

## 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 will be held on **April 21, 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 April 21, 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 April 21, 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 April 21, 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 Rollcall**

#### **Appoint Board Position #4**

Action on replacing Board position left vacant by the retirement of Heide Cummings

**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 March 17, 2021

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

##### 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 Budget Positions 1 & 2

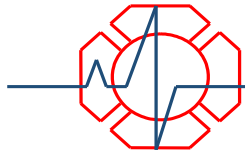
Discuss and appoint open Budget Positions due to term expirations

##### 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.**

## **March 17, 2021**

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, Heide Cummings, Dave Richards (Via Zoom) Kim Davidson (Via Zoom)

Staff Present: Chief Mick Sneddon

Staff via Zoom: Legal Counsel Jane Stebbins

## **Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting February 17<sup>th</sup>, 2021
2. Financial: Approval of the statements of revenue and expense & check register

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

Discussion: None

Motion Carried by Unanimous Decision

## **Reports & Correspondence:**

Chief gave the Administrative Report.

Petty Cash	\$ 100.00
Operating	\$ 8,601.38
Prime	\$ 79,824.60
LGIP Acct 1	\$ 303,695.43
Total Operating	\$ 392,221.41
BERF	\$ 71,295.19
Debt Service	\$ 14,630.55
Total All Funds	\$ 478,147.15

## **UNFINISHED BUSINESS:**

### **Cost Recovery update**

The Board had an open discussion on changing the cost recovery program and listened to a proposal from Hugh Sutherland of EF Recovery on their recommendations for who and when to bill for our cost recovery program. Hugh outlined our current program of only billing non-residents of the district for motor vehicle crashes. He recommended we broaden our cost recovery efforts to include all motor vehicle crashes and those without insurance in an effort to recoup district costs for those alarms that are caused by individuals. There is also the opportunity to recoup some costs from homeowners insurance for response to structure fires.

Hugh also noted that we need to update and create a more detailed schedule of fees. Since cost recovery authority is provided via ordinance 105, a resolution 19-007 and district policy, we discussed which required updating and it looks as if the ordinance is fine, we will require a new resolution and policy update.

There was an extensive discussion and the Board under a consensus asked for staff to return to the April meeting with further ideas, options and the necessary documents to update the cost recovery program for the Board to discuss and choose the options.

**Additional Unfinished Business:**

None

**NEW BUSINESS:**

**Heide Cummings retirement**

With the adjournment of this meeting Heide Cummings has tendered her resignation from the Board after serving on the Board since 2005 and the Budget Committee for 2 years before that. Heide began attending Board Meetings in the early 1990's as an interested citizen.

**Additional New Business:**

None

**GOOD OF THE ORDER:**

- Annual District Appreciation dinner in review for a possible outdoor picnic this summer
- Thank you from the Board and Staff for Heide's service to the District and the Board.

President Holland adjourned the meeting @2000 hours

# EXPLANATION OF BOARD PACKET

## Appoint Board Position #4

Nancy Santos is the only applicant for Board Position #4 and is qualified for the position.

## Reports & Correspondence

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

Current Meeting Financial Summary  
(Ending Last Day of March, 2021)

Petty Cash	\$ 100.00
Operating	\$ 10,426.62
Prime	\$ 19,826.06
LGIP Acct 1	\$ 317,946.73
Total Operating	\$ 348,299.41
BERF	\$ 71,331.52
Debt Service	\$ 14,638.01
Total All Funds	\$ 434,268.94

### **Budget Summary incomes versus expenditures:**

Ending Last Day of March for  
Fiscal Year 2020/2021

<b>Revenues</b>	
Other Revenues	\$ 26,984.32
Prior Taxes	\$ 21,807.08
Taxes	\$ 705,426.45
Total Income General Fund	\$ 754,217.85
Income BERF/ Debt Service	\$ 355.75
Total income all Funds	\$ 754,573.60
<b>Expenses</b>	
Personal Services	\$ 395,697.82
Materials and Services	\$ 189,486.86
Capital outlay/ GF Debt Service	\$ 12,942.00
Total Expenditures	\$ 598,126.68
Transfers to BERF	\$ 35,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ 20,248.00
BERF M&S Other	\$ 0.17
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 20,248.17
Transfers to Debt Service Fund	\$ 13,200.00
Debt Service Fund	\$ 12,188.83
Total Expenditures all funds	\$ 630,563.68

