

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 **July 17, 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

Election of Officers

The election of President, Vice President and Secretary/Treasurer for the Board of Directors

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 & Budget Hearing dated June 19, 2019

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

No Unfinished 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

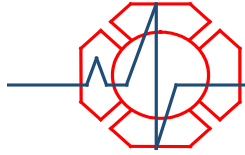
No New Business Proposed

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

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.

June 19, 2019

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

Called to Order: 7:05 PM

Flag Salute

Roll call:

Present: Roy Holland, Darrell King, Heide Cummings, Alan Taylor, Kim Davidson

Staff Present: Chief Mick Sneddon, Deputy Chief Daryl Kemmerle, Administrative Assistant Mistie Henderson

Budget Hearing:

Administrative recommendations:

Staff recommends transferring funds from the Fire Chief’s wage line to the Part Time wage line for a return of the 8 hr per week IT manager. The amount recommended is \$10,500. The payroll costs affiliated are already within the other lines ie Social Security, Medicare etc.

Recommended change #1

Page 2

Line 2 Fire Chief Salary: change from \$67,900 to \$57,500

Line 15 Part Time Positions: change from \$18,000 to \$28,400

Line 18 Total Personal Services: no change

This recommended change comes from the opportunity to bring back the IT Manager position to alleviate the backlog of tasks and computer management in the offices. This also gives more time for Assistant Chief Mac Maniman to mentor and grow our new staff members.

Recommended Change #2

Page 1

Line 12 Grants: change from \$48,000 to \$58,000

Line 29 Total resources: change from \$438,500 to \$448,500

Page 4

Line 9 Grant expenditures: change from \$45,000 to \$55,000

Line 15 Total Materials & Services: change from \$404,500 to \$414,500

No other lines including page and section totals change.

This is after confirmation of a \$10,000 grant award from the Rural Fire Assistance grant program for wildland equipment and training aids.

Note the tax rate does not change due to any of the requested changes.

Recommended change #3

Page 5 Resources:

- Line 1: change from \$30,000 to \$113,700
- Line 9: change from \$80,100 to \$163,700
- Line 12: change from \$80,100 to \$163,700

Page 5 Requirements:

- Line 9: change from \$50,000 to \$133,700
- Line 13: change from \$60,000 to \$143,700

Page 5 Total Requirements:

- Line 17: change from \$80,100 to \$163,800

No other lines including page and section totals change.

With the delay in finishing the refurbishment on the engine, we have not paid the final payment for it so the funds won't be expended until after the new fiscal year.

End recommendations

Motion: Darrell King, 2nd by Roy Holland to approve the three recommended budget changes as proposed.

Discussion: None

Motion Carried by Unanimous Decision

President Taylor closed the Budget Hearing

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting dated May 15, 2019
2. Financial: Approval of the statements of revenue and expense & check register

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

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

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave the report.
 Chief added the plan for the conference room

UNFINISHED BUSINESS:

None
Additional Unfinished Business:
 None

NEW BUSINESS

Dispatch Agreement

Chief Sneddon reviewed the agreement and recommended approval

Motion: Roy Holland, 2nd by Darrell King to adopt the Dispatch Agreement as proposed.
 Discussion: none
 Motion Carried by Unanimous Decision

Resolution 19-003 Funds Transfer

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 2018–2019 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 2018–2019;

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:	
<u>Fire Captain Salary</u>	\$ 5,000
<u>Health Insurance</u>	\$ 9,400
<u>Seasonal Firefighters</u>	\$ 1,500
<u>Total Transferred Out – Personal Services</u>	<u>\$ 15,900</u>
From the Materials and Services:	
<u>Building Maintenance</u>	\$ 1,500
<u>Physician & Medical Services</u>	\$ 1,000
<u>Volunteer Reimbursement/ Incentive</u>	\$ 3,000
<u>NFA Travel</u>	\$ 4,000
<u>Grant Expenditures</u>	\$ 25,000
<u>Total Transferred Out – Materials & Services</u>	<u>\$ 34,500</u>

From the Contingency:	
Contingency Fund	\$ 28,800
<u>Total Transferred Out – Contingency</u>	<u>\$ 28,800</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 79,200</u>

TRANSFERS IN

To the Personal Services category as follows:	
<u>Deputy Chief Salary</u>	\$ 700
<u>Overtime</u>	\$ 8,000
<u>Unemployment Insurance</u>	\$ 700
<u>Volunteer Firefighters</u>	\$ 2,000
<u>Medicare/ Social Security</u>	\$ 3,000
<u>Part Time Positions</u>	\$ 1,500
<u>Total Transferred In – Personal Services</u>	<u>\$ 15,900</u>

