/19/2023			Enerspect	One Beat Medical & Training	Coro Medical LLC
			35 E Horizon Ridge Pkwy	3151 Executive Way	416 Mary Lindsay Polk Dr
			#110,PMB 50	Miramar, FL 33025	Suite 505
			Henderson, NV 89002		Franklin, TN 37067
Quantity	item/project	Budget	888-522-5574	-	-
2	Zoll X Series: 12-lead, Pacing, SPO2, SPCO, NIBP, IBP/TEMP, CPR Expansion Pack, ETCO2 Includes carry case and all accessories Certified Pre- owned		\$37,110.40	\$46,430.00	\$37,070.00
			Includes \$1,750 trade in allowance on a Phillips heart monitor, plus no charge for first year PM inspection and calibration		

If Enerspect is chosen, the board will need to declare surplus a Phillips Heartstart monitor. Staff will have the specifics on which machine at the board meeting.

SALES ORDER ACKNOWLEDGEMENT

S.O. No. DATE
68082 12/14/2023



BILL TO:

Charleston Rural Fire
Protection District
Accounts Payable
92342 Cape Arago Hwy
Coos Bay, OR 97420

SHIP TO:

Charleston Rural Fire Protection District
Battalion Chief Jerry Huff
92342 Cape Arago Hwy
Coos Bay, OR 97420

THIS IS NOT AN INVOICE.
ENERSPECT WILL SUBMIT A
SEPARATE INVOICE TO YOU
FOR PAYMENT. THE INVOICE
MAY INCLUDE ADDITIONAL
COSTS NOT REFLECTED ON
THIS ORDER SUCH AS SALES
TAX.

Terms		Ship Via	P.O. No.	
Net 90		FedEx Ground		
QTY	PART No.	DESCRIPTION	DISC PRICE	TOTAL
HOLD FOR BOARD APPROVAL - 12/21				
2	ZollX-135	Zoll X-Series with 12-lead, Pacing, SpO2, NiBP, etCO2, SpCO, AED, BT, with all accessories Certified Pre-owned - Subject to Availability	20,250.00	40,500.00
2	1YRWTYA	1 Year Warranty - CPO Zoll X	0.00	0.00
2	Trade-In	MRx The trade-in equipment must be shipped using the included label with proper packing materials to prevent items from being damaged, be in good working condition, and no modifications may be made to the manufacturer specifications. All power cables & peripherals must be returned with the trade in product. Batteries are the exception; please DO NOT ship batteries. Trade in devices to be received within 14 days of completion of order or we will re-invoice for trade in amount.	-1,750.00	-3,500.00
2	PMALS-D	Zoll X ALS Monitor/Defibrillator Preventative Maintenance - Depot Performance assurance, calibrations, simulated use labor. Parts, loaner and shipping not included. Year 1	0.00	0.00
	Shipping	Shipping Includes return shipping for trades	110.40	110.40

Thank you for your business!

Total \$37,110.40

*Order is subject to account credit review.

1. Taxes, Freight, and Handling fees will be added at time of shipment if applicable. All orders will be partially shipped unless otherwise indicated. Partial shipment will incur an additional charge(s).
2. An RMA # is required for all returns and re-stocking fee may apply.
3. All discounts off list price are contingent upon payment within agreed upon terms.
4. Please verify all listed items have been received in good condition and agree with your order. Please report any discrepancies or damage within 14 days to our customer service center at 888-522-5574. Older claims may not be allowed. Box / packaging materials must be retained for damage claims.