## 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
Fires	4	3	6										13
EMS	53	46	42										141
MVC/Rescue	10	4	2										16
Burn Complaints	5	1	2										8
Good Intent	6	0	3										9
Monthly Total	78	54	55										187
Year to Date	78	132	187	187	187	187	187	187	187	187	187	187	

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	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/Rescue	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
Monthly Total	69	55	64	60	60	75	62	62	80	59	75	58	779
Year to Date	69	124	188	248	308	383	445	507	587	646	721	779	

Average calls per day: 31 days, 55 calls equals 1.8 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2021	78	54	55										187	187
2020	69	55	64	60	60	75	62	62	80	59	75	58	188	779
2019	60	57	55	65	51	53	64	76	73	79	48	63	172	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	194	194
2017	64	54	70	63	65	59	62	65	75	70	61	67	188	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	161	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	182	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	147	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	126	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	167	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	124	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	125	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	114	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	120	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	156	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	143	567
avg	57	48	50	54	55	54	56	61	55	57	46	55	156	

# Training Report, March 2021

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

## **Weekly Training:**

1. Association Meeting followed by Safety Committee. (Zoom Meeting)
2. We continue on-line Target Solutions training (Fire & Medical continuing education).
3. Due to COVID 19 Restrictions placed by the Governor, we are utilizing Zoom Meetings and small group training sessions.

## **Joint Training:**

1. Joint training has resumed with a firefighter 1 academy at SWOCC Campus.
2. Joint firefighter 2 academy at Millington Fire Station.

## **Special Training:**

1. Zoom meetings with Coos Health & Wellness, regarding COVID 19. Changed to 1<sup>st</sup> and 3<sup>rd</sup> Mondays. Fire District continues to get updates.
2. Personnel completed CPR recertification through B/C Huff.
3. Continue to work on Firefighter 1 Task Books and Firefighter Skills (Refresher).
4. Assisted the Fire Science program at SWOCC as an Instructor (Kemmerle).
5. Rope Rescue Technician Training @ North Bend Fire Department (McGahan, Kemmerle)
6. Two additional students finished their Wildland FFT2 course through SWOCC.
7. Live Fire Training with the DPSST Burn Trailer @ Coos Bay Fire Department (9 Personnel)

## **Public Relations:**

1. Charleston Fire was represented during the Fire Science Class Doll House Burns.
2. Charleston Fire participated in a drive by birthday celebration on tribal property, Firefighter Vickoren made the birthday special for the young lady, video sent to Charleston Facebook.

There were **295** training hours completed in the month of March. There is a significant increase in training hours as our EMT's are working on their EMS recertification hours.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
4/01/2021

## ADMINISTRATIVE REPORT

- A. Board Position applications received were only one from Nancy Santos. Nancy has also filed for the election under Position #4 for the Board of Directors and is unopposed in that election. Don Manley has filed for position # 2 and again is unopposed. He has filed for one of the Budget positions currently open.
- B. Current status of the engine in Washington: They are having an issue with the engine smoking intermittently. They are sending the ECM to me and I will swap it with the one on the white topped engine as they are programmed the same and we will test the unit for 1 week to determine if it is an issue with the computer. I have searched for a replacement unit and they are in the cost arena of just under \$1,000. Having it programmed is an easy step as the Freightliner dealer in Coburg has worked on these trucks for many years and they know how to obtain the information.
- C. Due to COVID-19 regulations, we are maintaining our protocols to try and keep up with the safety standards. The mask standard is the toughest thing to address as the crews are around each other for 24 to 48 hours at a time. The latest rules require the masks be on unless in a room alone. They also require the 6' distancing which is difficult in some areas of the station. We have also began the task of providing inoculations to our staff for the COVID-19 Virus.
- D. O'Neill's Overhead doors replaced the overhead door opener for the middle door at Station 1 recently. I called the manufacturer of the original opener and was told that anyone that knew anything about those openers had retired and nobody there knows anything about them. After 35 years it was time to replace it. I will plan to replace the other two over the next couple years. The new opener has a remote for the vehicle which the old ones do not have.
- E. According to the Coos County Elections web site Donald Manley has registered to run for Position # 2 currently held by Kim Davidson and Nancy Santos has registered for Position # 4 recently vacated by Heide Cummings' retirement. Both positions are unopposed.

