

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 will be held on **January 15, 2020** 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 December 11, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Public Hearing

A hearing to discuss updated cost recovery numbers for Ordinance 105.

Unfinished Business

Return from retirement agreement

Correct the agreement with Chief Sneddon for PERS costs

EF Recovery

Review of agreement with EF Recovery for cost recovery

Resolution 2020-001

Cost Recovery update

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 Report

Review of fiscal year 1819 Audit report

Incident Management Team Commitment

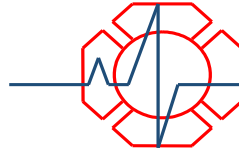
Chief’s commitment on State Fire Marshal’s Office Incident Mgmt. Team

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



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.

December 11, 2019

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

Called to Order: 7:05 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Heide Cummings, Dave Richards

Absent: Kim Davidson

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

Consent Agenda:

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

Petty Cash	\$ 100.00
Operating	\$ 6,916.37
Prime	\$ 46,099.87
LGIP Acct 1	\$ 7,454.54
Total Operating	\$ 60,570.78
BERF	\$ 111,935.06
Debt Service	\$ 13,931.75
Total All Funds	\$ 186,437.59

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

Discussion: Roy Holland noted the agenda date was incorrect

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report

UNFINISHED BUSINESS:

No unfinished Business was brought to the Board

Additional Unfinished Business:

None

NEW BUSINESS

Policy change Harassment policy/ Resolution 19-011

Policy changes in Senate require our fire district to make changes to our Harassment Policy. Legal counsel Jane Stebbins briefed the Board on the new policy and the requirements.

RESOLUTION 19-011: POLICY CHANGES

A RESOLUTION ADOPTING REVISIONS TO THE CHARLESTON FIRE DISTRICT POLICY

RECITALS

1. **WHEREAS**, in order to carry out its authorized function of fire protection and precaution pursuant to the authority granted by ORS §§ 478.010 *et seq*, it is necessary for the protection of the health, safety and general welfare of the District and the District members, that the Charleston Fire District adopt the following resolution; and
2. **WHEREAS**, updating and amending the District Policy is necessary; and
3. **WHEREAS**, the Board has reviewed and approved the attached Policies (attached as Exhibit A and incorporated herein)

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The above recitals are true and accurate and are incorporated herein by this reference.
2. The Charleston Fire District hereby adopts the updated policy set forth in Exhibit A attached to this resolution and directs Staff to incorporate the changes into the District's Policy documents.

Passed by the Board of Directors this 11th day of December, 2019

Motion: Ed Powers, 2nd by Dave Richards to adopt Resolution 19-011 approving changes to the Harassment Policy.

Discussion: None

Motion Carried by Unanimous Decision

Return from retirement agreement

Chief Sneddon requested to review the return from retirement agreement due to changes in the PERS requirements.

Motion: Dave Richards, 2nd by Ed Powers to approve the return from Retirement Agreement for Michael Sneddon.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

Memorandum of Understanding for Communications Grant

Motion: Ed Powers, 2nd by Heide Cummings to approve the Memorandum of Understanding for Communications Grant with Coos Bay FD, North Bend FD and North Bay Fire District.

Discussion: None

Motion Carried by Unanimous Decision

GOOD OF THE ORDER:

- A. Phone system switched service providers to Douglas Fast Net. We may need another Line Item in budget to enable leasing of equipment from Douglas Fast Net. Will be discussed further at next meeting.

President Holland adjourned the meeting at 7:42 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 December, 2019)

Petty Cash	\$ 100.00
Operating	\$ 16,894.26
Prime	\$ 106,412.76
LGIP Acct 1	\$ 415,640.48
Total Operating	\$ 539,047.50
BERF	\$ 66,948.07
Debt Service	\$ 15,435.99
Total All Funds	\$ 621,431.56

**Budget Summary incomes
verses expenditures:**
Ending Last Day of December
for Fiscal Year 2019/2020

Revenues	
Other Revenues	\$ 45,406.24
Prior Taxes	\$ 12,032.87
Taxes	\$ 658,832.31
Total Income General Fund	\$ 716,271.42
Income BERF/ Debt Service	\$ 1,533.49
Total income all Funds	\$ 717,804.91
Expenses	
Personal Services	\$ 243,551.41
Materials and Services	\$ 113,259.87
Capital outlay	\$ -
Total Expenditures	\$ 356,811.28
Transfers to BERF	\$ 50,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.12
BERF Equipment	\$ 98,360.01
BERF Building	\$ -
BERF Total Expenditures	\$ 98,360.13
Transfers to Debt Service Fund	\$ 13,900.00
Debt Service Fund	\$ 12,466.28
Total Expenditures all funds	\$ 467,637.69

