

**These minutes are a draft until adopted by the Board of Directors and signed by the Board Secretary.**

**April 15, 2026**

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

Called to Order: 6:00 PM by Vice President Richards

Flag Salute

Roll call:

Present: Nancy Santos, Ed Powers, Dave Richards, Roy Holland,

Absent: Don Manley

Staff Present: Chief Mick Sneddon, Captain Russell Shield, Jane Stebbins (Via Zoom)

**Consent Agenda:**

1. Minutes of the prior meeting: - Regular meeting March 25, 2026
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$13,830.48
Prime	\$68,535.41
LGIP Acct	\$181,212.19
Total Operating	\$263,678.08
BERF	\$66,647.15
Debt Service	\$63,762.37
Total All Funds	\$394,087.60

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

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Roy Holland

Motion Carried by Unanimous Decision

**Reports & Correspondence:**

Chief gave the Administrative Report: Alarm and drill statistics and operations report.

Chief Sneddon informed the Board that the Charleston Volunteer Firefighters' Association elected to not do the annual 4<sup>th</sup> of July Pancake Feed due to a lack of staffing.

## **UNFINISHED BUSINESS:**

### **Station 1 Remodel**

Chief Sneddon discussed efforts to raise the necessary funds to remodel and add onto Station 1 to improve operations readiness and the health and safety of staff and the public.

### **Additional Unfinished Business**

No additional unfinished business was declared.

## **NEW BUSINESS:**

### **Cost Recovery Agreement**

Chief Sneddon reviewed the new agreement with Nightshades, formerly "EF Recovery" and recommended approval and signing.

Motion: Nancy Santos, 2<sup>nd</sup> by Dave Richards to approve the agreement for cost recovery with Nightshades as proposed.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Roy Holland

Motion Carried by Unanimous Decision

### **Budget Committee Appointment**

Chief Sneddon reviewed the current open positions and list of applicants.

Position #3 vacancy and has 2 years remaining, and position #5 expired.

Motion: Dave Richards, 2<sup>nd</sup> by Nancy Santos to appoint Sue Cameron to Budget Committee position #3 and Tina Powers to position #5.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Roy Holland

Motion Carried by Unanimous Decision

### **Civil Service Appointment**

Chief Sneddon reviewed the current open position. Kim Davidson has request reappointment. This is a 3-year term.

Motion: Ed Powers, 2<sup>nd</sup> by Nancy Santos to appoint Kim Davidson to Civil Service Commission position #2.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Roy Holland

Motion Carried by Unanimous Decision

### **Food Bank Agreement Renewal**

Chief Sneddon reviewed the changes in the agreement with the Charleston Food Bank at Station 2.

The only change from prior agreements is that the agreement will auto-renew every 3 years.

Motion: Nancy Santos, 2<sup>nd</sup> by Dave Richards to approve the agreement with the Charleston Food Bank with the auto-renewal paragraph.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Roy Holland

Motion Carried by Unanimous Decision

### GASB 75 Actuarial Agreement

Chief Sneddon reviewed the offer from Special District Insurances Service to pay the costs associated with this actuarial audit. GASB 75 refers to the benefits provided by the district and benefits offered for retirees.

Motion: Ed Powers, 2<sup>nd</sup> by Dave Richards to approve the agreement for with Milliman and Son's for the GASB 75 actuarial as funded by Special Districts Insurances Service.

Discussion: None

Vote: Aye: Nancy Santos, Ed Powers, Dave Richards, Roy Holland

Motion Carried by Unanimous Decision

### Agreement for housing lease to CFPA

Chief Sneddon proposed the agreement for leasing dorm space to Coos Forest Protective Association again this year. They are interested in five (5) rooms at Crown Point Station just as last year. The agreement is the same as last year will the dates changed. The amount will increase this year to \$1,250 per month. The agreement provides \$6,250 of income.

**Motion:** Nancy Santos, 2<sup>nd</sup> by Ed Powers to approve the Housing agreement with Coos Forest Protective Association in the amount of \$6,250 for 5 rooms at the Crown Point Station.

Discussion: None

Motion Carried by Unanimous Decision

### Case Against Bill Potter

Chief Sneddon explained the situation and the case against Mr. Potter related to the theft of mail which included an outgoing district check. The check had the payee changed and was presented to Columbia Bank where they caught it. I confirmed it was fraudulent. Staff has received subpoena's 3 times now and Mr. Potter has failed to show for his trial. The Fire District was able to stop the fraud without a direct cost to the District. Chief Sneddon is requesting a discussion on whether to continue with the charges or drop them. Chief Sneddon attempted contact with the District Attorney assigned to the case but he as not available prior to the meeting.

The discussion was tabled to the May Meeting, pending advise from the District Attorney's office.

### Additional New Business:

No additional New Business was declared.

### GOOD OF THE ORDER:

A. Nothing discussed at the meeting

Roy Holland adjourned the meeting at 6:35 PM

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Secretary of the Board