Respectfully Submitted

Michael J. Sneddon, Fire Chief

# Unfinished Business

## Cost recovery discussion

### Cost Recovery Update

In response to recommended changes in our cost recovery policies and procedures, the following is my recommendations and options for the final decision.

EF recovery has offered the following options for our cost recovery program. We currently bill only the insurance and returns on this process have been limited at best.

7. **BILLING OPTIONS.** EFR will recover funds based on the collection option selected below. These options and their associated fees may be amended from time to time by written notice pursuant to the terms of this Agreement.  
*(Note: Select only one billing choice per column)*

	Residents	Non-Residents
1) Bill Insurance 2) If denied or no insurance, bill Liable Party 3) If unpaid, close claim	<input type="checkbox"/>	<input type="checkbox"/>
1) Bill Insurance 2) If denied or no insurance, bill Liable Party 3) If unpaid, send to collections	<input type="checkbox"/>	<input type="checkbox"/>
1) Bill Insurance 2) If denied or no insurance, close claim	<input type="checkbox"/>	<input type="checkbox"/>

Excerpt from EF Recovery email

In reviewing discussions and with the Board and staff I am recommending we bill all insurers involved in a motor vehicle crash. Here is what I am hearing. The changes from current policy are non-resident, bill & send to collections if unpaid and for residents, bill insurance. This is for motor vehicle crashes.

	Residents	Non-Residents
1) Bill Insurance 2) If denied or no insurance, bill Liable Party 3) If unpaid, close claim	Yes	
1) Bill Insurance 2) If denied or no insurance, bill Liable Party 3) If unpaid, send to collections		Yes

The next part of this is billing utilities for standbys on downed power lines and traffic control while we wait for them to arrive. For this we would bill the utility as a non-resident.

Basic response fee for structure fires within the Fire District: After discussing with EF Recovery last month, I believe we should bill the homeowners or renters insurance a basic response fee of \$500 for any structure fire requiring more than a single engine



company response. This means that we would bill if the fire was more than a report of smoke or minor in damage done.

In all this, I believe we have the responsibility to seek these reimbursement top offset the costs of providing services that are not funded by the tax payers within the District. This will help provide them the service they are expecting.

Items in yellow are either new and require discussion or just require discussion for clarification and/or modification. We have a charity clause we need to discuss where the ability to pay may not be there so a portion or all of the invoice can be written off after review between the EMS coordinator and the Chief. Hugh will be on the meeting again and can advise us on this process and procedure.

## District Policy Manual recommended changes:

### **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.

#### B. ADDITIONAL CHARGES

1. 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.
2. 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**
3. 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.
4. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action.
- 5. 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.**

#### C. BILLING PROCEDURE

1. Personnel at the scene will strive to document 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 document 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

Motor Vehicle Crashes	Residents	Non-Residents
1) Bill Insurance 2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	
1) Bill Insurance 2) If denied <i>or</i> no insurance, bill Liable Party 3) If unpaid, send to collections		Yes
Structure Fires (\$500 fee)	Residents	
1) Bill Insurance 2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	
Rescue operations	Residents	Non-Residents
1) Bill Insurance 2) If denied <i>or</i> no insurance or if unpaid, close claim	Yes	
1) Bill Insurance 2) If denied <i>or</i> no insurance, bill Liable Party 3) If unpaid, send to collections		Yes

**For information purposes here is the Policy on out of district operations that also discussed fees: (It may be time to merge these two sections together.)**

