



Notice of a Regular Meeting

A **Regular** meeting of the Board of Directors of the Charleston Rural Fire Protection District will be held on **May 18, 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 May 18, 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 May 18, 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 May 18, 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 Rollcall

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 April 20, 2022

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

Firefighter positions

Action on new Firefighter positions

Grant proposal for seismic upgrade grant writing and management

Information on having grants written and managed for the seismic upgrades of Station 1 & 2

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.

April 20, 2022

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

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

Staff Present: Chief Mick Sneddon

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting March 16, 2022
2. Financial: Approval of the statements of revenue and expense & check register

Patty Cash	\$100.00
Operating	\$45,121.96
Prime	\$29,533.05
LGIP Acct 1	\$421,165.16
Total Operating	\$495,920.17
BERF	\$121,708.66
Debt Service	\$13,899.92
Total All Funds	\$631,528.75

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report, Discussion on increasing budget for 3 additional shift personnel due to the large increase in call volume and lack of volunteerism from the community. Serious burnout is a major concern with the staff.

Chief Sneddon presented a 10 year longevity incentive check Tina Powers for 10 years of active service as a volunteer firefighter.

Chief Sneddon had an open conversation with the Board regarding the future of the agency including the potential to join with other agencies in the coming years. The discussion included the Coos Bay Fire Department joining with the District and the city ending service as a city department and the discussion of joining with Millington and Sumner Fire Authority as a possibility.

UNFINISHED BUSINESS:

None

Additional Unfinished Business:

None

NEW BUSINESS:

Budget Committee Appointments

Chief explained that there are three applicants for Budget Committee this year. Allen Solomon and Jerry Smith have applied again this year. Their terms expired this year and they were in positions 3 & 4 respectively. Darrell King has also applied for Budget Committee, as you know Darrell retired from the Board in 2019 after serving over 15 years there. Position 2 was vacant due to Don Manley's election to the Board. There are 2 years left on the term for position #2.

Motion: Dave Richards, 2nd by Don Manley to appoint Allen Solomon to Budget committee position #3, Jerry Smith to position #4 and Darrell King to complete the term in position #2.

Discussion: None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

- A. Fire District Banquet June 11th Sunset State Park
- B. Seafood Festival will be August 12-14th

President Holland adjourned the meeting at 8:06 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary Fiscal Year 2021/2022

(Ending Last Day of prior month)

Patty Cash	\$100.00
Operating	\$7,375.05
Prime	\$114,605.65
LGIP Acct 1	\$322,910.38
Total Operating	\$444,991.08
BERF	\$121,772.01
Debt Service	\$18,907.15
Total All Funds	\$585,670.24

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$740,340.38
Prior Taxes	\$28,584.61
Other Revenues	\$201,650.89
Total Income General Fund	\$970,575.88
Income BERF/ Debt Service	\$394.41
Total Incomes all Funds	\$970,970.29
Expenses	
Personal Services	\$461,419.59
Material and Services	\$226,137.68
Capital Outlay/ GF Debt Service	\$550.00
Total Expenditures	\$688,107.27
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	\$705,038.77

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	89	85									345	345
2021	78	54	57	69	72	79	70	89	75	84	84	99	258	910
2020	69	55	64	60	60	75	62	62	80	59	75	58	248	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	237	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	249	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	251	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	230	708
Avg	68	60	65	67	60	70	62	70	68	64	66	67	210	

Average calls per day: 30 days, 85 calls equals 2.84 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	2									10
EMS	60	75	70	73									278
MVC/RES	6	4	7	4									21
Burn Complaints	1	2	3	0									6
Good Intent	11	8	5	5									29
Lift Assists	0	0	0	1									1
Total	80	91	89	85									345
YTD	80	171	260	345									

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, April 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 April, 2022.

Weekly Training:

1. Vehicle extrication didactic and tool familiarization
2. Company evolutions
3. Fire ground hoisting

Joint Training:

1. None

Special Training:

1. None

Total training hours completed last month: Approximately 180 man hours.

Respectfully submitted,

Hunter Betzinger, Engineer/EMT and Training Officer

ADMINISTRATIVE REPORT

- A. Staff has been working on getting things cleaned up and ready for summer.
- B. Currently Firefighter Engineers Austin Cybulski and Hunter Betzinger are in their final term of their Paramedicine program at Southwestern. Student Firefighter Brittany Vickoren is also in her final term.
- C. Student program coordinators Captain Henderson and FF/Engineer Cybulski are working on marketing the Student Program along with Southwestern's Fire and EMS programs to recruit for our program in the fall. From what I am hearing, all four of our students will be leaving us over the summer and moving on in their career goals. We have 6 positions scheduled for this and having all six filled takes stress of the paid staff and myself. It is my goal that we create a dynamic and educational program here to support these student firefighters and provide them with skills to serve the Fire Service well in the future.
- D. The hiring process had been delegated to AA Mistie Henderson, as she has worked in HR for many years for past employers. The different processes have been delegated to different staff to work through the process.

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

Firefighter positions

As approved in the budget for FY2223, it is time to begin the hiring process for the three Firefighter/ Engineer positions. This is a request to approve adding the three new positions. Adding these three will increase full time staffing to six including 1 Captain and 2 Lieutenants. The starting wage will be the same as we currently have which is a range of \$42,000 to \$45,000 depending on experience and medical licensure. Benefits are currently covered in Board Policy and no changes will occur.

Upon approval staff will begin advertising the position. Plans are to use the Facebook page and the Daily Dispatch, a news email service for the Fire Service based on each state. We will also send a notice out to all the Chief's in the region to share with their staff.

Grant proposal for seismic upgrade grant writing and management

I was recently contacted by an engineering firm that specializes in engineering and grant writing for seismic upgrades of public buildings. The State of Oregon has a program that would provide the District up to \$2.5 million to do the upgrade to one station. We have the option to do two grant requests. For years the option was not available to the district due to the tsunami inundation zone, however, I understand this has changed in the past year. Attached to you email is two contracts, one for Station one and the other Station 2 on Crown Point Rd. My conversation with Chief Stanton of Hermiston Fire & Rescue and the engineering firm as well, the grant pays for everything.

The engineering firm charges \$5,000 for the grant writing and the engineering of the project. This fee is not due until the grant is funded and will not be required according to the contract if the grant is denied. The costs that the District would have to fund would be if we added remodel projects to the entire project. I would like to consider remodeling the bathroom, kitchen and living quarters areas of Station 1 to the project based on grant funds that I will look for. This would add a handicapped restroom to the station with easier access from the training room that would also add security to the living quarters and offices during public use of the training room. The rest would be to accommodate the added staff and make a more hospitable day room and an additional dorm room. All these additions would be based on locating grants and cannot be funded by the seismic upgrade grant plus funding from our budget is not available either. I have sent the contracts to legal on Monday for review and I am working with SDAO as well.

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. We are scheduled for Saturday June 11th at Sunset Bay for our awards and appreciation picnic. We are planning an afternoon and evening event with a campfire and picnic.

B. At this time the Seafood Festival planning is underway.