



## **Notice of a Regular Meeting**

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **August 18, 2021** 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 August 18, 2021**. 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 August 18, 2021** by emailing [charchief8201@gmail.com](mailto:charchief8201@gmail.com). If you do not have the capability to access this way, contact Chief Sneddon at 541-435-7071 by **12 noon August 18, 2021**.

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 Rolllcall**

**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 July 21, 2021

Financial: Approval of the statements of revenue and expense & check register August 2021

#### **Reports & Correspondence**

Administrative report: Alarm and drill statistics & operations report

#### **Unfinished Business**

##### Cost recovery discussion

Discuss changes to the cost recovery resolution and policy

##### Resolution 21-006

A Resolution Adopting Revisions to the Charleston Fire District Policy

##### Additional Unfinished Business:

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

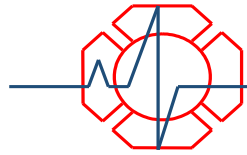
#### **New Business**

##### 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.**

**July 21, 2021**

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

Called to Order: 7:18 PM

Flag Salute

Roll call:

Present: Roy Holland, Ed Powers, Dave Richards, Don Manley, & Nancy Santos

Absent: None

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom), Mistie Henderson

Community Members: Heide Cummings

### **Swear in New Board Member & Election of Officers**

Don Manley was sworn in as a new board member in Position #2.

### **Election of Officers:**

Nominations for Board President

Ed Powers nominated Roy Holland for President, 2<sup>nd</sup> by Don Manley.

President Roy Holland closed nominations for President and asked for a vote

Discussion: none

Motion Carried by Unanimous Decision for Roy Holland for President

Nominations for Vice President

Ed Powers nominated Don Manley for Vice President, Don Manley declined

Motion failed due to a lack of a 2<sup>nd</sup>

Dave Richards nominated Ed Powers for Vice President, 2<sup>nd</sup> by Don Manley

President Roy Holland closed nominations for Vice President and asked for a vote

Discussion: none

Motion Carried by Unanimous Decision for Ed Powers for Vice President

Nominations for Secretary/ Treasurer

Ed Powers nominated Dave Richards for Secretary/Treasurer, 2<sup>nd</sup> by Don Manley

President Roy Holland closed nominations for Secretary/ Treasurer and asked for a vote

Discussion: none

Motion Carried by Unanimous Decision for Dave Richards for Secretary/ Treasurer

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting June 16, 2020
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$57,751.68
Prime	\$73,418.22
LGIP Acct 1	\$79,096.94
Total Operating	\$210,366.84
BERF	\$71,437.70
Debt Service	\$12,878.55
Total All Funds	\$294,683.09

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards to approve the consent agenda as proposed.

Discussion: President Holland noted the date discrepancy on the current agenda, July 18<sup>th</sup> and should have been July 21<sup>st</sup>

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report.

**UNFINISHED BUSINESS:**

Cost recovery discussion & Resolution 21-004 Policy update

Discuss changes to the cost recovery resolution and policy

The policy update proposal was reviewed and discussed by the Board with input from the Chief and Legal Counsel. The following resolution amends the current district policy regarding billing for cost recovery and services

Resolution 21-004: Amending the Cost Recovery Program for fire protection, crash scene response and traffic safety for emergency response incidents and all related

**WHEREAS**, ORS 478.310 and ORS 466.640 authorizes fire protection departments and districts to recover reasonable and necessary costs incurred in the course of protecting life and property that exceed the usual and customary expenses anticipated.