One Beat Medical
3151 Executive Way
Miramar FL 33025
United States

Quote

#QUO30026

12/01/2023

Bill To

Chief Jerry Huff
Charleston Fire District - OR
92342 Cape Arago Hwy.
Coos Bay OR 97420
United States

Ship To

Chief Jerry Huff
Charleston Fire District - OR
92342 Cape Arago Hwy.
Coos Bay OR 97420
United States

TOTAL

\$23,215.00

Expires: 12/31/2023

Expires	Exp. Close	Shipping Attention	Shipping Method
12/31/2023	12/31/2023	Chief Jerry Huff	FedEx Ground

Sales Rep	Sales Rep Email	Sales Rep Phone
Josh Merkel	josh@onebeatmedical.com	(585) 520-0127

QTY	Item	Options	Rate	Amount
1	FMP-41 REFURBISHED - Zoll X-Series Defibrillator 12 lead, AED, Pacing, SPO2, NIBP, ETCO2, WiFi		\$21,695.00	\$21,695.00
	Description What's Included Refurbished ZOLL X Series Defibrillator 1 Year Warranty Device Battery Adult Defibrillation Electrodes ECG Trunk Cable ECG Precordial Leads 5 Pairs of ECG Electrodes Therapy Cable SpO2 Sensor NIBP Cuff/Hose Defibrillator Chart Paper Carry Case Free Shipping			
1	Z-8300-0004 Zoll X-Series - AC Power Adapter/Charger #8300-0004		\$550.00	\$550.00
1	Z-8000-0580-01 ZOLL® SurePower II Battery for X Series, Propaq M, Propaq MD		\$925.00	\$925.00

Subtotal	\$23,170.00
Shipping Costs	\$45.00
Tax Total (%)	
Total	\$23,215.00

Sales Quote **QUO079899**

Coro Medical LLC

416 Mary Lindsay Polk Dr
Suite 505
Franklin, TN 37067



Document Date	Bill-To Address	Ship-to Address
December 4, 2023	Charleston Fire District Jerry Huff	Charleston Fire District Jerry Huff
Quote Expiration Date	92342 Cape Arago Hwy. Coos Bay, OR 97420 USA	92342 Cape Arago Hwy. Coos Bay, OR 97420 USA
February 2, 2024		
Salesperson	Payment Terms	
Luke Fonash	Net 30 days	

No.	Description	Quantity	Unit	Unit Price	Line Amount
ZX12PMB CABTC O	ZOLL X-Series 12 lead Pacing, SpO2, NiBP, CO2, AED, BT, CO	1	Each	17,950.00	17,950.00
8707-000502-01	ZOLL X-Series Accessory Carry Case	1	Each	0.00	0.00
8000-0580-01	ZOLL SUREPOWER II BATTERY FOR X SERIES, PROPAQ M,	1	Each	0.00	0.00
8300-0783	Zoll X-Series/Propaq Multi-Function Cable	1	Each	0.00	0.00
8300-0803-01	Zoll X-Series/Propaq MD CABLE, LIMB 12LEAD ECG, AAMI	1	Each	0.00	0.00
8300-0804-01	Zoll X-Series/Propaq CABLE, V LEAD ECG, AAMI	1	Each	0.00	0.00
8300-0002-01	Zoll X-Series/Propaq Dual Lumen NIBP Tubing Assembly	1	Each	0.00	0.00
REUSE-11L-2MQ	Welch Allyn Cuff, Adult Long, Reusable, 2-tube, twist lock	1	Each	0.00	0.00

Home Page
www.AED.us

Phone No.
800.695.1209

Email
support@coromed.us

Tax Registration No.
82-2669986

Sales Quote QU0079899

December 4, 2023

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1863	Masimo LNCS DCI Adult Reusable Sensor	1	Each	0.00	0.00
2055	Masimo Red LNC-04 Patient Cable	1	Each	0.00	0.00
8900-0224-01	ZOLL OneStep Resuscitation Electrodes	1	Each	0.00	0.00
8000-000910	ZOLL X Series Thermal Paper with Grid - 80mm	1	Each	0.00	0.00
4454	Masimo NomoLine-O LH Adult/Pediatric Airway Adapter	1	Each	0.00	0.00
8300-0004	ZOLL X Series AC Adapter / Charger	1	Each	575.00	575.00
				Subtotal	18,525.00
				Total Tax	0.00
				Total \$	18,525.00

Amount Subject to Sales Tax 0.00
 Amount Exempt from Sales Tax 18,525.00

Additional New Business:

Heart Monitor surplus

Chief Sneddon requested the following heart monitors be declared as surplus as part of the purchase of the new heart monitors from Enerspect. Phillips MRX heart Monitor serial numbers US00213277 & US00320804. These monitors will be traded in on the new monitors.

