

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 **July 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.

A zoom option is available for those who choose to attend online. The public will be able to attend in person, listen to the proceedings or to attend through video conferencing. The public may secure digital access to the Board meeting by sending an email to charchief8201@gmail.com by **2 PM July 17, 2024**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall.

Special considerations:

Election of Officers

Board President

Board Vice President

Board Secretary/ Treasurer

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 & Budget Hearing June 19, 2024

Financial: Approval of the statements of revenue and expense & check register June 2024

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Fire Protection Agreement Coquille Indian Tribe

Review of action regarding negotiations for agreement for emergency response to tribal properties on Kilkitch Village.

Additional Unfinished Business:

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

New Business

Civil Service Commission Appointment

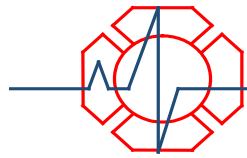
Appoint Position #1

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.

June 19, 2024

Charleston Rural Fire Protection District **Regular Meeting** of the Board of Directors & Budget Hearing for Fiscal Year 2024/2025

Called to Order: 6:03 PM

Flag Salute

Roll call: Present: Roy Holland, Dave Richards, Nancy Santos, and Ed Powers

Absent: Don Manley

Staff Present: Chief Mick Sneddon

Budget Hearing:

President Holland opened the Budget Hearing for the fiscal year 24/25 Budget at 1804 hrs

No Public, Board or staff Input was offered.

President Holland closed the hearing at 1805 hrs

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting May 15, 2024
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$6,001.70
Prime	\$37,074.04
LGIP Acct 1 & 2	\$152,824.11
Total Operating	\$195,999.85
BERF	\$38,438.18
Debt Service	\$80,414.82
Total All Funds	\$314,852.85

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

Discussion: None

Motion Carried by Unanimous Decision

UNFINISHED BUSINESS:

There was no unfinished business requiring action.

NEW BUSINESS:

Resolution 24-003 Adopting the Budget for FY 24/25

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2024-2025 in the total of \$1,887,400. 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, 2024 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Fire Protection	\$1,272,200	
Debt Service	\$ 105,700	
Transfers to other funds		
Building/ Equipment Reserve Fund	\$ 15,000	
Debt Service Fund	\$ 72,500	
General Operating Contingency	<u>\$ 40,000</u>	
Total General Fund		\$ 1,505,400
BUILDING/ EQUIPMENT RESERVE FUND		
Acquisition and Improvement	<u>\$ 54,500</u>	
Total Reserve Fund		\$ 54,500
DEBT SERVICE FUND		
Debt Service	<u>\$ 92,500</u>	
Total Debt Service Fund		<u>\$ 92,500</u>
Total Appropriations, All Funds		\$ 1,652,400
Total Unappropriated and Reserve Funds, All Funds		<u>\$ 235,000</u>
TOTAL ADOPTED BUDGET		<u>\$ 1,887,400</u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed for the tax year 2024-2025 upon the assessed value of all taxable property within the district at the rate of \$3.6500 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	\$3.65/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 19th day of June 2024.

Motion: Ed Powers/ 2nd by Dave Richards to adopt Resolution 24-003 adopting the Budget for Fiscal Year 2024/2025.

Discussion: None

Motion Carried by a Unanimous Vote

Resolution 24-004: General Fund 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 2023–2024 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 2023–2024;

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:

Conflagration/ Hazmat Pass-thru	\$ 5,000
<u>Part Time Positions</u>	\$ 2,500
<u>Health Insurance</u>	\$ 12,000
<u>Volunteer Firefighters</u>	\$ 5,000

Total Transferred Out - Personal Services \$ 24,500

From the Materials & Services Category:

<u>Haz-Mat/ NFA travel</u>	\$ 1,000
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Total Transferred Out - Materials & Services \$ 1,000

From the Contingency:

<u>Contingency Fund</u>	\$ 1,600
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Total Transferred Out - Contingency \$ 1,600

Total Transferred Out - All Categories \$ 27,100

TRANSFERS IN

To the Personal Services Category:

<u>Paid On Call Firefighters</u>	\$	900
<u>Fire Chief's Salary</u>	\$	900
<u>Benefit Retrieval</u>	\$	3,500
<u>Overtime</u>	\$	7,000
<u>Unemployment Insurance</u>	\$	1,400
<u>Total Transferred Out - Personal Services</u>	\$	<u>13,700</u>