**WHEREAS**, Charleston RFPD has determined that response to downed and low hanging utility wires frequently involve traffic control , scene safety, detours and other services required to reduce further liability claims, damage or injury to non-involved parties, and

**WHEREAS**, Charleston RFPD has determined that response to hazardous materials release events frequently involve traffic control, scene safety, detours and other services required to reduce further liability claims, damage or injury to non-involved parties, and

**WHEREAS**, Charleston RFPD believes that its taxpayers should not be required to bear the extraordinary costs of responding to hazardous materials incidents, regardless of size, and that such extraordinary costs should be borne by the responsible party, and/or shippers of hazardous materials to reimburse the agency, and

**WHEREAS**, The charges set forth in the District Manual will begin to offset special education and training, wear of equipment, staffing costs, fuel consumption, loss or damage to publicly owned equipment, purchase or lease of any special equipment or services required to protect the environment, community property and the public; and

**Whereas**, Charleston RFPD also bears the cost of recovering data pertinent to filing a claim for loss of time and supplies, an amount to recover reasonable data collection, processing and administrative costs will be applied to each claim. This cost will be affixed to the total loss of the claim that shall be paid by the liable party causing said claim

**NOW, THEREFORE be it Resolved:**

That the Charleston RFPD hereby adopts the changes to the billing policy as set forth in the attached Exhibit A, incorporated into this resolution by reference.

Passed by the Board of Directors this 21<sup>st</sup> day of July, 2021

**Resolution 21-004 Exhibit A**

Amended section of Board Policy:

SECTION 3: Billing for Services

The District recognizes that there is a need for the District to respond to emergency incidents, which are either in unprotected areas, or on a transportation route. Often these calls for service involve persons and/or property who are not providing any revenue to support the availability of the service being used at the time of the emergency. It is the policy of the District to make a reasonable effort to recover all emergency response costs associated with the request for assistance, as authorized under ORS 478.300 and ORS 478.310.

A. Scope: This policy sets forth the billing procedures and fee schedule for billing of unprotected areas and motor vehicle accidents.

B. Definitions

1. Unprotected area - an area outside the boundaries of this fire district and not within the boundary of another public or private fire district or under contract for service from the Fire District.
2. Transportation route - any roadway, waterway, railroad right-of-way or airplane route against which no taxes or assessments for fire protection are levied by this fire district.

C. Billing for services shall be in compliance with the following:

1. All costs associated for apparatus shall be billed at a rate in compliance with the standardized cost schedule established by the Oregon Fire Service Mobilization Plan as identified in Oregon Administrative Rules, Chapter 837-130-0020.
2. Personnel costs will be charged on an hourly basis as follows:

Career Staff	\$50.00
Firefighters (Volunteer)	\$20.00

**3. ADDITIONAL CHARGES**

- a. All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team or the rope rescue team from the City of Coos Bay.
- b. Special services will be charged on an hourly or flat fee basis depending on the service.

Dispatch Fee:	\$ 15.00 flat fee
Extrication fee: Use of Extrication tools	\$ 250.00 flat fee
Special Rescue: Low/High Angle Rescue:	\$ 75.00 per hour plus personnel costs
Structure fire response fee	\$ 500.00 flat fee
- c. All materials and supplies used for the benefit of those persons receiving service will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.
- d. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action.
- e. Charleston RFPD will bill the listed homeowners and/or Renters insurance a \$500 cost recovery fee for all structure fires within the Charleston RFPD response area.

4. All additional costs associated with the provision of services, not identified by the standardized cost schedule referenced above shall be billed in accordance with this Policy.
5. Materials and Supplies costs will be charged at the cost of replacement of those materials.

6. The bill for service shall be sent (a) in the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent; and (b) when the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent. The bill for service, in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on Fire District forms.
7. Whenever there is more than one party involved in the incident, the bill shall be divided equally among all parties.
8. Persons who reside within the fire district boundary, contract with the Fire District for service or pay taxes to the District shall not be billed for any services received.
9. Whenever there is an incident that involves persons who are taxpayers and those who are not, the latter shall be billed an equitable percentage of the total service fee.

