

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 and **Budget Hearing** will be held on **June 17, 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

Budget Hearing

Public Input, Board review of the approved Budget for fiscal year 2015/2016

Approval of minutes of: Regular meeting May 20, 2015

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

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 15-003 Adopting Budget for Fiscal Year 2015/2016

Due to unexpected apparatus repairs the amount funded was not enough

Resolution 15-004

General Fund Transfer

COLA for EMS Coordinator

Review and vote on the budgeted cost of living increase for the EMS Coordinator position.

Weekend Station coverage volunteer stipend program

Discuss and vote on an incentive program for 2 person coverage stipend on weekends as other agencies have begun doing

Summer Meeting Schedule

Request to change the August meeting to August 26th

Audit Report

Vote on approval of the Audit Report for FY1314

Audit Contract

Discuss issues with current auditors

Attorney proposals

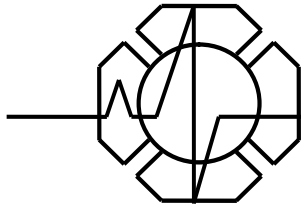
Review the proposals for legal services

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.

April 15, 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, Darrell King

Approval of the Minutes:

Motion: Roy Holland, 2nd by Alan Taylor to approve the minutes of the April 15, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

REPORTS:

Financial:

Petty Cash	\$ 100.00
Operating	\$ 9,825.63
Prime	\$ 69,473.82
LGIP Acct 1	\$ 235,494.06
Due from Debt Srvs	\$ -
Total Operating	\$ 314,893.51
BERF	\$ 40,334.32
Debt Service	\$ 17,948.11
Total All Funds	\$ 373,175.94

Motion: Roy Holland, 2nd by Kim Davidson to approve the Check Register & Statement of Revenue and Expense for April, 2015.

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report

UNFINISHED BUSINESS:

OIMB Agreement

An agreement was reached with OIMB at \$2,500 per year.

Motion: Roy Holland, 2nd by Heide Cummings to approve the Fire Protection agreement with OIMB as presented.

Discussion: none

Motion Carried by Unanimous Decision

Property Agreement

Chief Sneddon proposed the property line agreement to move the fence to the correct property line on the south side of Station 1

Motion: Roy Holland, 2nd by Kim Davidson to approve the property liner adjustment agreement cancelling the use of part of the District property on the south side of Station1 as presented

Discussion: none

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

NEW BUSINESS

None

Additional New Business

None

GOOD OF THE ORDER:

A) Chief informed the Board of the new Facebook page for the Fire District

Motion: Alan Taylor motioned to adjourn the meeting

Meeting adjourned at 7:35PM

Secretary of the Board

EXPLANATION OF BOARD PACKET

Budget Hearing

The Board President will open the Board Meeting and after roll call will open the Budget Hearing. He will request input from all those in attendance. When deliberation and discussion is completed the Board President will then close the Budget Hearing and return to the Regular Meeting.

As approved by the Budget Committee, the Budget is now ready for Public Comment and final review. During the Budget Hearing the Board will accept testimony from the Public and discuss the Budget one final time before formally adopting the 2015/2016 Budget during the Regular Meeting after this Hearing. A copy of the Approved Budget is available in the office free to the community and can be accessed at our web page located at www.charlestonfire.net.

The Board then has the option of modifying the Budget if necessary however they cannot increase the Tax Levy. The Tax Levy can only be increased by a vote of the Budget Committee.

Administrative recommendations:

Page 3 - Materials and Services line 4- Financial Services- increase \$3,000 to \$17,000.

- After reviewing our costs with Rob Wall over the past year he recommended we increase it.

