



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **March 16, 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 by sending an email to the address below by **2 PM March 16, 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 March 16, 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 March 16, 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 Rollicall

Consent Agenda: (items will be approved by a single motion unless the Board wants to address a single item separately during the meeting).

Minutes of: - Regular meeting dated February 16, 2022

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

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 FY22/23

Review and accept schedule

Audit Report

Final review of the completed FY2021 Audit Report

Declare vehicle surplus

2005 Chevrolet Suburban

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.

February 16, 2022

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

Called to Order: 7:06 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Dave Richards, Nancy Santos, Don Manley (Via Zoom)

Staff Present: Chief Mick Sneddon, Administrative Assistant Mistie Henderson

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting January 19, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$22,888.06
Prime	\$111,276.13
LGIP Acct 1	\$478,107.32
Total Operating	\$612,371.51
BERF	\$121,568.68
Debt Service	\$13,883.60
Total All Funds	\$747,823.79

Motion: Dave Richards, 2nd by Ed Powers 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:

None

Additional New Business:

NONE

GOOD OF THE ORDER:

None

President 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

Patty Cash	\$100.00
Operating	\$23,995.50
Prime	\$101,017.93
LGIP Acct 1	\$405,566.91
Total Operating	\$530,680.34
BERF	\$121,657.13
Debt Service	\$13,893.70
Total All Funds	\$666,231.17

(Ending Last Day of prior month)

Budget Summary incomes verses expenditures:

Ending Last Day of prior month for
Fiscal Year 2021/2022

Revenues	
Taxes	\$722,500.41
Prior Taxes	\$24,447.83
Other Revenues	\$187,695.81
Total Income General Fund	\$934,644.05
Income BERF/ Debt Service	\$219.30
Total Incomes all Funds	\$934,863.35
Expenses	
Personal Services	\$379,815.88
Material and Services	\$185,095.58
Capital Outlay/ GF Debt Service	\$440.00
Total Expenditures	\$565,351.46
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	\$17,900.00
Debt Service Fund	\$16,931.36
Total Expenditures all Funds	\$582,282.96

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											171	171
2021	78	54	57	69	72	79	70	89	75	84	84	99	132	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	124	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	117	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	130	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	118	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	108	708
Avg	68	60	61	64	60	70	62	70	68	64	66	67	104	

Average calls per day: 28 days, 91 calls equals 3.25 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
EMS	60	75											135
MVC/RES	6	4											10
Burn Complaints	1	2											3
Good Intent	11	8											19
Total	80	91	0	0	0	0	0	0	0	0	0	0	171
YTD	80	171	171	171	171	171	171	171	171	171	171	171	
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, February 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 February, 2022.

Weekly Training:

1. Fire behavior/building construction
2. Hose streams, tender and porta tank usage, portable extinguishers
3. RIT Walkthrough, SCBA emergency operations

Joint Training:

1. Hazmat mutual aid drill with Coos Bay and North Bend

Special Training:

1. None

Total training hours completed last month: Approximately 150 staff hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

ADMINISTRATIVE REPORT

- A. I am still working on the Paid-on-call program to start marketing for applicants. I want to make sure we have the program rules that allow for the dismissal of anyone that is not participating. I am working with SDAO pre loss legal on the guidelines and position description. I plan to have the program ready to start hiring in late January.
- B. Budget committee positions up for appointment this year are Position # 3 currently held by Allen Solomon and position #4 currently held by Jerry Smith. We have posted notices around the district. Currently both members are still interested in the positions plus former board members Darrell King and Kim Davidson have expressed interest as well.
- C. Recent legislation at the state level provides an avenue to extend our District boundaries up Seven Devils Road. It sounds like it has failed however, the author has stated he will reintroduce for the next legislative session.

Below is the link to read the information on this bill. We would add additional revenue to the district and add some additional duties but we already provide services to the area when requested. If we could extend the service boundary and increase our revenue it would be a good move towards funding additional positions we are needing to continue providing service.

