

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 **May 15, 2024** at the Barview Fire Station, 92342 Cape Arago Highway, at **6:00 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.

A zoom option is available for those who choose to attend online. The public will be able to attend in person, listen to the proceedings or to attend through video conferencing. The public may secure digital access to the Board meeting by sending an email to charchief8201@gmail.com by **2 PM May 15, 2024**. A link for the meeting will be emailed back to you.

REGULAR MEETING

Call meeting to order, Flag salute, and Rollcall.

Consent Agenda: (items will be approved by a single motion unless the Board chooses to address a single item separately during the meeting).

Minutes of: Regular meeting April 17, 2024

Financial: Approval of the statements of revenue and expense & check register April 2024

Special considerations

Badge Pinning ceremony for new hire Reed Hamilton, crew swear-in ceremony & DPSST certificate presentations

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Resolution 24-002 Policy Adoption

Review of recommended changes and action on changing 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

Purchase request

Review of grant funded purchase of a training prop

Dispatch Agreement

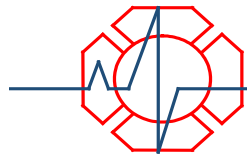
Review and action on the proposed Dispatch Renewal Agreement with Coos County Sheriff’s Office.

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.

April 17, 2024

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

Called to Order: 6:00 PM

Flag Salute

Roll call: Present: Roy Holland, Dave Richards, Nancy Santos, Don Manley, & Ed Powers
Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (via Zoom)

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting March 20, 2024
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$24,068.32
Prime	\$104,204.39
LGIP Acct 1 & 2	\$138,880.92
Total Operating	\$267,253.63
BERF	\$38,107.21
Debt Service	\$79,722.39
Total All Funds	\$385,083.23

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

Discussion: None

Motion Carried by Unanimous Decision

Reports & Correspondence:

Chief gave the Administrative Report: Alarm and drill statistics and operations report. Chief Sneddon gave a brief report on the City of Coos Bay’s move to annex the northern part of our district. The potential tax loss is \$135,000. Charleston Sanitary reports a larger loss in rate payer fees with the loss of those properties in that section. It was also discussed that interviews for filling an open position is scheduled for March 22.

UNFINISHED BUSINESS:

Staffing Discussion

PARC Resources completed our FEMA SAFER grant and I submitted it last Friday. The grant is to fund for two positions for three years. The first is a Fire Prevention and Public Education Coordinator and the second a Volunteer Recruitment and Retention Officer. Total grant funds \$481,317.30

Policy Review See Attachment "A"

Recommended program changes for contract review board:

Article XI

Section 1. \$10,000

Section 2. \$10,000

Section 5.

A. \$25,000

B. \$25,000 to \$250,000

C. \$25,000 to \$250,000

Section 7. B.

(2) \$25,000

(3) remove, renumber remaining paragraphs

(13) remove "steam"

Section 7. D.

(2) Amount to be changed after final consultation with Legal.

Student Firefighter policy

1. New amounts for tuition assistance:

a. 2.5 GPA: \$750

b. 2.75 GPA: \$1,000

c. 3.0 GPA: \$1,500

Employee Policy

1. The residency requirement for staff needs to be revisited. The current 15 minutes or 10 miles does not work with the lack of quality and affordable housing. I propose 25 minutes or 20 miles whichever is closer.

2. Cost of Living Allowance:

a. Increase 1.5% to 2.5% to 1.5% to 4.0%

b. To bring the staff wages more in line with their peers, the Cost-of-Living Allowance for 2024, 2025 and 2026 will be a catch-up and Cost of Living allowance of 5%. This will include the following career positions Firefighter/Engineer, Lieutenant and Captain. All other staff will receive the adjustment as per paragraph A.

3. Change the Chief’s health insurance split from 85%/ 15% to 90%/10% and drop COLA for 2024 as per request.

President Holland called for a consensus to support the requests as submitted. The consensus was unanimous. A resolution will be presented to adopt all the changes approved by consensus formally.

Additional Unfinished Business

No additional unfinished business was declared.

NEW BUSINESS:

Appoint Budget Committee Positions 1&2

Positions 1& 2 are open for appointment due to term expirations. Both incumbents have reapplied for appointment.

Motion: Dave Richards/ Nancy Santos to appoint Heide Cummings (position #1) and Darrell King (position# 2) for the Budget Committee.

Discussion: None

Motion carried by a unanimous vote

Seasonal Firefighter Program (grant funded)

Chief informed the board of the seasonal firefighter staffing grant from the State Fire Marshal’s Office in the amount of \$35,000. This year my proposal is to hire two staff and work days. They will have staggering days off so that we can have 3 on duty during the days again this summer.

My request is to authorize the program for this summer with two full time employees and a wage of \$19.00/ hr. The overtime rate is \$28.50.

