

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 **April 15, 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 March 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

Additional Unfinished Business:

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

New Business

Resolution 15-002

General Fund Transfer

Workers Compensation Experience Modification adjustment

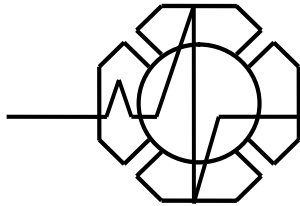
Review and approve the Experience Mod adjustment expense

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.

March 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: Kim Davidson, 2nd by Alan Taylor to approve the minutes of the February 18, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

REPORTS:

Financial:

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

Motion: Heide Cummings, 2nd by Alan Taylor to approve the Check Register & Statement of Revenue and Expense for February, 2015.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report, Alan Taylor asked why the increase is call volume, Chief noted it is mainly EMS calls that increased.

UNFINISHED BUSINESS:

OIMB Agreement

No new information available as of meeting time

Property Agreement

Chief Sneddon noted that he had spoken with the new owners and they were in agreement with correcting the fence line. Legal asked that a letter be signed acknowledging that. The surveys had been done and the lines determined.

Chief's Performance Review

The board briefly discussed the Chief's performance and all was positive. Alan Taylor spoke regarding the financial condition and the possibility of more debt to purchase a new Fire Engine. Chief Sneddon noted that in the past 6 years with the lowered tax rate that 1.6 million dollars had been left in the District tax payers pockets by not taxing the full \$4.07/ thousand.

Additional Unfinished Business:

None

NEW BUSINESS

Budget Position Appointments

Chief noted that the only applications received were the current position holders.

Steve Fraser Position #1

Connie Green Position #2

Motion: Alan Taylor, 2nd by Kim Davidson to appoint Steve Fraser to Budget Committee Position #1 and Connie Green to Position #2 for a three year term

Discussion: none

Motion Carried by Unanimous Decision

Additional New Business

None

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GOOD OF THE ORDER:

- A) Alan Taylor stated Darrell King was home and that he is back for the next meeting.
All Board members and staff wished him well...
- B) Martha Boring says hello to everyone via Heide Cummings

Motion: Heide Cummings motioned to adjourn the meeting
Meeting adjourned at 7:55PM

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 March, 2015)

Petty Cash	\$ 100.00
Operating	\$ 12,345.41
Prime	\$ 15,686.22
LGIP Acct 1	\$ 330,511.54
Due from Debt Srvc	\$ -
Total Operating	\$ 358,643.17
BERF	\$ 40,328.58
Debt Service	\$ 17,939.90
Total All Funds	\$ 416,911.65

Budget Summary incomes verses expenditures:

Ending Last Day of March for Fiscal Year 2014/2015

Revenues	
Other Revenues	\$ 38,774.16
Prior Taxes	\$ 22,252.50
Taxes	\$ 553,503.72
Total Income General Fund	\$ 614,530.38
Income BERF/ Debt Service	\$ 166.23
Total income all Funds	\$ 614,696.61
Expenses	
Personal Services	\$ 269,301.80
Materials and Services	\$ 173,139.43
Capital outlay	\$ 4,500.00
Debt Service, Telephone System	\$ 2,088.38
Total Expenditures	\$ 449,029.61
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 49.22
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 49.22
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 13,362.02
Total Expenditures all funds	\$ 462,440.85

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	0										4
EMS	56	47	43										146
MVC/Rescue	3	4	2										9
Good Intent	8	8	7										23
Monthly Total	69	61	52										182
Year to Date	69	130	182	182	182	182	182	182	182	182	182	182	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69	61	52										182	182
2014	56	55	36	54	81	36	55	62	55	76	39	52	147	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	126	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	167	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	124	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	125	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	114	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	120	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	156	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	143	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	149	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	128	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	124	599
avg	50	45	44	49	51	46	53	57	48	54	43	52	139	

TRAINING INFORMATION

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

- A) Hose, Rope and Pack Drill
- B) Self Contained Breathing Apparatus
- C) Vertical Ventilation
- D) EMS Triage

ADMINISTRATIVE REPORT

- A. It is election season and Darrell, Alan and Roy are up for re-election this year and are unopposed

- B. The Chief Rick Lasky program was a huge success, everyone that attended really enjoyed it and have gained something from it. We had firefighters from Roseburg, Langlois, Siuslaw and within Coos County there. We have sponsor funding from North Bend Fire (\$500), North Bay Fire (\$500), Myrtle Point Fire (\$250), Myrtle Point Health District (\$250), Cascade Fire Equipment (\$250), Hughes Fire Apparatus (\$250), Southwestern Oregon Fire Instructors Association (\$500), Jeff Common LODD Foundation (\$250) and Reach Air Ambulance (\$1,000)

- C. I am working on the Banquet for next year and will be changing the schedule of events to streamline what I can so we can end around 9:30.

- D.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Oregon Institute of Marine Biology Contract

Waiting on reply from OIMB on last proposal. The Fire Marshal for U of O has acknowledged our agreement however the attorney for U of O has not returned a letter or phone call to our attorney handling the issue.