Motion: Don Manley, 2nd by Ed Powers to declare surplus two (2) Phillips MRX heart Monitor serial numbers US00213277 & US00320804.

Discussion: Trade ins as per approved purchase of two new heart monitors.

Motion Carried by Unanimous Decision

GOOD OF THE ORDER:

- A. Staff are working on ideas to get our personnel out into the community again.
- B. Congratulations to the awardees at the Holiday awards dinner recently.
 - a. 5 Year Awards: Mistie Henderson, Allen Solomon
 - b. 10 Year Awards: Chris Owen, Jerry Smith
 - c. 20 Year Awards: Heide Cummings, Darrell King
 - d. Fire Plug Award: Jerry Huff
 - e. Rookie of the Year: Julien Temps
 - f. Interest and Enthusiasm: Tyler Easter
 - g. Volunteer of the Year: Michael Bothe
 - h. Brian Wildman Memorial EMS Responder of the Year: Austin Cybulski
 - i. Firefighter of the Year: Jimmy McNeill
- C. The staff hosted an open house on Saturday December 16th. The open house being the first one was not well attended however we were able to share the fire prevention message with a few people. Plans for next year are in the works with some changes. Having a see Santa and maybe a breakfast with Santa and firefighters.

Roy Holland adjourned the meeting at 6:50 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary: Fiscal Year 2023/2024:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$24,472.24
Prime	\$74,067.52
LGIP Acct 1	\$418,717.73
Total Operating	\$517,357.49
BERF	\$45,922.35
Debt Service	\$133,477.05
Total All Funds	\$696,756.89

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$882,958.27
Prior Taxes	\$12,616.53
Other Revenues	\$40,079.57
Total Income General Fund	\$935,654.37
Income BERF/ Debt Service	\$2,488.89
Total Incomes all Funds	\$938,143.26
Expenses	
Personal Services	\$453,769.63
Material and Services	\$148,878.17
Capital Outlay/ GF Debt Service	\$330.00
Total Expenditures	\$602,977.80
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$12,293.42
BERF M&S Building Repair	\$6,624.00
BERF M&S Other	\$0.04
BERF Equipment	\$4,454.68
BERF Building	\$0.00
Total Expenditures BERF	\$23,372.14
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$22,184.93
Total Expenditures all Funds	\$648,534.87

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	6	6	7	8	7	4	72
EMS	43	41	49	53	57	43	71	81	76	47	67	56	684
MVC/RES	5	6	2	2	5	4	1	4	3	6	5	9	52
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3	4	49
Good Intent	3	8	3	6	4	4	2	10	3	9	5	33	90
Lift Assists	3	7	1	2	1	5	4	3	0	3	1	2	32
Total	59	69	60	70	84	67	87	108	98	81	88	108	979
YTD	59	128	188	258	342	409	496	604	702	783	871	979	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	3.5	

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:

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	57
EMS	53	46	43	58	60	60	51	61	62	70	63	73	627
MVC/RES	10	4	2	4	2	7	7	9	3	2	5	7	55
Burn Complaints	5	1	3	2	1	2	2	5	1	1	2	4	25
Good Intent	6	0	3	2	3	4	4	6	4	5	10	9	47
Total	78	54	57	69	72	79	70	89	75	84	84	99	811
YTD	78	132	189	258	330	409	479	568	643	727	811	910	
Daily Avg	2.5	1.9	1.8	2.3	2.3	2.6	2.3	2.9	2.5	2.7	2.8	3.2	

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 **December, 2023**.