Seasonal	Total hrs	Wage	Gross wages	SS	Med	SUTA	Work Comp	Totals
Drill pay	15	\$28.50	\$427.50	\$26.51	\$6.20	\$5.99	\$0.21	
Alarms	30	\$28.50	\$855.00	\$53.01	\$12.40	\$11.97	\$0.42	
weeks	720	\$19.00	\$13,680.00	\$848.16	\$198.36	\$191.52	\$10.08	
	765		\$14,962.50	\$927.68	\$216.96	\$209.48	\$10.71	\$16,327.32
employees	2		\$29,925.00	\$1,855.35	\$433.91	\$418.95	\$21.42	\$32,654.63

Motion: Ed Powers/ Nancy Santos to approve the seasonal firefighter program as proposed.

Discussion: None

Motion carried by a unanimous vote

From the Materials & Services Category:

<u>Physicians & Medical Services</u>	\$ 4,000
<u>Volunteer Reimbursement</u>	\$ 8,000
<u>Haz-Mat/NFA Travel</u>	\$ 4,000
<u>Total Transferred Out - Materials & Services</u>	<u>\$ 16,000</u>

From the Contingency:

<u>Contingency Fund</u>	\$ 22,700
<u>Total Transferred Out - Contingency</u>	<u>\$ 22,700</u>
<u>Total Transferred Out - All Categories</u>	<u>\$ 103,700</u>

TRANSFERS IN

To the Personal Services Category:

<u>Firefighter's Salary</u>	\$ 6,000
<u>Fire Chief's Salary</u>	\$ 4,000
<u>Fire Captain's Salary</u>	\$ 2,500
<u>Fire Lieutenant's Salary</u>	\$ 10,000
<u>Overtime</u>	\$ 10,000
<u>Benefit Retrieval</u>	\$ 5,800
<u>Total Transferred Out - Personal Services</u>	<u>\$ 38,300</u>

To the Materials & Services Category:

<u>Building Maintenance</u>	\$ 10,000
<u>Travel & Lodging</u>	\$ 2,000
<u>Meals</u>	\$ 4,500
<u>Garbage</u>	\$ 500
<u>Office Supplies</u>	\$ 8,000
<u>Books & Subscriptions</u>	\$ 200
<u>Clothing</u>	\$ 2,000
<u>Small Tools</u>	\$ 800
<u>Elections</u>	\$ 100
<u>Membership fees and Dues</u>	\$ 500
<u>Fire Prevention</u>	\$ 3,800
<u>Insurance</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 18,000
<u>Grant Expenditures</u>	\$ 14,000
<u>Total Transferred In - Materials & Services</u>	<u>\$ 65,400</u>
<u>Total Transferred In - All Categories</u>	<u>\$ 103,700</u>

Passed by the Board of Directors this 17th day of April, 2024

Motion: Ed Powers, 2nd by Nancy Santos to adopt Resolution 24-001 General Fund Transfer as proposed.

Discussion: None

Motion Carried by unanimous vote

“First Due” agreement Attachment “B”

It is time to address our overall records management, personnel scheduling, training and incident management software changes.

Attached is an agreement with “First Due” to provide all of the current online software and management programs.

Below is a list of items involved in the and a list of what programs will be ended with this change. The driving force on this is the current records management program Emergency Reporting System was recently purchased and the price is scheduled to triple before the end of the fiscal year. This change will be a reduction in costs when we retire the edispatches.com com program this fall.

The program is planned to replace Emergency Reporting System (ESO recently purchased and the cost is reported to triple in the next few months), Vector Solutions, and Vector Scheduling. eDispatches will operate an additional 6 month to ensure a smooth transition to First Due for the notification system. In the end, we will see a reduction in overall costs for these programs. Annually the cost will be \$11,350. The transfer will cost an additional one-time fee of \$2,550 for implementation, integration, training and transfer of current data to the new systems. I have negotiated a fee schedule for the first year to get the district to November without the full amount and then renewal will occur after fall taxes are received.

I have also added the extra costs for making the transfer to the resolution tonight.

May 1	\$2,550.00 Implementation fee
	<u>\$2,837.52</u> first quarter fee
	\$5,387.52 First Payment

August 1	\$2,837.52 second quarter fee
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November 1	\$11,350 for new agreement year plus COLA increase if applicable
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The next page is a list of the modules we are accessing with the change:

Occupancy Management & Pre-Incident Planning

Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.

Responder

Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.

Hydrant Management - Advanced

Manage Hydrants including hydrants visible on pre-plan & response map, hydrant list, hydrant types, hydrant uploads, ArcGIS hydrant layers, hydrant setup, hydrant service checklist, data management, mapping, service inspections, hydrant flow test and reporting.

Permitting

Permit Management, Customizable Permit Types, Plan Review and Permit Fees.

