

## 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 will be held on **October 16, 2019** 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.

#### **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).

Approval of minutes of: Regular meeting dated September 18, 2019

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

##### **Reports & Correspondence**

Administrative report: Alarm and drill statistics & operations report

##### **Unfinished Business**

###### **Cost Recovery Program**

Review and action on agreement with EF Recovery & update cost recovery program

###### **Resolution 19-007 establishing a cost recovery program**

Resolution to update the cost recovery program

###### **Debris Burning Program**

Review of the proposed program to require burning permits

###### **Resolution 19-008**

Adopting debris burning rules and permit process

###### **Additional Unfinished Business:**

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

##### **New Business**

###### **Fiscal Year 2018/2019 Audit Engagement letter**

Agreement with Auditor for current audit period

###### **Schedule Change for career staff**

Discussion and action on changing to 24 our coverage

###### **Resolution19-009 Policy Change**

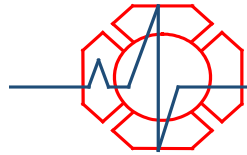
Updating the Personnel Policy

###### **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.**

**September 18, 2019**

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

Absent: Kim Davidson

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins, Firefighter Zach Breitreutz

**Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting August 21, 2019
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$ 100.00
Operating	\$ 30,456.30
Prime	\$ 54,902.32
LGIP Acct 1	\$ 46,167.14
Total Operating	\$ 131,625.76
BERF	\$ 114,467.30
Debt Service	\$ 13,875.05
Total All Funds	\$ 259,968.11

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

Discussion: None

Motion Carried by Unanimous Decision

**Administrative:**

Chief gave the report. Added new ceiling fans to the meeting room since the heat pump system has died and replacement will be a few months away. Station 3 truck bay flooded with no damage in mid-September. Working on quotes to replace the heat pump system at Station 1. Switching from Spectrum to Douglas Fast Net for internet services to improve communications, the switch has been a nightmare because of the telephone service switch over. FF Zach Breitreutz spoke regarding the recruit academy for the resident volunteers in the area including training at the Eugene Training Facility and the facility at DPSST in Salem.

**UNFINISHED BUSINESS:**

Debris burning regulations

FF Zach Breitreutz spoke to the Board regarding the proposed plan and demonstrated the permit process that will be completed online or in station. Staff further reviewed the regulations and process to adopt. The resolution is still in the works and should be ready for the October meeting.

Additional Unfinished Business:

None

**NEW BUSINESS**

Change in Policy, provide cell phone allowance to EMS Coordinator

Chief Sneddon explained the request to add the EMS Coordinator position to the list of cell phone reimbursement personnel in the policy. Recommended change to policy:

DIVISION 2: PERSONNEL POLICY

EMPLOYMENT PRACTICES/ ARTICLE XIII BENEFITS/ SECTION 13. CELL PHONE USAGE REIMBURSEMENT

The Fire District will reimburse each full time employee \$40.00 per month for the use of their personal cellular phone. This is a flat reimbursement due at the first of each month for the month prior. Part Time employees will receive the cell phone usage reimbursement when individually approved by Board Action by position.

1. EMS Coordinator Position

RESOLUTION 19-007: 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 Policy attached herein as Exhibit A is intended to provide a comprehensive policy for the Fire District in all sections of the Policy Manual; and
4. **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 September, 2019

EXHIBIT A

DIVISION 2: PERSONNEL POLICY/ EMPLOYMENT PRACTICES/ ARTICLE XIII BENEFITS  
SECTION 13. CELL PHONE USAGE REIMBURSEMENT

The Fire District will reimburse each full time employee \$40.00 per month for the use of their personal cellular phone. This is a flat reimbursement due at the first of each month for the month prior. Part Time employees will receive the cell phone usage reimbursement when individually approved by Board Action by position.