<https://olis.oregonlegislature.gov/liz/2022R1/Measures/Overview/SB1582>

Here is the Summary of the bill: Authorizes board of directors of rural fire protection district to annex to district lands that are within seven road miles of fire station within district, or are brought within seven road miles of fire station within district *by new road*], and that are not *subject to assessments for fire protection by district*] **included in rural fire protection district**. Exempts annexation from requirements for district formation proceedings, requirement that county board determine territory of district and requirement of conference with State Forestry Department prior to annexation. Provides that annexation is not subject to election. Provides that annexed lands are subject to outstanding indebtedness of district, permanent rate limit established by district and local option taxes imposed by district. Provides that annexed lands may be subject to assessments for fire protection by district and certain fee. Provides that boundary change or proposed boundary change resulting from annexation applies in tax year beginning July 1, 2022, if boundary change or proposed boundary change is certain to become effective before July 1, 2022, and board of directors files final approved forms of legal description and map with county assessor and Department of Revenue on or before June 15, 2022. Takes effect on 91st day following adjournment sine die.

- D. We need to have an open discussion on staffing. At this point the alarm workload has increased roughly 26% over 2021, 29% over 2020 and 41% increase over 2019 as of March 14th. The added responses and a reduction of volunteer activity makes it difficult to meet the community's expectations and keep the buildings/ equipment & apparatus response ready and maintained. The roster has changed dramatically with only 4 students in the program (we are actively seeking new students) where

we budget for 6. The volunteer corps has dwindled to 17 currently including a majority in which are not interior firefighter qualified due to their age and health. We have recruited for the past few years and have not seen very much interest. On this note, we are not different than any other agency in the county, state or country. We all are experiencing a major decrease in membership and an increase in calls for service. With this in mind I have struggled with the process of adding additional staffing and the increase in the tax to the community. I am still looking for quality part time firefighters within the county however, finding them that can drop and work a partial or full shift is a huge issue.

I am working on the current budget proposal verses the 23/24 proposal adding three positions to the full time career staff. Having 2 on duty and supported by the student program can go a long ways towards meeting the demands of the community and the agency in everything we do.

Year	Date	# of Alarms	Daily Rate	Final
2022	3/14	212	2.91	
2021	3/14	156	2.14	910
2020	3/14	150	2.06	779
2019	3/14	145	1.99	744
2018	3/14	155	2.13	713
2017	3/14	149	2.05	775

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

No business proposed

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 FY2223

- March 16th Regular Board meeting
- Board to approve Budget Schedule
- April 20th Regular Board Meeting
- Board to appoint Budget Positions
 - #3 & #4 are up for a 3 year appointment
- April 4th 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 12th & Friday, April 22nd (worldlegals@countrymedia.net)
- April 12th 1st Notice published in The World Newspaper for May 9th meeting.
- April 20th 2nd Notice published in The World Newspaper for May 9th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 9th Budget Committee to meet at 7:00 p.m. (Zoom Meeting option provided)
Budget Committee to appoint office of Chair
Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. 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 16th
- May 25th 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.)
Scheduled published date is Tuesday June 7th.
(worldlegals@countrymedia.net)
- June 7th The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 15th Budget Hearing for 2022/2023 fiscal year (during regular meeting of the Board of Directors)
- Adopt 2022-2023 Budget
 - Enact Appropriation Resolutions/tax levy
- By July 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee

Audit Report Review

The annual audit report for Fiscal Year 20/21 is now complete and ready for final review and acceptance. There are no anomalies nor issues to report. District Auditor Chris Mahr will be on the zoom meeting for any questions you may have for him.

Declare vehicle surplus

We have begun the decommission work for the 2005 Suburban. The plan is to place it on the government auction site govdeals.com when ready. I am formally recommending the 2005 Chevrolet Suburban District ID# 3GNGK26U35G243715.

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. The annual awards picnic is now scheduled for June 11th at Sunset Bay State Park. We are looking at the large yurt and area around it. Current plan is to start at 3PM and plan to go into the evening with an evening around a camp fire.
- B. At this time the Seafood Festival planning is underway. Dates are August 12-14