

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 17, 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.

District meetings are once again for in person attendance. However, a zoom option will remain available for those who choose to attend online instead. 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 charchief8201@gmail.com by **2 PM April 17, 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 March 20, 2024

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

Reports & Correspondence

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Staffing discussion

Review of efforts to fund additional positions

Policy review

Review of recommended changes and updates for 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

Appoint Budget Committee

Positions 1&2 require appointment for three-year terms

Seasonal Firefighter program

Action on a proposed Seasonal FF’s program grant funded.

Surplus items for auction

Action on listed items for Surplus auction

Resolution 24-001

Resolution Funds Transfer

“First Due” agreement

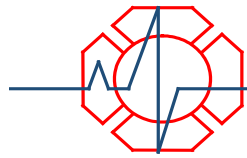
Discussion and action on a requested agreement with “First Due” for records and program management.

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

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

March 20, 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, & Ed Powers

Absent: Don Manley

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (via Zoom)

Consent Agenda:

1. Minutes of the prior meeting: Regular meeting February 21, 2024

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

Petty Cash	\$100.00
Operating	\$1,566.25
Prime	\$44,003.90
LGIP Acct 1 & 2	\$265,338.80
Total Operating	\$311,008.95
BERF	\$37,863.28
Debt Service	\$79,411.57
Total All Funds	\$428,283.80

Motion: Ed Powers, 2nd by Nancy Santos 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:

There was no unfinished business requiring action.

NEW BUSINESS:

Staffing Discussion

Additional discussion on the need for additional personnel and options on funding. Chief Sneddon noted that the proposed budget has been reduced to 1 additional FF/ENG with a potential increase of under 20 cents per thousand. A grant is in the works to hopefully create two more positions for the purpose of recruitment & retention of volunteers and the other as a public education/ fire prevention coordinator.

Additional New Business:

District Policy Review

Began the review process of the district policies. Chief spoke regarding the issues with the limited distance for career staff residences and the need to ensure our contract review board rules were current.

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.

"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 6:49 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	\$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

Budget Summary incomes verses expenditures:

(Ending Last Day of prior month)

Revenues	
Taxes	\$920,138.11
Prior Taxes	\$17,681.02
Other Revenues	\$16,143.52
Total Income General Fund	\$1,008,286.72
Income BERF/ Debt Service	\$4,384.70
Total Incomes all Funds	\$1,012,671.42
Expenses	
Personal Services	\$656,742.39
Material and Services	\$278,243.82
Capital Outlay/ GF Debt Service	\$440.00
Total Expenditures	\$935,426.21
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	\$1,051,072.95

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										6
EMS	66	48	55										169
MVC/RES	0	1	5										6
Burn Complaints	2	6	3										11
Good Intent	8	9	15										32
Lift Assists	7	5	5										17
Total	87	71	83	0	0	0	0	0	0	0	0	0	241
YTD	87	158	241	241	241	241	241	241	241	241	241	241	
Daily Avg	2.8	2.4	2.7	0	0	0	0	0	0	0	0	0	

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										241	241
2023	59	69	60	70	84	67	87	108	98	81	88	108	188	979
2022	80	91	89	85	82	90	95	91	97	81	77	119	260	1077
2021	78	54	57	69	72	79	70	89	75	84	84	99	189	910
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	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	188	775
Avg	71	64	68	67	66	71	72	80	78	70	72	82	172	

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 **March, 2024**.

Weekly Training:

03-06-2024: No Drill

03-13-2024: Rapid Intervention Crew. **(16 hours)**

03-20-2024: Initial Attack/ Hose deployment. **(24 hours)**

03-27-2024: Canceled-Spring Break!

Joint Training:

03-20-2024: Charleston stayed in district

Special Training/Events:

03-04-2024: Case Reviews with Dr. Woods **(56 Hours)**

03-22-2024: New Hire Process **(54 Hours)**

03-30-2024: Easter Scavenger Hunt **(54 Hours)**

Shift Training:

1. Shift training topics:
Monday = Medical,
Tuesday = Target solutions,
Wednesday = Water Wednesday (Apparatus Operator topics),
Thursday = Technical (Rope, Hazmat, Vehicle, Drone, etc),
Friday = Fire (try for hands on or do table top),
Saturday = Safety (NIOSH review),
Sunday = Scenarios (table top).
2. Total shift training hours: **(90.5 Hours)**

Total training hours for the month of **March, 2024: (294.5 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. We have again completed the seasonal Firefighter staffing grant from the State Fire Marshal’s Office in the amount of \$35,000. This year we are looking 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.
- C. The seismic grant opportunity is currently in the decision phase and reportedly we should find out in May.
- D. We are currently in the roll out of First Due our new online records, scheduling, training, incident management and notification software. It is an all-online platform and replaces most of our current online platforms. The agreement is in the new business section.
- E. I recently spoke with Coos Bay Police Department regarding transferring our dispatching to them. I have the renewal agreement with Coos County and plan to address it at the May Meeting giving me time to work out specifics with Coos Bay on the possibility of switching. The proposed cost is based on the 2022 alarm count of 1,030 alarms they dispatched. The cost proposed is \$11,834.70 plus a 2.5% equipment upgrade fund fee of \$295.87. Total fee for 2024/2025 is \$12,130.57. If Coos Bay can improve on that or match, I believe it is time to consider switching, the service level from the City of Coos Bay I believe would be an improved service.
- F. Additional information on the City of Coos Bay extending the city limits to Kellogg Lane. This is the current urban growth boundary. I spoke with the Coos Bay City Manager Nichole Rutherford and her statement was they are looking at it however, it is 2 plus years away.