1. EMS Coordinator Position

**Motion:** Ed Powers, 2nd by Dave Richards to adopt Resolution 19-006 Policy change, cell phone reimbursement EMS Coordinator

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business:

None

**GOOD OF THE ORDER:**

- A. Former Board President Robert "Bob" Lavoie passed away recently. Bob retired from Hillsborough PD in California after 27 yrs of service. He loved his job, he was always civil minded, a truly and deeply good person. Bob was appointed by the Coos County Commissioners along with Dr. Ward Studt and Bruce Lundgren after a recall of three board members. Bob led the Board through a tumultuous period which saw the agency make large changes including the senior staff. The meeting room at Barview Station has been named in his honor in 2004.
- B. The Oregon Fire Service Conference is November 7-9 at the Seaside Convention center. If a Board member would like to attend, please let me know and Mistie or I will get you registered and set up with a room. I am attending Thursday only to memorialize Bob Lavoie during the opening ceremony and I have several toy fire trucks to donate for the silent auction that supports the Burn Foundation. I have to return home that evening as my family leaves for a vacation the next day.
- C. Crews were at the Charleston Fishing Families "Fisherman's Appreciation" event Saturday for Fire prevention opportunities.
- D. The Charleston Volunteer Firefighters Association is once again selling raffle tickets for several guns to raise funds to purchase equipment for the fire district operations. These raffles have provided over \$20,000 in equipment purchases over the past 5 years. For information see one of our firefighters or Chief Huff.
- E. Charleston Fire is again teaming up with the Charleston Fishing Families for the annual "Trunk or Treat" in the Charleston Boat Basin parking lot.
- F. Crews will be at Madison School to help cook hotdogs for their open house Thursday September 19<sup>th</sup>.

President Holland adjourned the meeting at 8:05 PM

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Secretary of the Board

# EXPLANATION OF BOARD PACKET

## Reports & Correspondence

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

Petty Cash	\$ 100.00
Operating	\$ 18,132.56
Prime	\$ 50,131.68
LGIP Acct 1	\$ 5,258.80
Total Operating	\$ 73,623.04
BERF	\$ 114,708.58
Debt Service	\$ 13,904.30
Total All Funds	\$ 202,235.92

Current Meeting Financial Summary  
(Ending Last Day of September, 2019)

**Budget Summary incomes  
verses expenditures:**  
Ending Last Day of September  
for Fiscal Year 2019/2020

<b>Revenues</b>	
Other Revenues	\$ 18,008.73
Prior Taxes	\$ 91.00
Taxes	\$ 3,411.20
Total Income General Fund	\$ 21,510.93
Income BERF/ Debt Service	\$ 855.90
Total income all Funds	\$ 22,366.83
<b>Expenses</b>	
Personal Services	\$ 134,164.01
Materials and Services	\$ 53,483.15
Capital outlay	\$ -
Total Expenditures	\$ 187,647.16
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ -
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ -
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ -
Total Expenditures all funds	\$ 187,647.16

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

### ACTIVITY REPORT

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

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2	4				20
EMS	50	48	47	52	41	44	44	55	57				438
MVC/Rescue	5	3	2	5	3	3	6	8	2				37
Burn Complaints	4	3	3	2	4	2	2	8	5				33
Good Intent	1	2	0	2	2	2	9	3	5				26
Monthly Total	60	57	55	65	51	53	64	76	73				554
Year to Date	60	117	172	237	288	341	405	481	554				

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	6	7	3	3	4	1	4	8	6	9	6	5	62
EMS	54	48	54	41	35	57	57	54	36	24	53	38	551
MVC/Rescue	4	6	6	3	1	4	2	4	3	2	1	3	39
Burn Complaints	2	1	0	2	4	4	1	0	2	2	6	6	30
Good Intent	2	0	1	6	1	5	2	2	1	2	3	6	31
Monthly Total	68	62	64	55	45	71	66	68	48	39	69	58	713
Year to Date	68	130	194	249	294	365	431	499	547	586	655	713	

Last Month: Average calls per day: 30 days, 73 calls equals 2.44 calls per day

### Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2019	60	57	55	65	51	53	64	76	73				554	554
2018	68	62	64	55	45	71	66	68	48	39	69	58	547	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	577	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	538	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	575	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	490	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	404	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	456	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	445	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	386	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	434	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	424	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	496	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	432	567
avg	55	47	49	54	55	53	56	61	53	55	46	54	483	

# Training Report, September 2019

This report is an account of weekly, joint and special training completed by members of the Charleston Rural Fire Protection District during September, 2019.