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	1	2	3	2	4	5	1	7	33
EMS	50	48	47	52	41	44	44	55	57	62	32	44	576
MVC/Rescue	5	3	2	5	3	3	6	8	2	1	2	9	49
Burn Complaints	4	3	3	2	4	2	2	8	5	6	9	0	48
Good Intent	1	2	0	2	2	2	9	3	5	5	4	3	38
Monthly Total	60	57	55	65	51	53	64	76	73	79	48	63	744
Year to Date	60	117	172	237	288	341	405	481	554	633	681	744	

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: 31 days, 63 calls equals 2.04 calls per day
 Last Year: Average calls per day: 365 days, 744 calls equals 2.04 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	51	53	64	76	73	79	48	63	744	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	713	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	775	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	708	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	771	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	657	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	576	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	574	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	602	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	523	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	564	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	548	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	653	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	567	567
avg	55	47	49	54	55	53	56	61	53	57	50	59	641	

Training Report, December 2019

No report was submitted due to vacation

ADMINISTRATIVE REPORT

- A. Engine refurb update, the injectors we got from Salem Fire had two injectors that had been rebuilt incorrectly with parts installed backwards. Also one was still working poorly. I approved replacing all six with newly and warrantied injectors. They are finishing this later this week. They also found that the Jacobs brake was disconnected and everything in the computer showed it was not there. They reconnected including new wiring and reprogramming of the DDEC computer, and now it is fully functional. This project is outside the contract and the final payment is ready to send pending the truck arriving at station 1. The additional \$4,500 for this is outside the original contract.
- B. After discussing the lease options with our financial partners, it determined we should move forward on retiring the existing system and do a basic lease reducing the potential costs to the District in the future as this equipment get more expensive and to repair and replace as well as the current system is over 10 years old with the main computer over 5 years old and due for replacement soon as it becomes obsolete. With a leased system the company provides all care, repair and updates at their cost.
- C. After speaking with Oregon PERS, the requirements for my return to work for contributions are for the District share only which equates to 3.93% of my gross wage. I did not see this requirement when putting things together. There are no actions required as it is no different than the other governmental requirements we currently have for payroll costs.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Public Hearing to update Ordinance 105 Cost Recovery Amounts

I. Opening:

"Announce the agenda item from the agenda: "This is a hearing on the Update for Ordinance 105" The public hearing for this item is now open. The information for this application is physically before the Board. The purpose of this hearing is for the Board to hear testimony and take action relating to the proposed update to the costs associated with the Cost recovery Ordinance #105."

Everyone present will be given an opportunity to be heard. If you wish to testify, please use the sign-in sheet located on the table.

An official recording is being made of what is said at this hearing. Therefore, persons addressing this body are requested to begin by stating their name and address. Speak clearly into the microphone.

The order of the hearing will be:

Staff Presentation;

- a. \$250.00 Minimum response charge
- b. \$20.00 A per hour charge for each Volunteer person responding to and performing services at the emergency scene, calculated using costs for training, housing, oversight and management of the volunteer force by the District.
- c. \$50.00 A per hour for each career staff responding to and performing services at the emergency scene.

Testimony from persons wishing to speak in the following order:

- those in support,
- those neutral,
- those in opposition;

Questions from the Board - responses from Staff or others;

Deliberations and Decision of the Board

"Before we begin, does anyone on the board have any conflicts of interest or ex parte communications regarding the proposal to disclose?"

If Yes, have them disclose, then ask: Do you feel that would hamper your ability to make a decision based on the information presented today? (If their answer is yes, they should recuse themselves. If their answer is no, proceed.)

"Does anyone here object to any member of the board hearing this issue?"

II. Staff Presentation:

*“Before hearing from the applicant and the audience, we'll now hear from Staff.
Staff presents”*

“Does any Board member have questions of staff on this matter?”

“Does any Board member have questions of the Applicant on this matter?”

