



# 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.**

**January 17, 2024**

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

Called to Order: 6:12 PM

Flag Salute

Roll call:

Present: Roy Holland, Dave Richards, Nancy Santos, Don Manley & Ed Powers

Absent: None

Staff Present: Chief Mick Sneddon, Legal Counsel Jane Stebbins (Via Zoom), Admin Mistie Henderson, Captain Russell Shield, Engineer Julien Temps, Engineer Tyler Easter and Firefighter Jamis Neumeyer

Guests: Engineer Julien Temps Family

## **Consent Agenda:**

1. Minutes of the prior meeting: Regular meeting December 20, 2023
2. Financial: Approval of the statements of revenue and expense & check register

Petty Cash	\$100.00
Operating	\$24,472.24
Prime	\$74,067.52
LGIP Acct 1	\$418,717.73
Total Operating	\$517,357.49
BERF	\$45,922.35
Debt Service	\$133,477.05
Total All Funds	\$696,756.89

**Motion:** Ed Powers, 2<sup>nd</sup> by Dave Richards 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.

Badge Pinning and Swear-in Ceremony for new Full-Time Firefighter/Engineer Julien Temps.

Julien’s Fiancé’ pinned his badge on his shirt.

Chief Sneddon requested additional unfinished business regarding the heart monitor purchase

## **UNFINISHED BUSINESS:**

### **Additional Unfinished Business**

#### **Heart Monitor purchase:**

Chief Sneddon explained the funding situation that the Rotary Coos Foundation had funded only \$5,000 and the President of the local Rotary Club is requesting the remaining \$5,000 from the Club funds. Chief requested that Board approve up to an additional \$5,000 from District's reserve fund to finalize purchase of second heart monitor if the club does not fund all or part of the \$5,000 request.

**Motion:** Dave Richards, 2<sup>nd</sup> by Nancy Santos to approve using up to \$5,000 from the reserve fund to finalize purchase of 2<sup>nd</sup> heart monitor depending on the funds offered by the Rotary Club of Coos Bay.

**Discussion:** None

Motion Carried by Unanimous Decision

### **Additional Unfinished Business:**

None

## **NEW BUSINESS:**

### **Budget Schedule FY 2024/2025**

January 17<sup>th</sup> Regular Board meeting

- Board to approve Budget Schedule

April 2<sup>th</sup> Budget Officer to submit notice of Budget Committee meeting to The World Newspaper (Notice must be published 5-30 days before 1<sup>st</sup> meeting and have 2 notices at least 7 days apart.) The World Newspaper only publishes on Tuesdays and Fridays. Publish dates: Tuesday, April 9<sup>th</sup> & Friday, April 19<sup>th</sup> (worldlegals@countrymedia.net)

April 9<sup>th</sup> 1<sup>st</sup> Notice published in The World Newspaper for May 6<sup>th</sup> meeting.

April 17<sup>th</sup> Regular Board Meeting

- Board to appoint Budget Positions 1 & 2 are up for a 3-year appointment

April 19<sup>th</sup> 2<sup>nd</sup> Notice published in The World Newspaper for May 8<sup>th</sup> meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.

May 6<sup>th</sup> Budget Committee to meet at 7:00 p.m. (Zoom Meeting option provided)

Budget Committee to appoint office of Chair.

The Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. The Budget Committee may opt to begin deliberations at the next meeting, date to be set from list in next section.

Optional dates for future meetings: May 13<sup>th</sup>

May 29<sup>th</sup> Stephanie Stroud CPA to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.) The scheduled published date is Tuesday June 11<sup>th</sup>.

(worldlegals@countrymedia.net)

June 11<sup>th</sup> The World Newspaper publishes the notice of Budget Hearing and required documentation.

June 19<sup>th</sup> Budget Hearing for 2024/2025 fiscal year (during regular meeting of the Board of Directors)

- Adopt 2024-2025 Budget
- Enact Appropriation Resolutions/tax levy.

By July 15<sup>th</sup> Submit levy, appropriation Resolution and Budget to Coos County Clerk with \$5.00 filing fee.

**Motion:** Ed Powers, 2<sup>nd</sup> by Don Manley to approve Budget Schedule for FY 2024/2025 as proposed.

**Discussion:** None

Motion Carried by Unanimous Decision

Agreement for housing lease to CFPA

Chief Sneddon proposed the Lease agreement for the use of the living qtrs. Including the four (4) dorm rooms the Crown Point Station for 5 months to CFPA during fire season.

This is the same agreement as 2023 with the required changes to reflect the dates.

**Motion:** Dave Richards, 2<sup>nd</sup> by Nancy Santos to approve the Lease agreement to lease the living quarters including the four (4) dorm rooms at the Crown Point Fire Station May through October 2024 as proposed.

**Discussion:** None

Motion Carried by Unanimous Decision

Additional New Business:

None

GOOD OF THE ORDER:

None

Roy Holland adjourned the meeting at 6:35 PM

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Secretary of the Board