

## 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 **February 18, 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 January 21, 2015

#### **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

Additional Unfinished Business:

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

#### **New Business**

Budget Schedule

Review and approve Budget Schedule for 2015/16 fiscal year

Property Agreement Station1

Informational item for the revocation of the property use agreement at Station 1

Chief's review

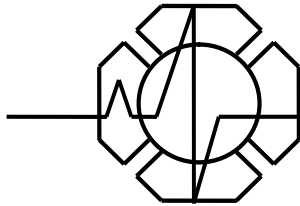
Performance Appraisal for Chief Sneddon

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

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.

## January 21, 2015

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

Present: Heide Cummings, Alan Taylor, Roy Holland,

Absent: Kim Davidson, Darrell King

### **Approval of the Minutes:**

**Motion:** Alan Taylor, 2<sup>nd</sup> by Heide Cummings to approve the minutes of the December 17, 2014 regular meeting.

Discussion: None

Motion carried by a unanimous vote

### **REPORTS:**

Financial:

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

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

Discussion: None

Motion Carried by Unanimous Decision

**Administrative:**

Chief gave report

**UNFINISHED BUSINESS:**

OIMB Agreement

Chief spoke regarding the agreement and that not much had changed. The issue is their request for justification for the fee.

Resolution 15-001

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.

Motion: Alan Taylor, 2nd by Heide Cummings to adopt resolution 15-001 adopting public contracting rules.

Discussion: none

Motion Carried by Unanimous Decision

### Policy Change

Chief briefly reviewed the proposed changes and how they related to resolution 15-001.

## 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**

- 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.

Motion: Alan Taylor, 2nd by Heide Cummings to approve the proposed policy Change for Article XI Public Contracting and Purchasing

Discussion: none

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

## **NEW BUSINESS**

Additional New Business

None

**GOOD OF THE ORDER:**

A) Volunteer Association gun raffle wasn't as good as last years.

Motion: Alan Taylor motioned to adjourn the meeting

Meeting adjourned at 7:37 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 January, 2015

Petty Cash	\$ 100.00
Operating	\$ 30,003.98
Prime	\$ 82,623.43
LGIP Acct 1	\$ 307,392.70
Due from Debt Srvc	\$ -
Total Operating	\$ 420,120.11
Building Reserve	\$ 40,317.45
Debt Service	\$ 17,923.95
Total All Funds	\$ 478,361.51

**Budget Summary incomes verses expenditures:**

Ending Last Day of January for Fiscal Year 2014/2015

<b>Revenues</b>	
Other Revenues	\$ 36,425.79
Prior Taxes	\$ 18,669.47
Taxes	\$ 534,205.72
<b>Total Income General Fund</b>	<b>\$ 589,300.98</b>
Income BERF/ Debt Service	\$ 119.15
<b>Total income all Funds</b>	<b>\$ 589,420.13</b>
<b>Expenses</b>	
Personal Services	\$ 215,840.16
Materials and Services	\$ 135,528.13
Capital outlay	\$ -
Debt Service, Telephone System	\$ 1,566.38
<b>Total Expenditures</b>	<b>\$ 352,934.67</b>
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 40.98
BERF Equipment	\$ -
BERF Building	\$ -
<b>BERF Total Expenditures</b>	<b>\$ 40.98</b>
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 13,350.26
<b>Total Expenditures all funds</b>	<b>\$ 366,325.91</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	2												2
EMS	56												56
MVC/Rescue	3												3
Good Intent	8												8
Monthly Total	69												69
Year to Date	69	69	69	69	69	69	69	69	69	69	69	69	

## Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69												69	69
2014	56	55	36	54	81	36	55	62	55	76	39	52	56	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	39	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	65	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	48	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	45	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	40	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	53	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	50	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	53	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	43	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	45	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	40	599
avg	44	44	43	49	51	46	53	57	48	54	43	52	44	

## TRAINING INFORMATION

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

- A) Safety
- B) Fire Extinguishers and Flammable Gases
- C) Northwest Natural Gas program



## ADMINISTRATIVE REPORT

- A. Worked on the Audit report for Fiscal Year 2013/2014, Still trying to finalize it
- B. 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. Here is the link for the County Elections page for access to the election forms and information:

<http://www.co.coos.or.us/Departments/CountyClerk/Elections.aspx>

- C. The fuel tank cover has been completed. This should extend the life of the fuel tank and the pumps.
- D.

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. I am still at a loss here.

### **Additional Unfinished Business:**

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

# New Business:

## Budget Schedule

- February 18<sup>th</sup> Regular Board meeting
- Board to approve Budget Schedule
- March 18<sup>th</sup> Regular Board Meeting
- Board to appoint Budget Position 1
  - Board to appoint Budget Position 2
- March 31<sup>st</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.) Notice to request The World Newspaper Publish on Tuesday, April 14<sup>th</sup> and Monday, April 27<sup>th</sup>
- April 14<sup>th</sup> 1<sup>st</sup> Notice published in The World Newspaper for May 4<sup>th</sup> meeting.
- April 27<sup>th</sup> 2<sup>nd</sup> Notice published in The World Newspaper for May 4<sup>th</sup> meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 4<sup>th</sup> Budget Committee to meet at 7:00 p.m.  
 Budget Committee to appoint office of Chair  
 Budget Officer delivers the proposed Budget and the Budget Message to the Budget committee. 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: 05/11
- May 27<sup>th</sup> Wall and Wall to submit notice of Budget Hearing and required documentation to The World Newspaper. (Must be published 5 to 25 days before the hearing.)
- June 9<sup>th</sup> The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 17<sup>th</sup> Budget Hearing for 2015/2016 fiscal year (during regular meeting of the Board of Directors)
- Adopt 2015-2016 Budget
  - Enact Appropriation Resolutions/tax levy
- By July 15<sup>th</sup> Submit levy, appropriation Resolution and Budget to Coos County Clerk

### Committee Members

#1	**Steve Fraser	<u>14/15</u>	#3	Hans W. G. Smith	15/16
#2	**Connie Green	<u>14/15</u>	#4	Jerry Smith	15/16
#5	Ken Bastendorff	16/17			

\*\*= Position currently up for appointment. Both current candidates have expressed interest in reappointment.

Property Agreement Station1

This is an informational item for the revocation of the property use agreement at Station 1. The property line on the south side of Station 1 extends well into the driveway of the property south of us. Since the property is up for sale I have decided to ask to end that agreement and retain out property as per the agreement. John Trew and I are working on this procedure. I am currently seeking quotes to have the property surveyed so we get the corners correct before we move the fence.

Chief's review

Board members will be provided a form to complete a performance appraisal for Chief Sneddon.

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)

B)

C)