III. Public Testimony and Comment

“Are there any written materials that have not already been submitted to Staff, or that anyone wishes to submit without speaking? “

“I will ask for anyone who wishes to speak on this issue to come forward to the microphone. Please state your name, address, and then give your testimony. (After each speaker and before they leave the microphone) Does any Board member have questions of the speaker?”

IV. Questions and Answers

“At this time, does any Board member have questions of the Staff?”

V. Board Deliberation and Decision

“At this time, does any Board member have questions or need clarification from Staff or any speaker?”

“I will now close the public hearing in this matter.”

“It is now in order for the Board to discuss the matter and for a motion to:

1. Take action on the matter (approve the proposed text amendment as presented, deny, or take other action);
2. Continue the matter for later Board deliberation, or
3. Postpone the matter for additional Staff work or other reason.”

Note: Any decisions on actions for this matter will continue under the Agenda Item Resolution 2020-001 Cost Recovery update

Unfinished Business

Return from Retirement agreement

After further research with Oregon PERS, it was determined that the district is responsible to pay the district portion into the PERS account for the Fire District. The required amount at this time is 3.92% and does not adjust the Chief's PERS retirement but is paid into the District's account. It is my thought that it counters the costs for PERS for the current employees and would only help in future rate determinations as the funding for the district's employees would be larger in the long run. Below is the updated agreement terms.

Michael Sneddon

Re: Return from Retirement (RFR) Program

Michael,

The Fire District would like to hire you back from retirement $\frac{3}{4}$ time beginning January 1, 2020 and full time beginning July 1, 2020.

The following are the conditions of this agreement:

- Assigned to full time post retirement per year, working as the Fire Chief.
- Payroll will be based on $\frac{3}{4}$ time salary from January 1, 2020 to June 30, 2020 and Full time after July 1, 2020.
- There will be no paid vacation, sick leave, bereavement accruals, or any other paid leave during the RFR period. Unpaid sick leave will accrue and remain protected per Oregon Law. Needed leave from duty will be unpaid leave.
- During the RFR between January 1, 2020 and June 30, 2020 you will be compensated at **\$1,307.10** per week. Excluded are the **PERS employer share**, IAP, and longevity incentives.
- During the RFR after July 1, 2020 you will be compensated at **\$1,742.80** per week (plus scheduled cola's). Excluded are the PERS employer share, IAP, and longevity incentives.
- During the RFR period the District will continue to pay 85% for your current medical and dental coverage for Employee and Spouse (stipend).
- A \$40.00 per month cell phone use reimbursement will be paid the first of each month
- **PERS employer share**, Social Security and Workers compensation insurance is the only other benefits that apply to this RFR Program.

EF Recovery Agreement

After quite a bit of discussions, staff has agreed on the language for this agreement. Before you is that work and I recommend approval.

Resolution 2020-001 Cost Recovery update

WHEREAS the District has passed Ordinance No. 105 to establish authority and procedure for cost recovery for response to incidents outside district limits; and

WHEREAS the cost recovery amounts are based on the State Standardized Cost Schedule provided by the State Fire Marshall; and

WHEREAS the District incurs some costs that are not set forth in the State Standardized Cost Schedule when the District responds to incidents outside of District limits; and

WHEREAS the District finds that costs have risen sufficiently that a new resolution with new rates under Ordinance 105 is necessary,

NOW, THEREFORE, THE DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The above recitals are true and accurate and incorporated herein by this reference.
2. For the following costs which are not listed under the State Standardized Costs Schedule issued by the State Fire Marshal, the District hereby establishes the following fees:
 - a. \$250.00 Minimum response charge
 - b. \$20.00 A per hour charge for each Volunteer person responding to and performing services at the emergency scene, calculated using costs for training, housing, oversight and management of the volunteer force by the District.
 - c. \$50.00 A per hour for each career staff responding to and performing services at the emergency scene.

Passed by the Board of Directors this 15th day of January, 2020

Additional Unfinished Business:

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

New Business

Fiscal Year 2018/2019

Review and final acceptance of the audit report for fiscal year 2018/2019 through Chris Mahr CPA. Chris will attend the meeting to present the audit report.

3 Year Commitment for Incident Management Teams

Since PERS has changed and there are no limitations on hours, we need to sign a 3 year Commitment Confirmation for Chief Sneddon to participate in the Oregon State Fire Marshal's Incident Management Teams.

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)