**D. BILLING PROCEDURE**

1. Personnel at the scene will strive to obtain vital information relating to the name, residential address, mailing address if other than residential, and the name of the insurance provider(s) of all persons involved in the incident. District Staff will utilize the EF Recovery App to obtain the information required for the EMS Coordinator to file a cost recovery claim through EF Recovery
2. Whenever this information is unobtainable due to the circumstances of the incident, the District will contact the billing department of the ambulance provider to gain necessary information.
3. The District will endeavor to send all bills within thirty (30) days of providing service. If arrangements for payment are not made within ninety (90) days, the bill will be considered delinquent and the District will proceed with collection, as they deem appropriate, on a case-by-case basis.
4. The following matrix will be used for determining cost recovery eligibility

<b>Motor Vehicle Crashes</b>	<b>Residents</b>	<b>Non-Residents</b>
1) Bill Insurance	Yes	Yes
2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	No
2) If denied <i>or</i> no insurance, bill Liable Party	No	Yes
3) If unpaid, send to collections	No	Yes
<b>Rescue Operations</b>		
1) Bill Insurance	Yes	Yes
2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	No
3) If denied <i>or</i> no insurance, bill Liable Party	No	Yes
4) If unpaid, send to collections	No	Yes
<b>Structure Fires (\$500 fee)</b>		
1) Bill Insurance	Yes	N/A
2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	N/A
<b>Preparedness Fee All incidents Billed</b>	No	Yes
1) \$250.00 Minimum Preparedness Fee	No	Yes

**SECTION 4: EXHIBIT A**

**A. OREGON STATE FIRE MARSHAL'S COST RECOVERY SCHEDULE OAR 837-130-0020**

1. All costs for apparatus and response will be billed under the current Oregon Fire Service Mobilization Plan.

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards to approve Resolution 21-004 Updating the Cost Recovery Program for Fire Protection, Crash Scene Response and Traffic Safety for Emergency Response Incidents and All Related & adopting District Policy Change.

Discussion: None

Motion Carried by Unanimous Decision

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

**Staff Position Changes, Full time & Part Time**

The Chief reviewed the requested changes and recommendations:

1. Replace the Deputy Chief position with a Lieutenant, hire as a Firefighter/Engineer at entry level with authority to promote to Lieutenant with 5% increase at point of met benchmarks.
2. Hire the duty officer's position that will replace the Deputy Chief position immediately
3. Increase the Administrative Assistant from 12 hours per week to 30 hours per week.
4. An amended resolution funds transfer was proposed at the meeting to reflect the changes in staffing recommendations that came up that day and after the Agenda was posted.

**Motion:** Dave Richards, 2<sup>nd</sup> by Ed Powers to approve the Full Time Position personnel changes as proposed (as listed in numbers 1-3 above).

Discussion: None

Motion Carried by Unanimous Decision

**RESOLUTION 21-005: 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 2021–2022 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 2021–2022;

**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>Assistant Chief Salary</u>	\$ 60,000
<u>PERS</u>	\$ 5,000
<u>Health Insurance</u>	\$ 4,000
<u>Total Transferred Out – Personal Services</u>	<u>\$ 69,000</u>
<u>Total Transfer Out - All Categories</u>	<u>\$ 69,000</u>

**TRANSFERS IN**

To the Personal Services category as follows:	
<u>Utility Firefighters</u>	\$ 42,000
<u>Seasonal Firefighters</u>	\$ 12,000
<u>Part Time Positions</u>	\$ 15,000
<u>Total Transferred In – Personal Services</u>	<u>\$ 69,000</u>
<u>Total Transfer In - All Categories</u>	<u>\$ 69,000</u>

Passed by the Board of Directors this 18<sup>th</sup> day of July, 2021

**Motion:** Ed Powers, 2<sup>nd</sup> by Don Manley to adopt Resolution 21-005 General Fund Transfer.

Discussion: None

Motion Carried by Unanimous Decision

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- A. Chief Sneddon discussed Trenton McGahan leaving for his new position with Coos Bay Fire.
  - B. Chief Sneddon noted that Austin Cybulski and Hunter Betzinger have been hired to replace Trenton and Daryl, both come from the current student Firefighter's program.
  - C. Chief Sneddon discussed our lack of volunteers
  - D. Dave Richards asked Chief Sneddon to thank Trenton McGahan from the board for his service and dedication.
  - E. Heide Cummings expressed that the pancake feed this year was very nice. Chief Sneddon brought to attention over 400 people attended this year  
Chief Sneddon brought to attention that the Volunteer Association is still selling gun raffle tickets.
- President Holland adjourned the meeting at 8:12 PM