Respectfully Submitted, Michael J. Sneddon, Fire Chief

Unfinished Business

Staffing Discussion

My intention here has been for an open discussion on our staffing level and funding that may be needed to increase the staffing. Again, this is still my intention plus to educate the board on the issues and understand why I am having to make this request.

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. These positions would also work shift and help alleviate the issues we are seeing. The grant provides funding for these positions at 100% for three years. This will give us time to work on the permanent solution to the needs of this community and funding strategies.

Object class categories	Year1	Year2	Year3	Total
Total Federal and Non-federal resources				
Federal resources	\$153,622.36	\$160,297.42	\$167,397.52	\$481,317.30
Non-federal resources (District)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$153,622.36	\$160,297.42	\$167,397.52	\$481,317.30

Policy Review See Attachment “A”

I am seeking a consensus on the program changes I proposed last meeting regarding the student program incentive for tuition assistance and the residency requirement for career staff at this meeting. I am seeking a full discussion on the Contract Review Board policy proposed. The May meeting I will have a resolution to adopt these changes as approved by you.

Attachment “A” is Legal Counsel’s review of the contract Review Board rules in our policy for your review and discussion.

Last Month’s discussion items requiring consensus:

1. Currently we provide \$750 per term. My proposal is as follows:
 - a. 2.5 GPA: \$750
 - b. 2.75 GPA: \$1,000
 - c. 3.0 GPA: \$1,500

Program is capped at 6 students, currently we have 3.

The funding will be from the reduction of the volunteer payroll due to a lack of volunteers. A few years ago, it was \$40,000 and today I am proposing \$15,000 for next year. This would be a great improvement in recruiting as we have to compete with the “Great Hall” in Coos Bay and the higher call rate in North Bend. With the added staff, I think we can provide a greater experience for these kids as well. This will help them become more marketable as they apply for jobs outside the area and help build a local pool for our own hiring.

2. 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.

Addendum to Policy Review Section:

SECTION 15. COST OF LIVING ALLOWANCE (does not include Volunteer FF's)

A. Each year on July 1st all full time, part time and work back employees will receive a cost-of-Living adjustment of their wage on that date based on Portland CPI second half of the year prior. This adjustment will be a minimum of 1.5% and a maximum of 4.0% ~~2.5%~~. It is noted that seasonal employees are not eligible for a cost-of-living allowance.

Add second paragraph:

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.

Justification statement for catch-up

I have added this request as the staff are \$15K to \$20K behind their counter parts at North Bend. We cannot fully compete with them; however, I believe we have the obligation to try to me somewhat competitive. As I look around the state at job openings, I see most firefighter positions in agencies similar to ours, starting out in the low \$50,000 to \$65,000. My goal is to get all staff above the \$50,000/ year by July 1, 2025. From there we will need to determine a new goal.

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

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

Heide Cummings (position #1)

Darrell King (position# 2)

No other applications have been received.

Seasonal Firefighter Program (grant funded)

We have again received 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

The remaining amount between \$32,654.63 and the \$35,000 grant amount is approved for administrative costs included in managing the program.

Surplus items for auction

With the receipt of the new breathing apparatus, it is time to declare the old equipment as surplus and place for sale on the “Govdeals” auction site.

Below is the list of items for surplus:

- | | |
|-------------------------------|----|
| 1. SCBA units: | 25 |
| 2. SCBA masks variable sizes: | 35 |
| 3. SCBA fit testing masks | 3 |
| 4. SCBA Cylinders: | 41 |

The list of items by serial number is available and I will have it at the meeting.

I plan to have a reserve of \$2,500 for the auction.

All items are placed on three pallets and are available for inspection upon request. Captain Shield has been assigned to manage our surplus property program and is working with “Govdeals” to place these items and the pickup on the auction in the next week. He is also working on a list of items to declare surplus and liquidate as we have quite a bit of items taking up space unnecessarily.

RESOLUTION 24-001: GENERAL FUND TRANSFER

WHEREAS: Oregon Local Budget Law permits the transfer of appropriations within a Fund in accordance with ORS 294.463 when needs arise that require certain changes in appropriation are necessary after the budget has been adopted.

WHEREAS: An analysis of the status of the current 2023–2024 budget of the Charleston Rural Fire Protection District has revealed that the amounts originally allocated for certain General Fund line-item expenditures within the Personal Services category and the Materials & Services category will be inadequate to fund respective requirements through the end of fiscal year 2023–2024;

NOW THEREFORE be it

Resolved: That the Board of Directors of the Charleston Rural Fire Protection District hereby transfers appropriations in the amount

General Fund

TRANSFERS OUT

From the Personal Services Category:

<u>Conflagration/Hazmat Passthrough</u>	\$ 40,000
<u>Paid On-call FF - Grant Funded</u>	\$ 3,000
<u>Seasonal Firefighter</u>	\$ 2,000
<u>Part Time Positions</u>	\$ 17,000
<u>Accident Insurance</u>	\$ 3,000

Total Transferred Out - Personal Services \$ 65,000

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

Total Transferred Out - Materials & Services \$ 16,000

From the Contingency:

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

Total Transferred Out - All Categories \$ 103,700

“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.

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.