Incident Reporting - NFIRS

NFIRS Incident Documentation, State and Federal Compliance with automated submission.

Incident Reporting - NFIRS EMS+

Includes standard NFIRS EMS Module with additional fields for enhanced patient documentation. Fields include Treatments, Procedures, Medications, Vitals, Signature

Scheduling

Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.

Personnel Management

Store, Manage and Access Employee Records including demographic data, certifications and employment information.

Training Records

Assign Training, Record Completions, View Training Logs, and Manage Certifications.

Assets & Inventory

Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.

Chief discussed the request to approve the new records management platform.

Motion: Dave Richards, 2nd by Ed Powers to approve the agreement with First Due for data management services.

Discussion: None

Motion Carried by unanimous vote

Additional New Business:

No additional New Business was declared.

GOOD OF THE ORDER:

A. The Sportsman's raffle is available now featuring three guns, two kayaks, a sport fishing trip and a few other items.

B. The Pancake feed for the 4th of July will be in the works shortly as well.

"These fund raisers directly support the operations of the Fire District by purchasing equipment thereby reducing the burden on the tax payers while improving the safety of the community and the staff."

Roy Holland adjourned the meeting at 7:27 PM

EXPLANATION OF BOARD PACKET

Reports & Correspondence

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

Current Meeting Financial Summary: Fiscal Year 2023/2024:

(Ending Last Day of prior month)

Petty Cash	\$100.00
Operating	\$6,738.47
Prime	\$37,889.50
LGIP Acct 1 & 2	\$145,418.99
Total Operating	\$190,146.96
BERF	\$38,269.63
Debt Service	\$80,062.19
Total All Funds	\$308,478.78

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$924,866.19
Prior Taxes	\$18,883.15
Other Revenues	\$19,143.52
Total Income General Fund	\$1,017,510.37
Income BERF/ Debt Service	\$4,886.92
Total Incomes all Funds	\$1,022,397.29
Expenses	
Personal Services	\$719,485.02
Material and Services	\$295,319.93
Capital Outlay/ GF Debt Service	\$440.00
Total Expenditures	\$1,015,244.95
Transfers to BERF	\$0.00
BERF M&S Equipment Repair	\$18,917.48
BERF M&S Building Repair	\$6,624.00
BERF M&S Other	\$0.06
BERF Equipment	\$13,009.88
BERF Building	\$0.00
Total Expenditures BERF	\$38,551.42
Transfers to Debt Service Fund	\$74,600.00
Debt Service Fund	\$77,095.32
Total Expenditures all Funds	\$1,130,891.69

Administrative report: Alarm and drill statistics & operations report

ACTIVITY REPORT

Call breakdown by type 2023:

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	4	2	0	4									10
EMS	66	48	55	44									213
MVC/RES	0	1	5	1									7
Burn Complaints	2	6	3	5									16
Good Intent	8	9	15	11									43
Lift Assists	7	5	5	7									24
Total	87	71	83	72	0	0	0	0	0	0	0	0	313
YTD	87	158	241	313	313	313	313	313	313	313	313	313	
Daily Avg	2.8	2.4	2.7	2.4	0	0	0	0	0	0	0	0	3.444

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire	3	5	2	7	12	5	6	6	7	8	7	4	72
EMS	43	41	49	53	57	43	71	81	76	47	67	56	684
MVC/RES	5	6	2	2	5	4	1	4	3	6	5	9	52
Burn Complaints	2	2	3	0	5	6	3	4	9	8	3	4	49
Good Intent	3	8	3	6	4	4	2	10	3	9	5	33	90
Lift Assists	3	7	1	2	1	5	4	3	0	3	1	2	32
Total	59	69	60	70	84	67	87	108	98	81	88	108	979
YTD	59	128	188	258	342	409	496	604	702	783	871	979	
Daily Avg	1.9	2.5	1.9	2.3	2.7	2.2	2.8	3.5	3.3	2.6	2.9	3.5	

Total Calls by Month:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Total
2024	87	71	83	72									313	313
2023	59	69	60	70	84	67	87	108	98	81	88	108	258	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	345	1077
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
Avg	71	64	68	67	66	71	72	80	78	70	72	82	231	

Monthly Training Report

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, 2024**.

Weekly Training:

04-03-2024: Hospice care/rules, EMS- Zoll monitor ops, Tender pump ops -- **(25 hours)**

04-04-2024: Association meeting -- **(11 hours)**

04-10-2024: Fire & EMS interface, Company Evolutions -- **(40 hours)**

04-24-2024: Search & Rescue -- **(20 hours)**

Joint Training:

04-17-2024: Officer Development tabletop scenarios -- **(2 hours)**

Special Training/Events:

04-20-2024: Fire Camp -- **(45 hours)**

Shift Training:

1. Shift training topics:

Monday = Medical,

Tuesday = Target solutions,

Wednesday = Water Wednesday (Apparatus Operator topics),

Thursday = Technical (Rope, Hazmat, Vehicle, etc.),

Friday = Fire (try for hands on or do table top),

Saturday = Safety (NIOSH review),

Sunday = Scenarios (table top).

