

## 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 **January 21, 2015** 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**

**Approval of minutes of:** Regular meeting December 17, 2014

#### **Reports & Correspondence**

Financial: statements of revenue and expense & approval of check register  
Administrative report: Alarm and drill statistics & operations report

#### **Unfinished Business**

**Oregon Institute of Marine Biology Contract**

Review contract proposal for Fire Protection for Oregon Institute of Biology

**Resolution 15-001 Contract review Board**

Review and update of the policy manual, specific discussion to contract review board as mentioned at the last meeting

**Additional Unfinished Business:**

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

#### **New Business**

**Additional New Business**

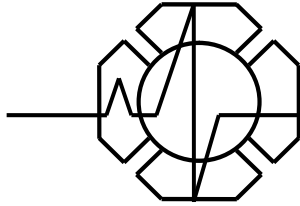
Any business that is required to come before the Board that has risen since the posting of the agenda

#### **Good of the Order**

#### **Adjournment**

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Phone: (541) 888-3268 [www.charlestonfire.net](http://www.charlestonfire.net)

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

## December 17, 2014

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Darrell King, Heide Cummings, Alan Taylor, Roy Holland, Kim Davidson

### Approval of the Minutes:

**Motion:** Roy Holland, 2<sup>nd</sup> by Kim Davidson to approve the minutes of the November 19, 2014 regular meeting.

Discussion: None

Motion carried by a unanimous vote

### REPORTS:

Financial:

Petty Cash	\$ 100.00
Operating	\$ (9,126.35)
Prime	\$ 13,509.24
LGIP Acct 1	\$ 516,612.74
Due from Debt Srvc	\$ 13,297.68
Total Operating	\$ 534,393.31
Building Reserve	\$ 15,305.52
Debt Service	\$ 15,604.03
Total All Funds	\$ 565,302.86

**Motion:** Alan Taylor, 2<sup>nd</sup> by Heide Cummings to approve the Check Register & Statement of Revenue and Expense for November, 2014.

Discussion: None

Motion Carried by Unanimous Decision

**Administrative:**

Chief gave report

Charleston Volunteer Firefighter's Association Treasurer and Seafood Festival IC gave a report to the Board regarding potential changes to the festival

**UNFINISHED BUSINESS:**

OIMB Agreement

Chief spoke regarding the agreement and that not much had changed. The amount is still in question.

Policy Review

Chief requested to adjust the bidding thresholds and spending authority to a base of \$5,000 increased from \$2,000 and the additional thresholds in accordance. All are well under amounts allowed by law.

**SECTION 5. Competitive Bids; Exemptions**

- A. No bids, either formal or informal, are required for District purchases of goods and services less than \$5,000.00.
- B. For District purchases between \$5,000.00 and \$25,000.00 approval to make the purchase shall be required from the Board prior to the purchase with competitive quotes.
- C. For District purchases between \$25,000.00 and \$75,000.00 and with prior board approval the Fire Chief shall obtain no less than three (3) informal bids. An informal bid is defined as ascertaining by correspondence, telephone calls or direct contact, a reliable vendor's quote for the service or item involved. The Fire Chief shall tabulate the informal bids and submit them to the Board for action. The Fire Chief as required by Oregon Law shall maintain all records of informal bids. Note: adoption of the budget indicates approval to seek bids for items budgeted.

Consensus of the Board was to bring back a resolution and updated policy on the Contract Review board with changes as proposed.

Additional Unfinished Business:

None

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The Board returned to the Admin Report for more from another member of the Seafood Festival Committee as she arrived late to the meeting. It was discussed the changes in the how the Beer and Wine is managed and the event and adding a second event in February.

**NEW BUSINESS**

**Oregon Cooperative Purchasing Program Agreement Renewal**

Chief spoke regarding proposal that it was a renewal of the agreement allowing Charleston Fire to access State and regional governmental contracts for purchasing.

Motion: Roy Holland, 2nd by Alan Taylor to approve the renewal of the ORCPP agreement.

Discussion: none

Motion Carried by Unanimous Decision

**Additional New Business**

None

**GOOD OF THE ORDER:**

A) The Volunteers Association is again doing a gun raffle. This year they are selling tickets on 5 guns, see the tickets for the rules and regulations. Ask a member of the Fire District for info on purchasing tickets.

B) John Trew announced he would be unavailable for the January meeting due to a trial.

C) Alan Taylor thanked the Staff and Volunteers for the fabulous Christmas dinner.