Weekly Training:

12-06-2023: Association & Safety meetings- **(18.05 hours)**

12-13-2023: Holiday Dinner & Awards ceremony

12-20-2023: No Drill due to holidays.

12-27-2023: No Drill due to holidays.

Joint Training:

No Joint Drill due to holidays.

Special Training:

12-08-2023: Rope team training (2 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: **(13.5 hours)**.

Total training hours for the month of: **(33.55 hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. The first monitor has arrived and is in service. The crews are very happy with the unit. We are awaiting the confirmation of the funding from Rotary to order the second unit. I have contacted The Rotary but do not have an answer on when a decision will be made. The vendor is calling every few days to find out when they can send it. They have offered to extend the billing out 90 days, I have told them I do not have the authority to indenture the district without known funding.
- B. The new furniture for the day room is scheduled to be delivered the Thursday February 18th.
- C. 2024 SDAO conference is in Seaside February 8-11. If you would like to attend this conference, please let me know and I will take care of the registration. For information on the conference, please go to www.sdao.com/annual-conference
- D. We will be addressing the Budget Committee members in the next 2 months as the terms for Heide Cummings and Darrell King have expired. I have contacted both and both have confirmed interest in remaining on the committee. I will post the positions around the community as required by Oregon budget law.
- E. Chase Howerton has accepted a position with North Bend Fire Department, Chase started with Charleston in July 2022. His replacement is Julien Temps and was approved at the Civil Service Commission meeting on January 8th. Julien was a student at Southwestern in the Fire Science program and a student firefighter for Coos Bay Fire Department before coming to Charleston last summer as a seasonal firefighter and a paid on-call firefighter for us. I am requesting your time during the Good of the order to perform a badge pinning ceremony for Julien. Chase has been requested to be at the meeting as well.

F. On January 1, 2024, HB 2805 went into effect adding a new mandatory “public meetings” training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. As members of the governing body for Charleston RFPD each of you must receive Public Meetings Law training at least once during each term of office. SDAO is working to provide these training courses with online delivery and in person. The Oregon Government Ethics Commission is delaying the rollout of the approved classes that meet this new requirement. I will keep you informed of these as new developments arrive and provide you with the training options.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Currently there is no unfinished business requiring action.

Additional Unfinished Business:

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

New Business

Budget Schedule FY 2024/2025

January 17th Regular Board meeting

- Board to approve Budget Schedule

April 2th

Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1st meeting and have 2 notices at least 7 days apart.) The World Newspaper only publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 9th & Friday, April 19th (worldlegals@countrymedia.net)

April 9th

1st Notice published in The World Newspaper for May 6th meeting.

April 17th

Regular Board Meeting

- Board to appoint Budget Positions 1 & 2 are up for a 3-year appointment

April 19th

2nd Notice published in The World Newspaper for May 8th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 6th

Budget Committee to meet at 7:00 p.m. (Zoom Meeting option provided)
Budget Committee to appoint office of Chair.

The Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. The Budget Committee may opt to begin deliberations at the next meeting, date to be set from list in next section.

Optional dates for future meetings: May 13th

May 29th

Stephanie Stroud CPA to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.) The scheduled published date is Tuesday June 11th.
(worldlegals@countrymedia.net)

June 11th

The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 19th

Budget Hearing for 2024/2025 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2024-2025 Budget
- Enact Appropriation Resolutions/tax levy.

By July 15th

Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee.

Agreement for housing lease to CFPA

It is again time to visit the agreement for leasing dorm space to Coos Forest Protective Association. They are interested again in four (4) rooms at Crown Point Station just as last year. The agreement is the same as last year will the dates changed. The amount will remain the same as I see no reason to increase it. The agreement provides \$5,000 of income.

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. Badge Pinning ceremony for newly hired Firefighter/ Engineer Julien Temps.