2. Total shift training hours: **(58.75 hours)**

Total training hours for the month of **April, 2024: (201.75 hours)**

Respectfully submitted,

Lieutenant Caleb Moldt, Training Officer

Administrative Report

- A. HB 2805: new mandatory “public meetings” training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. As members of the governing body for Charleston RFPD each of you must receive Public Meetings Law training at least once during each term of office. “Still No additional information is currently available”.
- B. I hope to have an answer on the seismic grant decision before the meeting. The committee met on Monday, May 6th.
- C. We are currently in the roll out of First Due our new online records, scheduling, training, incident management and notification software.
- D. The dispatch service change to Coos Bay Police Dispatch is still in the discussion phase at Coos Bay.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

RESOLUTION 24-002: 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 15th day of May, 2022

See Board Packet Attachment A (will be Attachment A for Resolution 24-002 as well).

Additional Unfinished Business:

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

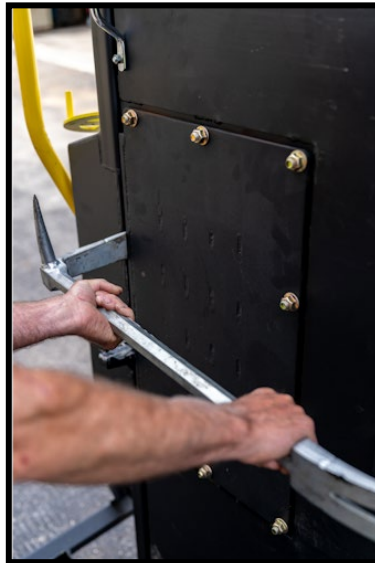
New Business

Purchase Request

The Fire District received a grant award of \$8,000 last week towards the purchase of a forcible entry prop to be stationed at Station 1 for training purposes. The prop provides a wealth of training opportunities in the use of our forcible entry tools and saws. The total cost for the prop is \$10,519.99 with shipping. The training budget has the necessary funding for the \$2,519.99 and we recently received a \$500 donation that would offset the additional cost. Captain Shield is also working on some funding from the Coos County Emergency Response Team and the Deputies union fund.

Here is a video link to view the information video on the prop.

<https://youtu.be/AkOYK5W7bRo?feature=shared>



101 Independence Way
Coatesville, PA 19320
www.wpsginc.com
david.diianni@wpsginc.com
(610) 857-8070

Quote

Quote#	QUO171195
Date	05/06/2024
Exp. Date	06/05/2024

Bill To:

Charleston Fire District
92342 Cape Arago Hwy
Coos Bay, OR 97420-8745
United States

Ship To:

Charleston Fire District
92342 Cape Arago Hwy
Coos Bay, OR 97420-8745
United States

Forcible Entry Door

FREIGHT COST CONFIRMED BY VENDOR

ID	Name	Ordered By	Terms	Sales Rep	Shipping Method
7847	Charleston Fire District	Mick Sneddon	Net 30	David Diianni	XPO Logistics

#	Item Name	Description	Quantity	Unit Price	Amount
1	FES-DOOR-NEW	Staub's "The All Purpose Door" Forcible Entry Simulator - Version 2 Uncrated: 47.5 W x 51 L x 80 H - 1050 lbs Crated: 48 W x 56 L x 88 H - 1150 lbs Delivery info needed Delivery contact name: Mick Sneddon Delivery contact phone #: 541-435-7071 Liftgate needed Y or N: YES	1	8,695.00	8,695.00

ACCEPTANCE OF QUOTATION

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.

Quotation is valid until Jun 05, 2024

Signature: _____ Date: _____

Subtotal:	8,695.00
Discount:	0.00
Tax Total:	0.00
Freight:	1,824.99
Total:	10,519.99

Dispatch Agreement

Review and action on the proposed Dispatch Renewal Agreement with Coos County Sheriff's Office.

The Sheriff's Office has sent the renewal agreement for dispatching services and it is ready for review and approval. The new rate is \$11.49 per call and is based on the 2022 call volume. The cost for this year is \$11,834.70 plus \$295.87 for the Equipment upgrade Fund (2.5%) for a total cost of \$12,130.57.

See Attachment B (Proposed Dispatch Agreement)

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 Sportsman's raffle will be launching soon and will feature three guns, two kayaks, a sport fishing trip and a few other items.
- B. The Pancake feed for the 4th of July will be in the works shortly as well. This year it is on Thursday which usually equates to reduced patronage.
- C.