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

#### Current Meeting Financial Summary

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$11,722.35
Prime	\$40,508.25
LGIP Acct 1	\$90,878.62
Total Operating	\$143,209.22
BERF	\$71,437.77
Debt Service	\$12,885.05
Total All Funds	\$227,532.04

#### Budget Summary incomes verses expenditures:

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

Revenues	
Taxes	\$0.00
Prior Taxes	\$0.00
Other Revenues	\$2,135.80
Total Income General Fund	\$2,135.80
Income BERF/ Debt Service	\$483.73
Total Incomes all Funds	\$2,619.53
Expenses	
Personal Services	\$57,920.30
Material and Services	\$14,740.36
Capital Outlay/ GF Debt Service	\$55.00
Total Expenditures	\$72,715.66
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$0.00
BERF M&S Building Repair	\$0.00
BERF M&S Other	\$0.04
BERF Equipment	\$0.00
BERF Building	\$0.00
Total Expenditures BERF	\$0.04
Transfers to Debt Service Fund	\$0.00
Debt Service Fund	\$0.01
Total Expenditures all Funds	\$72,715.71



## Administrative report: Alarm and drill statistics & operations report

### ACTIVITY REPORT

Call volume for the fire district this month is as follows:

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	3	6	3	6	6	6						34
EMS	53	46	43	58	60	60	51						371
MVC/RES	10	4	2	4	2	7	7						36
Burn Complaints	5	1	3	2	1	2	2						16
Good Intent	6	0	3	2	3	4	4						22
Total	78	54	57	69	72	79	70	0	0	0	0	0	479
YTD	78	132	189	258	330	409	479	479	479	479	479	479	
2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	2	4	6	6	7	5	4	3	8	2	5	2	54
EMS	54	40	49	41	37	58	45	53	57	45	56	44	579
MVC/RES	4	4	4	2	7	4	4	4	3	4	1	5	46
Burn Complaints	4	5	3	8	4	2	4	2	6	6	5	3	52
Good Intent	5	2	2	3	5	6	5	0	6	2	8	4	48
Total	69	55	64	60	60	75	62	62	80	59	75	58	779
YTD	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 31 days, 70 calls equals 2.26 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2021	78	54	57	69	72	79	70						479	479
2020	69	55	64	60	60	75	62	62	80	59	75	58	445	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	405	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	431	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	437	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	426	708
Avg	66	55	61	64	60	61	60	61	61	60	61	61	437	

# Training Report, July 2021

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during July, 2021.

## **Weekly Training:**

1. We continue on-line Target Solutions training (Fire & Medical continuing education).
2. Company Evolutions, loading hose and tender operations.

## **Joint Training:**

1. Southwestern Fire Investigation Team Meeting @ Coos Bay Fire (Kemmerle, Marr, T-Powers)

## **Special Training:**

1. After Action Reviews (MVC, Motorhome Fire, Small RV Fire)

## **Public Relations:**

Annual 4<sup>th</sup> of July Charleston Volunteer Firefighters' Pancake Feed.

There were **286** training hours completed in the month of June.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
7/31/2021

## ADMINISTRATIVE REPORT

- A. Current status of the engine in refurb: The engine is back in station and we are will working a few bugs out of it and are mounting equipment back on it as well, we hope to have it complete in September.
- B. Crews are painting station 1 & 2 at this time. Station 3 was repainted last summer.
- C. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The latest rules do not require masks nor require the social distancing during daily operations. We are requiring masks and distancing during medical calls. The latest requirements sent down by the Governor requires that all health care workers that are not vaccinated be tested weekly for COVID-19 at our cost. I am not sure how she thinks local government and the private health care facilities will be able to afford that plus I see a great increase in potential exposure to those administering the tests that the Health care community really cannot afford. We have recommended that members thorough research the inoculations for the COVID-19 Virus and make an informed decision on whether to or not to get it.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

## Unfinished Business

Corrected Board Policy changes in the Cost Recovery program:

When I sent the completed policy for the cost recovery to EF Recovery, the fooling errors were noted that caused a conflict in the billing matrix and potentially with insurance companies. These changes do not change the policy but clean up some language that could be used to deny a claim by insurance companies.