## Weekly Training:

1. Engine Company Evolutions (Pump / Hose, Hydrant Evolutions, and Search & Rescue)
2. FF 1 Curriculum with new students.
3. Backboards and KED use. Medical Charting, Epinephrine use.
4. Vehicle Extrication

## Joint Training:

1. Rope Rescue Technician Course (Marr, C. Eiselein)
2. Intro to Rope Rescue at Consortium Drill (West, Cybulski, Button, Betzinger)
3. Joint Fire Academy completed with North Bend and Coos Bay Fire Departments
  - A. Crews went to Eugene Fire Tower and practiced engine company evolutions.
  - B. Crews went to Salem DPSST for live fire training
  - C. Vertical Ventilation DPSST Prop hosted at North Bend Fire Department
  - D. CPR Class

## Special Training:

1. Association Meeting
2. Heavy Extrication Course (Sneddon, Terrell, Breikreutz, McGahan)
3. Fire Instructor I (McGahan)
4. DPSST Drivers Class (Cybulski, Button, Betzinger)

## Public Relations:

1. Students were at Bay Cities Ambulance for EMS Orientation

There were **40** classes and **170.00** training hours completed in the month of September.

Respectfully submitted,

Deputy Fire Chief Kemmerle  
10/08/2019

## ADMINISTRATIVE REPORT

- A. Engine Refurb, I spoke with Lloyd Monday and he will update m on Wednesday, it looks like maybe late next week for the final. With a punch list most likely, completion should be around the first week in November.
- B. The seasonal FF's were again a helpful program for summer coverage.
- C. With the budgeted transfer for the Equipment Reserve fund and the amount planned for FY 20/21, there is funding to purchase a new Ford F550 crew cab chassis for the rescue we recently purchased. The estimate is around \$60,000 when completed. This will retire the 1993 chassis that is currently utilized and set the agency up for 15 years or more with that unit.
- D. The 2008 Ford Escape was purchased from North Lincoln recently for \$3,000 and they have a second unit coming available in a few months. They have offered to us first if we want it. Looking at vehicles, I believe it would be a good addition to our fleet and retire both of the 1997 Fords. This would allow for a duty officer vehicle as well as a travel car for the firefighters.

Respectfully Submitted

Michael J. Sneddon, Fire Chief



## **Unfinished Business**

### **Cost Recovery Program**

We are working with EF Recovery to renew our relationship with them which requires a new agreement.

In the plan is a new fee called preparedness costs, the following is an explanation provided by EF Recovery.

*The costs associated with being prepared: Fire Departments are charged with the expectation of being prepared and ready to respond immediately to emergencies. Departments are now outlining this cost in their department resolution or ordinance. This set cost per incident includes but is not limited to;*

- *Specialized and ongoing training that includes*
  - *Hazmat remediation training*
  - *Heavy hydraulic training*
  - *Extrication training*
  - *Technical rescue training*
  - *Flagger Training*
  - *Electrical vehicle training*
- *Post response cleaning of vehicles and equipment*
- *Cleaning of turn out gear*
- *Replace or repair damaged equipment*
- *Replace consumables used on scene*
- *Restock consumable inventories*
- *Travel time to and from incident*

This is actually a new fee above the current fees we would charge that include the vehicle time and personnel time. The thought is that the tax payers of the district have paid for these items and those we respond to from outside the district have not shared in this cost thus to make it equitable to the tax payer, we pass part of these costs to one time users of the system. The resolution provided covers this new cost and updates the terms of ordinance 102 adopted in 2008.

The agreement will be a separate attachment and has been changed to meet most of the concerns our legal had. However, the other concerns were noted but not changeable. They were some fees she noted. I recommend approval of the agreement. The resolution is the housekeeping we need to fully utilize the agreement for cost recovery and is found on the next page.

