

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 **March 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 February 18, 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

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 Unfinished Business:

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

New Business

Budget Position Appointments

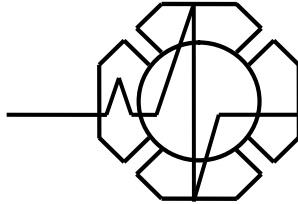
Interview and appoint Budget committee members for positions 1 & 2

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

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

February 18, 2015

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

Called to Order: 7:00 PM

Flag Salute

Roll call:

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

Absent: Darrell King

Approval of the Minutes:

Motion: Alan Taylor, 2nd by Kim Davidson to approve the minutes of the January 21, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

REPORTS:

Financial:

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

Motion: Heide Cummings, 2nd by Kim Davidson to approve the Check Register & Statement of Revenue and Expense for January, 2015.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report, added discussion on Pacific Coast Credit options

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. Chief recommended a reply of \$1,500/year plus all legal fees to date paid.

Alan Taylor recommended to drop response fees and base on valuation as tax payers do.

Additional Unfinished Business:

None

NEW BUSINESS

Budget Schedule

- February 18th Regular Board meeting
- Board to approve Budget Schedule
- March 18th Regular Board Meeting
- Board to appoint Budget Position 1
 - Board to appoint Budget Position 2
- March 31st Budget Officer to submit notice of Budget Committee meeting to The World Newspaper.(Notice must be published 5-30 days before 1st meeting and have 2 notices at least 7 days apart.) Notice to request The World Newspaper Publish on Tuesday, April 14th and Monday, April 27th
- April 14th 1st Notice published in The World Newspaper for May 4th meeting.
- April 27th 2nd Notice published in The World Newspaper for May 4th meeting. Notice of Budget Committee meeting to be posted around District on Friday before all Budget meetings.
- May 4th 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 27th 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 9th The World Newspaper publishes the notice of Budget Hearing and required documentation.
- June 17th 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 15th Submit levy, appropriation Resolution and Budget to Coos County Clerk

Motion: Alan Taylor, 2nd by Heide Cummings to approve the Budget Schedule for Fiscal year 2015/2016

Discussion: none

Motion Carried by Unanimous Decision

Chief discussed the current Budget Committee and that position's 1 & 2 are open and the current seated members have reapplied.

Property Agreement

Chief Sneddon reviewed the property line agreement that was approved in 1996 between the former Fire Chief and the property owner on the south side of Station 1. The agreement allows said property owner to use part of our property for their driveway. The agreement provides an out when the property changes owners which is currently happening as the prior owners have passed away and the heirs are selling it. Legal counsel is involved as we work through this and we will be doing a survey to find the legal property lines.

Chief's Performance Review

Chief handed out the review form and the Board will return at the next meeting for official review

ODF&W agreement

Chief proposed the renewal agreement for approval for fire protection for the ODF& facility on Boat Basin Rd.

Motion: Kim Davidson, 2nd by Alan Taylor to approve the renewal agreement to provide fire protection services to ODF&W.

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business

None

GOOD OF THE ORDER:

A) Banquet is set for April 11th

Motion: Alan Taylor motioned to adjourn the meeting

Meeting adjourned at 8:28 PM

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 February, 2015)

Petty Cash	\$ 100.00
Operating	\$ 18,836.75
Prime	\$ 48,255.51
LGIP Acct 1	\$ 312,633.90
Due from Debt Srvc	\$ -
Total Operating	\$ 379,826.16
BERF	\$ 40,322.52
Debt Service	\$ 17,931.22
Total All Funds	\$ 438,079.90

Budget Summary incomes verses expenditures:

Ending Last Day of February for Fiscal Year 2014/2015

Revenues	
Other Revenues	\$ 37,178.31
Prior Taxes	\$ 20,677.31
Taxes	\$ 537,329.96
Total Income General Fund	\$ 595,185.58
Income BERF/ Debt Service	\$ 191.49
Total income all Funds	\$ 595,377.07
Expenses	
Personal Services	\$ 243,629.48
Materials and Services	\$ 158,575.52
Capital outlay	\$ -
Debt Service, Telephone System	\$ 1,840.38
Total Expenditures	\$ 404,045.38
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 45.10
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 45.10
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 13,356.14
Total Expenditures all funds	\$ 417,446.62

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											4
EMS	56	47											103
MVC/Rescue	3	4											7
Good Intent	8	8											16
Monthly Total	69	61											130
Year to Date	69	130	130	130	130	130	130	130	130	130	130	130	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69	61											130	130
2014	56	55	36	54	81	36	55	62	55	76	39	52	111	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	74	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	113	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	89	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	84	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	74	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	87	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	92	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	104	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	103	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	88	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	83	599
avg	50	45	43	49	51	46	53	57	48	54	43	52	95	

TRAINING INFORMATION

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

- A) Fire Behavior
- B) EMS Case Reviews
- C) REACH Helicopter services Familiarization

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. Funding for the Chief Rick Lasky program in April has been coming in. I have gotten great support from the local emergency services and businesses. I look to do this every year however we will turf it to the regional Fire Instructors Association.
- D. I was recently appointed as the Vice President of the regional Fire Chief's Association
- E.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Oregon Institute of Marine Biology Contract

Waiting on reply from OIMB on last proposal.

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 have been provided a form to complete a performance appraisal for Chief Sneddon.

Additional Unfinished Business:

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New Business:

Budget Committee Members Appointments

#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.

Additional New Business:

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Good of the Order

A)

B)

C)