



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

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

A reserve of \$2,500 was recommended.

Motion: Dave Richards, 2nd by Don Manley to declare the SCBA and related items as presented as surplus and place a \$2,500 reserve on the auction.

Discussion: Don Manley asked about the status on the sale of 8222. It is in the works currently.

Motion Carried by unanimous vote

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

<u>Total Transferred Out - Personal Services</u>	<u>\$ 65,000</u>
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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>

Total Transferred Out - All Categories \$ 103,700

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>

Total Transferred In - All Categories \$ 103,700

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

Secretary of the Board