

## 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 **May 20, 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 April 15, 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 and vote on final contract for Fire Protection for Oregon Institute of Biology

**Property Agreement Station1**

Review and vote on the property line agreement retiring a former agreement

**Additional Unfinished Business:**

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

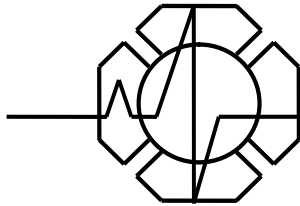
#### **New Business**

**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**



# CHARLESTON FIRE DISTRICT

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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.

## 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,

Absent: Darrell King

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

**Motion:** Alan Taylor, 2<sup>nd</sup> by Kim Davidson to approve the minutes of the March 18, 2015 regular meeting.

Discussion: None

Motion carried by a unanimous vote

### **REPORTS:**

Financial:

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

**Motion:** Kim Davidson, 2<sup>nd</sup> by Heide Cummings to approve the Check Register & Statement of Revenue and Expense for March, 2015.

Discussion: None

Motion Carried by Unanimous Decision

**Administrative:**

Chief gave report, added that the Chief Lasky program was a huge success.

**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. The surveys had been done and the lines determined. Staff was waiting for draft of the agreement and the formal survey.

Additional Unfinished Business:

None

**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

<u>Motor Vehicle Fuels</u>	\$ 5,000
<u>Insurance</u>	\$ 2,000
<u>Grant Expenses</u>	\$13,500
<u>Total Transferred Out – Materials &amp; Services</u>	<u>\$22,000</u>

From the Contingency:

Contingency Fund	\$10,000
<u>Total Transferred Out – Contingency</u>	<u>\$10,000</u>
<u>Total Transfer Out - All Categories</u>	<u>\$33,500</u>

**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 &amp; 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 &amp; Dues</u>	\$ 1,500
<u>Physician &amp; Medical Services</u>	\$ 2,000
<u>Apparatus Maintenance</u>	\$ 3,000
<u>Total Transferred In – Materials &amp; Service</u>	<u>\$27,500</u>
<u>Total Transfer In - All Categories</u>	<u>\$33,500</u>

Passed by the Board of Directors this 15<sup>th</sup> day of April, 2015

Motion: Alan Taylor, 2nd by Heide Cummings to adopt Resolution 15-002 General Fund Transfer

Discussion: none

Motion Carried by Unanimous Decision

Work Comp Experience Rate Modifier  
Chief discussed the options.



**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.*

Page 5, Regular Meeting, CRFPD Board of Directors, 4/15/2015

Motion: Heide Cummings, 2nd by Alan Taylor to approve the recommended experience modifier reimbursement in the mount of \$6,253.

Discussion: none

Motion Carried by Unanimous Decision

Attorney RFP

Chief requested from the Board direction on whether they want to spend the money to publish the Request for Proposal for legal services.

Additional New Business

None

**GOOD OF THE ORDER:**

A) Roy spoke regarding the banquet and the Chief Lasky program

Motion: Heide Cummings motioned to adjourn the meeting

Meeting adjourned at 7:50PM

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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 April, 2015)

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

**Budget Summary incomes verses expenditures:**

Ending Last Day of March for Fiscal Year 2014/2015

<b>Revenues</b>	
Other Revenues	\$ 42,660.93
Prior Taxes	\$ 23,984.28
Taxes	\$ 556,666.04
<b>Total Income General Fund</b>	<b>\$ 623,311.25</b>
Income BERF/ Debt Service	\$ 190.18
<b>Total income all Funds</b>	<b>\$ 623,501.43</b>
<b>Expenses</b>	
Personal Services	\$ 297,493.84
Materials and Services	\$ 197,197.51
Capital outlay	\$ 4,500.00
Debt Service, Telephone System	\$ 2,336.38
<b>Total Expenditures</b>	<b>\$ 501,527.73</b>
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 53.34
BERF Equipment	\$ -
BERF Building	\$ -
<b>BERF Total Expenditures</b>	<b>\$ 53.34</b>
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 13,367.90
<b>Total Expenditures all funds</b>	<b>\$ 514,948.97</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	0	5									9
EMS	56	47	43	43									189
MVC/Rescue	3	4	2	2									11
Good Intent	8	8	7	10									33
Monthly Total	69	61	52	60									242
Year to Date	69	130	182	242	242	242	242	242	242	242	242	242	

## Total Calls by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2015	69	61	52	60									242	242
2014	56	55	36	54	81	36	55	62	55	76	39	52	201	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	170	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	215	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	179	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	155	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	163	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	178	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	216	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	183	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	207	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	176	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	170	599
avg	50	45	44	50	51	46	53	57	48	54	43	52	189	

## TRAINING INFORMATION

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

- A) EMS Triage
- B) Ladders
- C) Extrication
- D) Loss Control

## ADMINISTRATIVE REPORT

- A. The results of the election will be presented at the meeting.
- B. The engine with the electrical issues of late has been fixed, they finally found a relay under the dash that was hanging up. I have the part number and the location of the relay and it will be replaced on the other engines. The cost of the relay is roughly \$22.00.
- C. I recently attended the 2015 Assistance to Firefighter's Grant class and have additional information for the upcoming year.

Respectfully Submitted  
Michael J. Sneddon, Fire Chief

## **Unfinished Business**

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

OIMB has agreed to our last agreement proposal of \$2,500. Staff recommendation after speaking with legal counsel is to approve the agreement.

### **Property Agreement Station1**

The new owners have agreed with the property line after the formal surveys were done. Legal has provided an agreement to be signed by both parties that ends the agreement from 1996 allowing the former owners to utilize part of our property. Staff recommendation is to approve the agreement as submitted.

### **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 brought to the Board at this time

### 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)