To the Materials and Services category as follows:	
<u>Equipment Maintenance</u>	\$ 1,800
<u>Meals</u>	\$ 700
<u>Lights & Power</u>	\$ 2,000
<u>Telephone</u>	\$ 1,500
<u>Office Supplies</u>	\$ 1,000
<u>Books & Subscriptions</u>	\$ 500
<u>Clothing</u>	\$ 10,000
<u>Membership Fees and Dues</u>	\$ 500
<u>Motor Vehicle & Heating Fuels</u>	\$ 1,000
<u>Fire Prevention</u>	\$ 3,500
<u>Training</u>	\$ 3,500
<u>Hydrant Standby Fee</u>	\$ 200
<u>Length of Service Incentive</u>	\$ 1,000
<u>Other Materials & Services</u>	\$ 500
<u>Apparatus Maintenance</u>	\$ 10,000
<u>Conflagration Act</u>	\$ 25,600
<u>Total Transferred In – Materials & Service</u>	<u>\$ 63,300</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 79,200</u>

Passed by the Board of Directors this 19th day of June, 2019

Motion: Roy Holland, 2nd by Darrell King to adopt the Funds Transfer as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Resolution 19-004 Adopt Budget FY 19/20

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2019-2020 in the total of \$1,332,900. 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, 2019 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Personal services	\$ 449,900	
Materials and services	414,500	
Capital Outlay	23,400	
Transferred to other funds		
Building/Equipment Reserve Fund	50,000	
Debt Service Fund	13,900	
General operating contingency	<u>40,000</u>	
 Total General Fund		 \$ 991,700
 BUILDING/EQUIPMENT RESERVE FUND		
Materials and services	20,100	
Capital outlay	<u>143,700</u>	
 Total Reserve Fund		 163,800
 DEBT SERVICE FUND		
Debt service		<u>15,000</u>
 Total Appropriations, All Funds		 1,170,500
Total Unappropriated and Reserve Amounts, All Funds		162,400
 TOTAL ADOPTED BUDGET		 \$ <u><u>1,332,900</u></u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2019-2020 upon the assessed value of all taxable property within the district at the rate of \$3.0000 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:

	<u>General Government Limitation</u>	<u>Excluded from Limitation</u>
Permanent Rate Tax	\$3.00/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 19th day of June 2019.

Motion: Darrell King, 2nd by Heide Cummings to adopt the Budget FY19/20 as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Resolution 19-005 Interfund Loans

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2019-2020 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2019-2020 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, 2020, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2020-2021 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 2019-2020 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 19th day of June 2019.

Motion: Heide Cummings, 2nd by Roy Holland to adopt the Interfund Loans as proposed.

Discussion: none

Motion Carried by Unanimous Decision

IT Manager Position

Chief Sneddon explained the importance in putting Dave Mac Maniman back into the position he used to hold.

Motion: Roy Holland, 2nd by Darrell King to approve the It Manager Position as proposed.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

A. Oath of Office. Edward Powers was elected to Position 1, Dave Richards to Position 3 & Roy Holland re-elected to Position 5 in the May Election. Chief Sneddon swore in the newly elected Board Members.

B. Special ceremony for retiring Board members. Darrell King and Alan Taylor complete 16 years as Board members and are given Appreciation plaques from the Department.

C. Kim Davidson brought up the Lumeria for Relay for Life

D. Jeff Henderson, on behalf of the Charleston Volunteers, thanked Darrell King and Alan Taylor for their Service.

E. Alan briefly brought up the election.

F. Rusty Shield thanked Darrell King and Alan Taylor for their service to the Department.

G. Chief Sneddon brought to the attention that the water tender was sold for \$4,500.

Adjourned the meeting at 7:45 PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Petty Cash	\$ 100.00
Operating	\$ 26,103.81
Prime	\$ 27,086.62
LGIP Acct 1	\$ 178,643.08
Total Operating	\$ 231,933.51
BERF	\$ 113,945.22
Debt Service	\$ 13,811.76
Total All Funds	\$ 359,690.49