To the Materials & Services Category:

<u>Building Maintenance</u>	\$	2,500
<u>Travel & Lodging</u>	\$	500
<u>Meals</u>	\$	500
<u>Freight</u>	\$	200
<u>Office Supplies</u>	\$	700
<u>Clothing</u>	\$	2,000
<u>Small Tools</u>	\$	300
<u>Motor Vehicle & Heating Fuels</u>	\$	3,000
<u>Fire Prevention</u>	\$	500
<u>Hydrant Standby</u>	\$	1,200
<u>Medical (EMS Supplies)</u>	\$	1,500
<u>Communications Contracts</u>	\$	500
<u>Total Transferred In - Materials & Services</u>	\$	<u>13,400</u>
<u>Total Transferred In - All Categories</u>	\$	<u>27,100</u>

Passed by the Board of Directors this 19th day of June, 2024

Motion: Ed Powers/ 2nd by Nancy Santos to adopt Resolution 24-004 General Fund Transfer.

Discussion: None

Motion Carried by a Unanimous Vote

Resolution 24-005

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT, COOS COUNTY, OREGON, AUTHORIZING INTERFUND BORROWING AND INTERFUND LOANS DURING THE 2024-2025 FISCAL YEAR.

WHEREAS, the Board of Directors recognizes that interfund borrowings and loans may be necessary during the 2024-2025 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, 2025, or the respective payments would be budgeted for in the duly adopted budget for the ensuing 2025-2026 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 2024-2025 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 2024.

Motion: Dave Richards / 2nd by Ed Powers to adopt Resolution 24-005 approving the use of Interfund Loans.

Discussion: None

Motion Carried by a Unanimous Vote

Automatic Aid Agreement with Coos Bay Fire Department

Chief Sneddon reviewed the agreement and the purpose. The agreement allows for both agencies to be dispatched simultaneously on the initial dispatch for a structure fire in each jurisdiction and their contract districts.

Motion: Ed Powers/ 2nd by Nancy Santos to approve the automatic aid agreement with Coos Bay Fire Department as proposed.

Discussion: None

Motion Carried by a Unanimous Vote

Memorandum of Understanding with Southwestern for use of Training Facility

Chief Sneddon spoke regarding the agreement that with the upgrade in the training facility at Southwestern, the college felt it necessary that we formalize the relationship between them and the Fire Agencies in the region. The MOU provides protection for the College and the District plus it lays out the process to access and use the facility. The agreement was reviewed by Jane (district's legal counsel) as well as the city attorneys of both Coos Bay and North Bend as they have signed the same agreement.

Motion: Ed Powers/ 2nd by Dave Richards to the Memorandum of Understanding between Southwestern Oregon Community College and Charleston RFPD regarding the use of the training facility on the campus at Southwestern Oregon Community College.

Discussion: None

Motion Carried by a Unanimous Vote

Fire Protection agreement with the Kokwell tribe for Kilkitch Village

Chief Sneddon reviewed the proposals to replace the current agreement. This is a discussion item only currently as the contact amount increased to a much higher amount that originally intended. The options are a fee per service agreement with a lowered annual administrative fee and each call for service the district would bill for cost recovery. In reviewing this process, Chief Sneddon noticed the Ordinance 102 is in need of updating. The issue with the fee per service for this agreement is an argument may occur regarding EMS response to their properties. Our stance in this is all incidents on tribal property will be billable to the tribe.

The other option would be to reduce the millage fee to a more workable number.

No action was taken on this agenda item.

Additional New Business:

No additional New Business was declared.

GOOD OF THE ORDER:

- A. The Sportsman's raffle is available now featuring three guns, two kayaks, a sport fishing trip and a few other items.
- B. The Pancake feed for the 4th of July will be in the works shortly as well

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief Sneddon briefed the Board on the recent grant for the purchase of a new training prop for forcible entry from the three Rivers Foundation. Chief Sneddon also reported on the Coquille Indian Tribe requesting that we renegotiate their contract.