RESOLUTION 19-007: IMPLEMENTING A COST RECOVERY PROGRAM FOR FIRE PROTECTION, ACCIDENT SCENE RESPONSE AND TRAFFIC SAFETY FOR EMERGENCY RESPONSE INCIDENTS AND ALL RELATED

**WHEREAS**, Responses to and/or recovery from emergencies and disaster requires purchases to replace supplies, periodic and scheduled maintenance on apparatus, fuel purchases, staffing expenses, cleaning and repair and/or replacement of protective gear and equipment as required by the agency or by law; and

**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. Charleston RFPD will affix a \$250.00 minimum preparedness and response cost to all incidents where a liable party is responsible for said action. This cost will begin to offset (but is not limited to) 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 believes that its taxpayers should not be required to bear the extraordinary costs of responding to hazardous materials incidents, regardless to 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**, Charleston RFPD has determined that vehicle accidents 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**, standard response requires placement of emergency flares, as well as dealing with spillage or leakage of liquids, such as oil, battery acid, fuel, antifreeze, brake fluid, transmission fluid, and other petroleum products, all of which constitute hazardous materials; and

**Whereas**, Charleston RFPD must appoint those in oversight of recovering data pertinent to filing a claim for loss of time and supplies, an amount to recovery 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.

**WHEREAS**, the governing board of Charleston RFPD has determined a Cost Recovery plan pursuant to ORS 466.640 and ORS 478.310 is necessary to assure the responsible parties are liable for expenses incurred in the mitigation of emergency incidents; and

**WHEREAS**, Charleston RFPD designates EF Recovery as its administrative agency and representing authority in establishing a claim on behalf of the agency. All data collection and processing costs will be included in each claim.

Passed by the Board of Directors this 16<sup>th</sup> day of October, 2019

Debris Burning Program implementation

The program will provide for education of district patrons on proper burning and recycling options, also it will provide more of a direct contact with the community for issuing burn permits and site inspections. We have a trifold information pamphlet, additional information for the district website and information on the actual burn permits to hopefully curb the improper burning around the district. The program will provide both an online option to initiate a permit and a hard copy by coming in and requesting the permit. The issue of billing for repeat offenders will need to be addressed in policy change and potentially the Ordinance. Either way, these changes will require a public hearing in the near future.

Resolution 19-008 Adopting Debris Burning program

Adopting the rules for debris burning regulations and permitting for the Fire District.

This resolution is still in the works and should be ready for this meeting. Predominantly this resolution basically supports that under ORS and Fire Code, I as the Fire Chief have the authority to require permits and have the final say on who and when burning can occur. Zach has the permit ready to go plus the online and in person method of obtaining a permit.

Additional Unfinished Business:

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

## **New Business**

### **Audit report engagement letter and agreement**

This is general house cleaning item, the engagement letter needs approved before the President and I can sign it. The audit is proceeding well, as usually the service provided by Wall & Wall

### **Policy change for staffing schedule**

Due to the increase in alarms overnight and a reduced number of volunteers I have found it necessary to change the staff schedule of the three career staff. I am moving them from a 40 work week to a 56 hour work week. The schedule is a simple change, what has to be addressed is the change in benefits that occur because of the schedule change. The leave time accruals and Holiday schedule have to be adjusted as they are no longer the same value which the hourly rate that changes to reflect the weekly hours. In the end the total salary doesn't change based on the base rate, however, the hourly value reduces thus reducing the value of the leave time plus to take time off, it requires more hours of leave time to take that same 1 or 2 weeks off. The policy recommendations have been sent to the Board and also are still in legal review. I hope to have the schedule in place by the 13<sup>th</sup> of November so that the overtime cycle matches with North Bend. The most important is to keep the shifts in sync. The accrual changes between 40 and 56 hour weeks uses a coefficient of 1.4 as the value of each hour is less for the 56 hour week and the requirement to take time off is higher. This is all listed in the policy.

I am still working on how to work a call back program that is equitable and functional. I was hoping to be able to hire back members of the volunteer force to work during vacations and sick leave but that is not allowed under labor laws. I have some ideas and will discuss Wednesday. This however is not important at this time and during these times we can rely on the volunteers and students to cover since it would be limited times however, it is going to be something we will need to address in the future.

### **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 have Ed & Tina Powers, Dave Richards and myself attending the conference, I attending the first day only as I am leaving Friday for a vacation.
- B) We will have a brief ceremony as part of the meeting to introduce our student core and I have some times to present to them for their achievements in the past 2 months.
- C)