ARTICLE VIII: Outside District Operations

- SECTION 1. The CRFPD, via its authorized personnel, may under certain circumstances respond to emergencies outside the boundaries of the CRFPD
- A. Responses outside the District boundaries shall be in conformance with Oregon revised statutes. (ORS 478.310)
  - B. Responses to emergencies outside the District boundaries shall be initiated by either
    - a. An approved requesting agency
      - 1. See mutual aid agreement for agencies
      - 2. Private individuals within three (3) miles of District boundaries
  - C. All responses to emergencies shall depend on
    - a. Availability of manpower and equipment
    - b. Use of mutual aid
    - c. Adequate protection remaining within district boundaries
    - d. A severe life threatening situation exists
    - e. Shall be a definite secondary consideration to the protection of the CRFPD.
  - D. Authorized fire/emergency contracts shall not exceed three (3) miles outside the CRFPD boundaries
    - a. The District Administration shall attempt to inform outside District residents and/or property owners of the three (3) mile policy and the method gaining appropriate protection.
  - E. Contract fees shall be negotiated with the CRFPD Board of Directors in the following manner.
    - a. Fee per service
      - 1. There will be an annual fee for administering fee contracts
      - 2. A minimum response fee will be charged for all responses
      - 3. Fees will be set for each individual piece of apparatus responding
      - 4. Fees will be set for individual manpower responding
    - b. Assessed Value Contract
      - 1. Contract shall be figured by using the current assessed value of the property, multiplied by the current rate per thousand as set for properties within the CRFPD.
  - F. Mutual Aid Agreements shall be drafted, submitted and upon Board approval enacted. Such agreements may include all types of emergency services, primarily all organizations charged with fire protection either inside or outside the CRFPD boundaries. Other mutual assistance agreements may be developed consistent with applicable ORS's. Any and all agreements shall be reviewed and updated as necessary by Board action.

## **To be added to the District website to provide more information to the public regarding this program.**

### **Cost Recovery Information**

#### **Frequently Asked Questions**

##### **1. What is the Cost Recovery Fee?**

Cost Recovery is a program where the District charges individuals or insurance companies for services rendered by Charleston Firefighters for certain services provided.

##### **2. Why have I received a Cost Recovery bill?**

You have received this bill because the Charleston Fire District responded to a call for service from you or someone representing you and emergency services were provided. These services can be but are not limited to a motor vehicle crash, a structure fire, a rescue service or multiple false alarms.

##### **3. Do I need to pay the bill?**

Do I need to pay the bill? Yes. You have received a bill because you are not a resident of the Charleston Fire District and either your insurance company has refused to pay, or has only paid part of the bill. You are responsible for the rest of the bill. Contacting your insurance company for an explanation is appropriate. Another reason could be that you did not have proof of insurance at the time of the incident. If you had insurance in effect at the time of the incident please give that information to the billing company as directed in the bill.

##### **4. Do I need to pay a portion of the bill if my insurance does not cover the entire balance?**

Yes if you are not a resident of the Fire District, if you are a resident, proof of residency is required and the bill will be dropped under the Cost Recovery program guidelines for the Charleston Fire District.

##### **5. What if I do not have insurance?**

*There is no out-of-pocket expense for individuals receiving services from the Fire District if you are a resident of the Fire District, if you are not you will be responsible for the cost recovery amount and a payment plan can be worked out.*

##### **6. What are the fees based on?**

The fee per call is based on cost recovery for providing Fire, Rescue and other emergency services based on the equipment utilized plus an emergency preparedness fee. This amount was calculated based on a fee study conducted through EF Recovery and District staff.

##### **7. Don't my taxes cover this service?**

The principle rationale for a Cost Recovery is that local government fire district services have expanded well beyond the traditional fire suppression generally supported by property taxes. The change in balance from fire suppression to medical and rescue services has shifted the rationale for financing fire district operations from primarily property-related taxes to a combination of property taxes and user fees.

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 Budget Committee Positions 1 & 2

Both positions are for the full 3 year term.

Applicants:

Heide Cummings

Donald Manley

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 Annual Appreciation banquet has been discussed and we are considering a picnic at the main station in mid-June. We are hoping the COVID-19 regulations are much better by that time allowing us to meet for this family event.

B)