Roy Holland adjourned the meeting at 6:35 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	\$18,424.50
Prime	\$52,074.37
LGIP Acct 1 & 2	\$99,585.31
Total Operating	\$170,184.18
BERF	\$38,601.28
Debt Service	\$80,043.53
Total All Funds	\$288,828.99

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$949,325.12
Prior Taxes	\$21,726.62
Other Revenues	\$195,098.22
Total Income General Fund	\$1,166,149.96
Income BERF/ Debt Service	\$5,912.41
Total Incomes all Funds	\$1,172,062.37
Expenses	
Personal Services	\$841,626.05
Material and Services	\$332,650.09
Capital Outlay/ GF Debt Service	\$660.00
Total Expenditures	\$1,174,936.14
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	\$0.06
BERF Equipment	\$13,009.88
BERF Building	\$0.00
Total Expenditures BERF	\$31,927.36
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$77,807.82
Total Expenditures all Funds	\$1,284,671.32

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2024:

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	2	0	4	3	2							15
Auto-Mutual Aid						3							3
EMS	66	48	55	44	42	50							305
MVC/RES	0	1	5	1	2	0							9
Burn Complaints	2	6	3	5	5	3							24
Good Intent	8	9	15	11	9	5							57
Lift Assists	7	5	5	7	6	2							32
Total	87	71	83	72	67	65	0	0	0	0	0	0	445
YTD	87	158	241	313	380	445	445	445	445	445	445	445	
Daily Avg	2.8	2.4	2.7	2.4	2.2	2.2	0	0	0	0	0	0	4.9

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	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2024	87	71	83	72	67	65							445	445
2023	59	69	60	70	84	67	87	108	98	81	88	108	409	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	517	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	409	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	383	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	341	744
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
Avg	71	64	68	67	66	80	72	80	78	70	72	82	406	

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 **June, 2024**.

Weekly Training:

06-05-2024: Medical Drill (Endocrine Emergencies). **(24 Staff hours)**

06-12-2024: Tender & Type 6 evolutions with porta tank. **(22 Staff hours)**

06-19-2024: RT-130 (Wildland Refresher) with CFPA. **(42 Staff hours)**

06-26-2024: Hydrants **(Staff 10 hours)**

Joint Training:

06-18-2024: Mobile Fire Training Unit at Coos Bay with CCF&R **(Staff 20 hours)**

Special Training/Events:

06-08-2024: BAH community outreach **(Staff 15 hours)**

06/10/14/2024: Rope Rescue Technician class. **(Staff 238 hours)**.

06/20-23/2024: OVFA Fire Officer I **(Staff 32 hours) (1 Duty Officer)**

06/21-23/2024: OVFA Pumper/Operator **(Staff 48 hours) (2 Firefighter/ Engineers)**

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: **(86 hours)**

Total training hours for the month of **June, 2024: (527 Staff hours)**

Respectfully submitted, Lieutenant Caleb Moldt, Training Officer

Administrative Report

A. HB 2805: 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.

For information see my email dated 7/15/24 under the subject heading of “Best Practices Update – Online Public Meeting Training”

B. We are working on the roll out of First Due our new online records, scheduling, training, incident management and notification software. We are scheduled for late August for the online date.

C. The dispatch service change to Coos Bay Police Dispatch is still in the discussion phase at Coos Bay.

D. I am waiting on the Kokwell tribe on the protection agreement.

E. Current Committee and Board Positions (see next page for list)

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Board of Directors

Term: 4 years

- #1 Edward Powers 6/27
- #2 Donald Manley 6/25
- #3 Dave Richards 6/27
- #4 Nancy Santos 6/25
- #5 Roy Holland 6/27

Budget Committee Members

Term: 3 years

- #1 Heide Cummings FY 26/27
- #2 Darrell King FY 26/27
- #3 Allen Solomon FY 24/25
- #4 Jerry Smith FY 24/25
- #5 Tina Powers FY 25/26

Civil Service Commission Term: 3 years

- #1 Nichole Rutherford 6/24
- #2 Stephanie Kilmer 6/25
- #3 Kim Davidson 6/26

Unfinished Business

No unfinished Business requested at time of issue

Additional Unfinished Business:

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

New Business

Appoint Civil Service Position #1

Nichole Rutherford is still interested in the position.

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 Sportsman's raffle is occurring currently and features three guns, two kayaks, two sport fishing trips, a generator, a gun/document safe and a few other items.
- B. The Pancake feed for the 4th of July was a huge success. We were busy most of the day. Thank You to Board members Nancy Santos and Ed Powers for working the event with us. We also want to thank everyone for their support of the Firefighters' Association. Between the pancake feed and the sportsman's raffle we made over \$6,000. The community was also very supportive, between monetary donations and sponsorships of items, all of the supplies were paid for before we opened our doors.