Property Agreement Station1

The new property owners have had the property surveyed as well as our survey and the correct property line has been identified. They have stretched a string between the 2 corner markers identifying the true line. I am waiting on a letter from legal counsel to have them sign off on the property line issue. After this we will move the fence and begin excavation of the property for additional paring around the building and better access for firefighters to park when responding to alarms.

Additional Unfinished Business:

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

New Business:

Resolution 15-002 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 2014–2015 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, the Materials & Services category and the Debt Services category will be inadequate to fund respective requirements through the end of fiscal year 2014 – 2015;

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 Personal Services:

Accident Insurance \$ 1,500

Total Transferred Out – Personal Services \$ 1,500

From the Materials and Services:

Lights & Power \$ 1,500

Motor Vehicle Fuels \$ 5,000

Insurance \$ 2,000

Grant Expenses \$13,500

Total Transferred Out – Materials & Services \$22,000

From the Contingency:

Contingency Fund \$10,000

Total Transferred Out – Contingency \$10,000

Total Transfer Out - All Categories \$33,500

TRANSFERS IN

To the Personal Services category as follows:

<u>Overtime</u>	\$ 2,000
<u>Volunteer Firefighters</u>	\$ 4,000
<u>Total Transferred In – Materials & Service</u>	<u>\$ 6,000</u>

To the Materials and Services category as follows:

<u>Attorney Fees</u>	\$ 5,000
<u>Financial Services</u>	\$ 5,000
<u>Building Maintenance</u>	\$ 5,000
<u>Meals</u>	\$ 3,000
<u>Office Supplies</u>	\$ 3,000
<u>Membership Fees & Dues</u>	\$ 1,500
<u>Physician & Medical Services</u>	\$ 2,000
<u>Apparatus Maintenance</u>	\$ 3,000
<u>Total Transferred In – Materials & Service</u>	<u>\$27,500</u>

Total Transfer In - All Categories \$33,500

Passed by the Board of Directors this 15th day of April, 2015

Workers Compensation Experience Modification adjustment
Review and approve the Experience Mod adjustment expense



EXPERIENCE RATING MODIFIER ANALYSIS**

INSURED: CHARLESTON FIRE DISTRICT

1. DOLLAR AMOUNT OF REIMBURSEMENT PAYMENTS REQUIRED TO CHANGE MOD BY ONE (1) POINT: **\$345**
2. A ONE POINT CHANGE IN YOUR MOD WILL CHANGE YOUR WORKERS' COMPENSATION PREMIUMS BY: **\$135**
3. THIS CHANGE WILL BE EFFECTIVE FOR THE THREE YEARS INCLUDED IN YOUR MOD CALCULATION, FOR AN ESTIMATED THREE YEAR REDUCTION OF: $3 \times 135 \times 19 =$ **\$7695**
4. RECOMMENDATION FOR REIMBURSEMENT OF CLAIMS: **\$6253**
5. PROJECTED EXPERIENCE MODIFIER REDUCTION OF 19 POINTS FOR 2015-2016 FROM 1.69 TO 1.50. EXPIRING EXPERIENCE MODIFIER IS 1.33.

**THE PROJECTED THREE YEAR SAVINGS IS MORE THAN 1 TIMES THE COST TO REIMBURSE THE CLAIMS MARKED ON PAGE 4 OF THIS ATTACHMENT.
THEREFORE, WE RECOMMEND THE REIMBURSEMENT BE MADE.**

OTHER FACTORS TO CONSIDER:

- ONLY THE FIRST \$1,800 OF A MEDICAL-ONLY CLAIM QUALIFIES.
- IT MAY TAKE UP TO TWO YEARS FOR THE MOD TO REFLECT THE SAVINGS.
- LOWER MODIFIERS MAY QUALIFY AN EMPLOYER FOR BETTER RATES AND PROGRAMS.
- IF ENROLLED IN THE PROGRAM, AN EMPLOYER IS NOT REQUIRED TO PARTICIPATE.
- IF A MEDICAL ONLY CLAIM BECOMES AN INDEMNITY CLAIM, THE CREDIT STAYS.
- EFFECT OF THE REIMBURSEMENT MAY VARY BY EMPLOYER CLASSIFICATION AND RATES.
- IF AN EMPLOYER ANTICIPATES A CLAIM TO EXCEED \$15,500 IN INCURRED COSTS, THE REIMBURSEMENT OPTION SHOULD NOT BE PAID FOR THAT CLAIM.
- PAYROLL GROWTH OR SHRINKAGE AND CASH FLOW MUST BE CONSIDERED

***These projections are estimates based upon the current experience mod worksheet and subject to variations in payrolls, class codes, ELR's, claim reserves, and rate trends.*

The purpose of this request is to reduce the overall expenditures of the work comp fees. As the letter from Wilson Heirgood explains, the amount paid will reduce our estimated payments over the next 3 years by \$7,695 therefore saving the District \$1,442 over that same period. I recommend making this payment. Usually the amount paid on here is considerably less and I take care of it. However with it being so much higher I felt it should be brought before the Board.

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)