All other changes are reflected due to the recommended increase in Financial Services

Page 4 - Line 15 - Materials and Service - \$302,700

Line 31 – Total Expenditures - \$775,000

Line 33 – Total - \$926,500

Page 1 - Line 1 - Available Cash on Hand - \$203,000

Line 29 – Total Resources - \$336,500

Line 32 – Total Resources - \$926,500

End recommendations

Reports & Correspondence

Financial: statements of revenue and expense & approval of check register

Current Meeting Financial Summary (Ending Last Day of May, 2015)

Petty Cash	\$ 100.00
Operating	\$ 26,609.40
Prime	\$ 104,484.90
LGIP Acct 1	\$ 142,816.08
Total Operating	\$ 274,010.38
BERF	\$ 40,340.39
Debt Service	\$ 15,025.54
Total All Funds	\$ 329,376.31

Budget Summary incomes verses expenditures:

Ending Last Day of May for Fiscal Year 2014/2015

Revenues	
Other Revenues	\$ 42,767.27
Prior Taxes	\$ 25,054.39
Taxes	\$ 559,903.94
Total Income General Fund	\$ 627,725.60
Income BERF/ Debt Service	\$ 214.93
Total income all Funds	\$ 627,940.53
Expenses	
Personal Services	\$ 317,416.87
Materials and Services	\$ 214,859.68
Capital outlay	\$ 4,500.00
Debt Service, Telephone System	\$ 2,584.38
Total Expenditures	\$ 539,360.93
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 57.46
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 57.46
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 16,305.03
Total Expenditures all funds	\$ 555,723.42

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	5	4								13
EMS	56	47	43	43	54								243
MVC/Rescue	3	4	2	2	4								15
Good Intent	8	8	7	10	9								42
Monthly Total	69	61	52	60	71								313
Year to Date	69	130	182	242	313	313	313	313	313	313	313	313	

Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69	61	52	60	71								313	313
2014	56	55	36	54	81	36	55	62	55	76	39	52	282	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	214	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	266	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	224	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	193	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	216	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	226	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	273	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	238	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	260	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	224	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	203	599
avg	50	45	44	50	52	46	53	57	48	54	43	52	241	

TRAINING INFORMATION

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

- A) CPR
- B) Firefighting foam (classroom)
- C) EMS skills practical stations
- D) Firefighting foam (hands on)

ADMINISTRATIVE REPORT

- A. I am currently working on the RFP for refurbishing one Engine and hope to have bids by the August meeting so the Board can make an informed decision on replacement vs refurbishment.
- B. I am currently doing an RFP for replacing the copy machine as Ricoh has finally cancelled the maintenance agreement according to their technician. I should have this one ready for the July meeting.
- C.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Additional Unfinished Business:

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

New Business:

RESOLUTION 15-003 Adopting Budget for Fiscal Year 2015/2016

BE IT RESOLVED that the Board of Directors of the Charleston Rural Fire Protection District hereby adopts the budget for fiscal year 2015-2016 in the total of \$1,047,000. This budget is now on file at the office of Charleston Rural Fire Protection District, located at 92342 Cape Arago Highway; Coos Bay, Oregon.

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated:

GENERAL FUND		
Personal services	\$ 363,500	
Materials and services	302,700	
Capital Outlay	-0-	
Debt Service	3,500	
Transferred to other funds		
Building/Equipment Reserve Fund	50,000	
Debt Service Fund	15,300	
General operating contingency	<u>40,000</u>	
 Total General Fund		 \$ 775,000
 BUILDING/EQUIPMENT RESERVE FUND		
Materials and services	20,100	
Capital outlay	<u>70,500</u>	
 Total Reserve Fund		 90,600
 DEBT SERVICE FUND		
Debt service		<u>16,500</u>
 Total Appropriations, All Funds		 882,100
Total Unappropriated and Reserve Amounts, All Funds		164,900
 TOTAL ADOPTED BUDGET		 <u>\$ 1,047,000</u>

BE IT RESOLVED that the ad valorem property taxes are hereby imposed the for tax year 2015-2016 upon the assessed value of all taxable property within the district at the rate of \$2.8500 per \$1,000 of assessed value for permanent rate tax.

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	<u>General Government Limitation</u>	<u>Excluded from Limitation</u>
Permanent Rate Tax	\$2.8500/\$1,000	\$0

The above resolution statements were approved and declared adopted on this 17th day of June 2015.