The proposed changes are the removal of the following sentences in the policy that are lined out below.

### SECTION 3: Billing for Services

#### 3. ADDITIONAL CHARGES

- a. All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team or the rope rescue team from the City of Coos Bay.
  - b. Special services will be charged on an hourly or flat fee basis depending on the service.

Dispatch Fee:	\$ 15.00 flat fee
Extrication fee: Use of Extrication tools	\$ 250.00 flat fee
Special Rescue: Low/High Angle Rescue:	\$ 75.00 per hour plus personnel costs
Structure fire response fee	\$ 500.00 flat fee
  - c. All materials and supplies used for the benefit of those persons receiving service will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.
  - d. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action.
  - ~~e. Charleston RFPD will bill the listed homeowners and/or Renters insurance a \$500 cost recovery fee for all structure fires within the Charleston RFPD response area.~~
4. All additional costs associated with the provision of services, not identified by the standardized cost schedule referenced above shall be billed in accordance with this Policy.
  5. Materials and Supplies costs will be charged at the cost of replacement of those materials.
  6. The bill for service shall be sent (a) in the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent; and (b) when the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent. The bill for service, in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on Fire District forms.
  7. Whenever there is more than one party involved in the incident, ~~the bill shall be divided equally among all parties~~ **the responsible party or parties shall be billed.**
  - ~~8. Persons who reside within the fire district boundary, contract with the Fire District for service or pay taxes to the District shall not be billed for any services received.~~
  - ~~9. Whenever there is an incident that involves persons who are taxpayers and those who are not, the latter shall be billed an equitable percentage of the total service fee.~~

**RESOLUTION 21-006: 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 18<sup>th</sup> day of August, 2021

Attachment A:

**SECTION 3: Billing for Services**

**3. ADDITIONAL CHARGES**

- a. All costs incurred as a result of the District utilizing another governmental agency for the efficient mitigation of the emergency will be passed on directly to the person(s) receiving the service. An example of this condition may be costs associated with calling the Hazardous Materials Team or the rope rescue team from the City of Coos Bay.
  - b. Special services will be charged on an hourly or flat fee basis depending on the service.  
Dispatch Fee: \$ 15.00 flat fee  
Extrication fee: Use of Extrication tools \$ 250.00 flat fee  
Special Rescue: Low/High Angle Rescue: \$ 75.00 per hour plus personnel costs  
Structure fire response fee \$ 500.00 flat fee
  - c. All materials and supplies used for the benefit of those persons receiving service will be billed directly to those individuals. The only exception will be whenever materials and supplies are exchanged with the ambulance provider.
  - d. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action.
4. All additional costs associated with the provision of services, not identified by the standardized cost schedule referenced above shall be billed in accordance with this Policy.
  5. Materials and Supplies costs will be charged at the cost of replacement of those materials.
  6. The bill for service shall be sent (a) in the case of fire suppression service rendered in an unprotected area, to the owner of the property involved in such fire, or the property owner's designated agent; and (b) when the District responds to a call for assistance arising from an incident on a transportation route within the District or a public safety incident in an unprotected area, to the person or property receiving the direct fire or safety services as a result of the incident, or to the designated agent. The bill for service, in the case of fire suppression service provided to an unprotected area, will be submitted to the property owner or designated agent on Fire District forms.
  7. Whenever there is more than one party involved in the incident, the bill shall be divided equally among all parties.

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) The new hires have stepped into their positions and are doing excellent, they are a testimony to the program that we have built in the past few years. The leadership of Lieutenant Nick Terrell is showing in the quality of these firefighters. I look to FF/Engineer Austin Cybulski to keep that level of leadership going as we get ready for the new school year. We have hired three of our resident firefighters in the past 6 months and they have started work with very little training required to manage their shifts. Both Austin and Hunter will be starting their Paramedic program in the fall and both have demonstrated that they will do great in that program.

B)