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

**Budget Summary incomes
verses expenditures:**
Ending Last Day of June
for Fiscal Year 2018/2019

Revenues	
Other Revenues	\$ 119,155.44
Prior Taxes	\$ 27,791.39
Taxes	\$ 678,115.03
Total Income General Fund	\$ 825,061.86
Income BERF/ Debt Service	\$ 2,779.99
Total income all Funds	\$ 827,841.85
Expenses	
Personal Services	\$ 392,962.09
Materials and Services	\$ 293,444.04
Capital outlay	\$ -
Total Expenditures	\$ 686,406.13
Transfers to BERF	\$ 85,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 0.22
BERF Equipment	\$ 80,810.23
BERF Building	\$ -
BERF Total Expenditures	\$ 80,810.45
Transfers to Debt Service Fund	\$ 14,200.00
Debt Service Fund	\$ 14,891.33
Total Expenditures all funds	\$ 782,107.91

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							11
EMS	50	48	47	52	41	44							282
MVC/Rescue	5	3	2	5	3	3							21
Burn Complaints	4	3	3	2	4	2							18
Good Intent	1	2	0	2	2	2							9
Monthly Total	60	57	55	65	51	53							341
Year to Date	60	117	172	237	288	341							

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, 53 calls equals 1.77 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							341	341
2018	68	62	64	55	45	71	66	68	48	39	69	58	365	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	375	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	376	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	368	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	318	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	254	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	327	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	260	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	237	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	267	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	271	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	324	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	295	567
avg	55	47	49	54	55	53	55	60	51	55	46	54	313	

Training Report, JUNE 2019

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

Weekly Training:

1. Engine Company Evolutions (Pump / Hose and Hydrant Evolutions)
2. EMS Case Review @ SWOCC (Huff, Willis, Powers-t, Powers-E)

Joint Training:

1. Multi Company Drill (North Bend Fire) Master Streams and Truck Company Operations. (Terrell, Fisher, Eiselein, Reagan)
2. DPSST Vehicle Fire Safety (Live Fire Prop) (Corpus, McGahan, Terrell, Breitreutz)
3. ODOT Traffic Incident Management Class (Bush, Powers-T, Powers-E, Willis)

Special Training:

1. Association Meeting
2. Safety Committee
3. LEPC / Local Emergency Planning Commission Exercise (Sneddon)
4. Southwestern Oregon Fire Instructors Association (Kemmerle)
5. Consortium Training Officers Meeting (Kemmerle)
6. Basic & Advanced Forestry Law (Kemmerle)
7. Dispatch Training @ Bay Cities Ambulance (Owen)
8. Wildland Engine Boss Class (S-231) (Corpus, Marr, Terrell)
9. All Hazards Preparedness Class @ SWOCC (Sneddon, Kemmerle, Bush, Terrell)
10. High Threats Tactics & Techniques Class (Sneddon, Kemmerle, Huff, Marr, Breitreutz, Cook, Corpus) (Course funded by Jeff Common LODD Foundation)
11. Officers Meeting, training plan discussion.
12. Board Duties & Responsibilities (Board members from Charleston Fire and other agencies) (hosted by Wilson Heirgood & Associates)

Public Relations:

1. Fire Camp Hosted by SWOCC
2. Smoke Detector Installation
3. Videography of Live Burn at North Bay Fire Department (Eiselein)
4. Board Meeting social with Fire District

There were **29** classes and **91.5** training hours completed in the month of April.

Respectfully submitted,

Deputy Fire Chief Kemmerle
07/12/2019

ADMINISTRATIVE REPORT

- A. The Horton Ambulance was sold for \$8,050
- B. Engine Refurb, motor is back in and the truck is now in paint, I am scheduled the first of August to travel up and check the progress immediately after paint.
- C. Our 2019 Seasonal Firefighters are Connor Corpus and Trenton McGahan, both have been student firefighters since September for us.
- D. FF Terrell is taken the lead on the student program under the direction of Captain Henderson and is doing very well. We are currently doing interviews and have a list of candidates he is working through. We have a potential of six to nine students this upcoming school year

Respectfully Submitted

Michael J. Sneddon, Fire Chief

Unfinished Business

No Unfinished 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

No New Business Proposed

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) Charleston Seafood, Beer & Wine Festival is August 9, 10 & 11

- B) Through a joint program, the Fire District and the Charleston Volunteer Firefighters Association will again have a booth at the fair for Fire Prevention and fund raising.

- C) The Charleston Volunteer Firefighters Association is once again selling raffle tickets for several guns to raise funds to purchase equipment for the fire district operations. These raffles have provided over \$20,000 in equipment purchases over the past 5 years. For information see one of our firefighters or Chief Huff.

- D)