Resolution 15-004: 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 the Materials and Services:

Conflagration Act \$ 8,000

Grant Expenses \$ 5,000

Total Transferred Out – Materials & Services \$13,000

From the Debt Services GF:

Copy Machine Lease \$ 100

Total Transferred Out – Debt Services GF \$ 100

From the Contingency:

Contingency Fund \$ 6,600

Total Transferred Out – Contingency \$ 6,600

Total Transfer Out - All Categories \$19,700

TRANSFERS IN

To the Personal Services category as follows:

<u>Fire Chief Salary</u>	\$ 500
<u>Assistant Fire Chief Salary</u>	\$ 500
<u>Overtime</u>	\$ 500
<u>Volunteer Firefighters</u>	\$ 3,000
<u>Medicare</u>	\$ 500
<u>Total Transferred In – Personal Services</u>	<u>\$ 5,000</u>

To the Materials and Services category as follows:

<u>Equipment Maintenance</u>	\$ 3,000
<u>Building Maintenance</u>	\$ 3,000
<u>Travel & Lodging</u>	\$ 4,000
<u>Telephone</u>	\$ 100
<u>Office Supplies</u>	\$ 500
<u>Length of Service</u>	\$ 1,000
<u>Apparatus Maintenance</u>	\$ 3,000
<u>Total Transferred In – Materials & Service</u>	<u>\$14,600</u>

To the Materials and Services category as follows:

Telephone Equipment Lease	\$ 100
<u>Total Transferred In – Materials & Service</u>	<u>\$ 100</u>

Total Transfer In - All Categories **\$19,700**

Passed by the Board of Directors this 17th day of June, 2015

COLA for EMS Coordinator

The requested increase is the same as the full time staff of 2.3%. This increase has been included in the fiscal year 15/16 budget. This will increase his hourly from \$15.75 to \$16.11.

Weekend Station coverage volunteer stipend program

Discuss and vote on the return of the incentive program for 2 person coverage stipend on weekends as other agencies have begun doing. The program is to provide an incentive for up to 2 volunteers to be in the Station for 12 hour shift periods starting each Friday at 7PM and ending Sunday evening at 7PM. This program will only occur during the summer months starting June 20 and ending September 15 each year while the interns are either gone for the summer or working. This program will reduce overtime and fuel consumption for staff units as staff will then only respond on larger alarms that require more than a 2 person response. The duty officer will have the option to request additional resources as they deem necessary at any time during an alarm. Labor Day I would like to add the 7PM Sunday to 7PM Monday as well. This summer would be a longer trial period for this and formal adoption of the program could be proposed this winter for following years. This is a variation on programs used by some other agencies in Oregon.

Incentive: \$ 25.00/ 12 hour shift

(2/shift weekend cost: \$200.00)

Estimated cost for June 20, 2015 to September 15, 2015 is \$2,600

This would be an incentive for volunteers to stay in the station on weekend. They would not be required to stay however if they did stay the incentive would be paid.

Any alarms responded to during the shift will still receive the alarm stipend.

I would like to discuss also making this a permanent program which requires an added section to the Volunteer Policy. Administratively I am not prepared to make this happen but can return at a later Board meeting with a proposed full time policy if the Board would like to do this.

Summer Meeting Schedule

Usually we discuss the meeting schedule for summer, I am requesting to move the August meeting either forward or back one week.

Audit Report

The audit is finally ready for approval and I recommend approving it as submitted.

Audit Contract

Discuss the current contract and if we will continue with the current auditor given the extreme lateness of this year. Rob Wall has recommended to cancel the agreement. I will provide my recommendation at the meeting.

Legal Counsel Proposals

Staff provided an RFP via phone calls and legal advertisement in The World Newspaper and received one proposal which is from Stebbins and Coffey. Your option is to review that proposal and approve them or request further proposals, however it is in my opinion that it will not net anymore.

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) 4th of July Pancake feed this year falls on a Saturday.

B) Charleston Seafood Beer and Wine Festival is scheduled for August 8th and 9th.

C)