Motion: Roy Holland motioned to adjourn the meeting

Meeting adjourned at 8:10 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**

Current Meeting Financial Summary Ending Last Day of December, 2014

Petty Cash	\$ 100.00
Operating	\$ 27,547.89
Prime	\$ 28,321.24
LGIP Acct 1	\$ 396,754.23
Due from Debt Srvc	\$ -
Total Operating	\$ 452,723.36
Building Reserve	\$ 40,305.52
Debt Service	\$ 17,906.35
Total All Funds	\$ 510,935.23

**Budget Summary incomes verses expenditures:**

Ending Last Day of December for Fiscal Year 2014/2015

<b>Revenues</b>	
Other Revenues	\$ 29,159.47
Prior Taxes	\$ 16,585.08
Taxes	\$ 525,947.31
<b>Total Income General Fund</b>	<b>\$ 571,691.86</b>
Income BERF/ Debt Service	\$ 110.29
<b>Total income all Funds</b>	<b>\$ 571,802.15</b>
<b>Expenses</b>	
Personal Services	\$ 180,026.86
Materials and Services	\$ 118,561.36
Capital outlay	\$ -
Debt Service, Telephone System	\$ 1,288.71
<b>Total Expenditures</b>	<b>\$ 299,876.93</b>
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 38.92
BERF Equipment	\$ -
BERF Building	\$ -
<b>BERF Total Expenditures</b>	<b>\$ 38.92</b>
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 13,338.35
<b>Total Expenditures all funds</b>	<b>\$ 313,254.20</b>

# Administrative report: Alarm and drill statistics & operations report

## ACTIVITY REPORT

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	3	1	1	2	1	1	2	2	4	6	2	1	26
EMS	40	46	30	36	63	30	41	45	39	57	27	39	493
MVC/Rescue	3	6	3	4	7	2	7	6	5	3	3	8	57
Good Intent	10	2	2	12	10	3	5	9	7	10	7	4	81
Monthly Total	56	55	36	54	81	36	55	62	55	76	39	52	657
Year to Date	56	111	147	201	282	318	373	435	490	566	605	657	

## Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2014	56	55	36	54	81	36	55	62	55	76	39	52	657	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	576	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	574	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	602	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	523	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	564	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	548	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	653	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	567	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	599	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	584	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	599	599
avg	48	44	43	49	51	46	53	57	48	54	43	52	587	

## TRAINING INFORMATION

The following is a list of drills conducted for last month:

A) Forcible Entry

B) District Familiarization/ Addressing



## ADMINISTRATIVE REPORT

- A. Worked on the Audit report for Fiscal Year 2013/2014, Wall & Wall has put things together for the auditors and I worked with them in my office Wednesday 1/7 for the field work.
- B. I have rescheduled my performance appraisal for the February meeting as we have not done it for a couple years.
- C. It is election season and Darrell, Alan and Roy are up for re-election this year. I have paperwork in my office if you are running again.

Respectfully Submitted  
Michael J. Sneddon, Fire Chief

## **Unfinished Business**

### **Oregon Institute of Marine Biology Contract**

I am working on the justification of the amount our fee is based on and that is taking time. It will be done before the February meeting.

### **Policy Review**

Below is the updated policy and then the Resolution that will adopt that policy:

### **ARTICLE XI Public Contracting and Purchasing**

SECTION 1. All lease-purchase programs, all district loan requests, all expenditures of goods and services exceeding five thousand dollars (\$5000.00), and all sales of district equipment shall require prior board approval.

SECTION 2. All normally non-expendable items such as trucks, tools, certain clothing items, typewriters, copy machines and other emergency operating or departmental equipment, land, building, etc., that exceeds five thousand dollars (\$5,000.00) in true cash value, shall be deemed "capital expenditures."

### **SECTION 5. Competitive Bids; Exemptions**

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- C. For District purchases between \$25,000.00 and \$75,000.00 and with prior board approval the Fire Chief shall obtain no less than three (3) informal bids. An informal bid is defined as ascertaining by correspondence, telephone calls or direct contact, a reliable vendor's quote for the service or item involved. The Fire Chief shall tabulate the informal bids and submit them to the Board for action. The Fire Chief as required by Oregon Law shall maintain all records of informal bids. Note: adoption of the budget indicates approval to seek bids for items budgeted.

A RESOLUTION OF THE CHARLESTON RURAL FIRE PROTECTION DISTRICT  
ADOPTING PUBLIC CONTRACTING RULES AND PRESCRIBING RULES OF  
PROCEDURE FOR PUBLIC CONTRACTING.

WHEREAS, the Charleston Rural Fire Protection District ("District") is a special district which is subject to Oregon's public contracting rules; and

WHEREAS, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contract that:

- (A) Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- (B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

NOW, THEREFORE, BE IT RESOLVED:

1. That, except as otherwise provided herein, the District hereby adopts the provisions of ORS 279A, 279B and 279C and the Oregon Attorney General's Model Public Contracting Rules ("Model Rules") as the contracting rules for the District, as such Model Rules now exist or are later modified.
2. That the District affirmatively adopts the public contracting rules described in Exhibit A which is attached to this Resolution and incorporated hereby by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. That the District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Rules adopted in Exhibit A are consistent with current law.

The foregoing Resolution was duly adopted by the Charleston Rural Fire Protection District, Coos Bay, Oregon on the 21st day of January, 2015. The effective date of this resolution is January 21st, 2015.

**Additional Unfinished Business:**

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

## **New Business:**

None

### Additional New Business:

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

## **Good of the Order**

A)

B)

C)