

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 **July 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

Election of Officers

The election of President, Vice President and Secretary Treasurer for the Board of Directors

Approval of minutes of: Regular meeting June 17, 2015

Reports & Correspondence

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

Administrative report: Alarm and drill statistics & operations report

Unfinished Business

Legal Counsel Introduction and discussion on meeting attendance

For Member and Staff to meet our new legal counsel and discuss the need for them to attend monthly meetings

Audit Report review

Review and vote on the audit report for fiscal year 2013/14

Additional Unfinished Business:

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

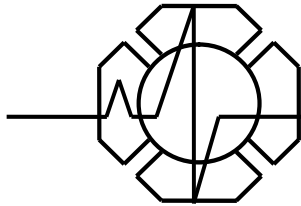
New Business

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

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.

June 17, 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, Roy Holland, Darrell King

Absent: Alan Taylor

Budget Hearing:

Darrell King opened the Budget hearing and asked for public input. There were no public in attendance of the meeting.

Chief proposed changes to the Budget in the amount of \$3,000.

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

No further recommendations were made and no further changes were made
Darrell King closed the Budget Hearing

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	\$ 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

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

Discussion: None

Motion Carried by Unanimous Decision

Administrative:

Chief gave report

UNFINISHED BUSINESS:

None proposed

Additional Unfinished Business:

None

NEW BUSINESS

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

Chief reviewed the changes made in the hearing and recommended approving the resolution adopting the budget for FY 1516

Darrell King read the resolution

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:

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

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

Motion: Roy Holland, 2nd by Heide Cummings to adopt Resolution 15-003 adopting the budget for fiscal year 2015/2016 as amended at the hearing.

Discussion: none

Motion Carried by Unanimous Decision

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
<u>Grant Expenses</u>	\$ 5,000

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

From the Debt Services GF:

Copy Machine Lease	\$ 100
<u>Total Transferred Out – Debt Services GF</u>	<u>\$ 100</u>

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From the Contingency:

Contingency Fund	\$ 6,600
<u>Total Transferred Out – Contingency</u>	<u>\$ 6,600</u>
<u>Total Transfer Out - All Categories</u>	<u>\$19,700</u>

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

Motion: Roy Holland, 2nd by Kim Davidson to adopt Resolution 15-004 General Fund Transfer in the amount of \$19,700.

Discussion: none

Motion Carried by Unanimous Decision

COLA for EMS Coordinator

Chief Sneddon explained the request to increase the EMS Coordinator's salary by the budgeted amount of 2.3% effective July 1st. This COLA increase will change the hourly rate from \$15.75 to \$16.11.

Motion: Roy Holland, 2nd by Kim Davidson to approve a Cost of Living increase for the EMS Coordinator from \$15.75/ hour to \$16.11/ Hour

Discussion: none

Motion Carried by Unanimous Decision

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. The Board also discussed making this a permanent program which requires an added section to the Volunteer Policy.

Motion: Roy Holland, 2nd by Heide Cummings to approve the weekend station coverage program as recommended with a \$25 stipend for 12 hours and to make it a permanent program during the summers.

Discussion: none

Motion Carried by Unanimous Decision

Summer Meeting Schedule

Chief Sneddon asked if there were needs from the Board members for alternate meeting dates during the summer, he did request the August meeting be moved. A discussion occurred and it was decided that the August meeting would be moved to August 26th by a consensus of the Board.

Audit Report

The Audit report was not ready for this meeting again and the topic was tabled until July.

Audit Contract

The Board and Chief discussed the current issues with the audit report noting it was almost 6 months late. The discussion was to terminate the agreement however legal counsel agreed with Chief Sneddon's statement that the agreement did not allow this at this time. Chief Sneddon recommended that a letter be sent to Pauly, Rogers and Company stating that the audit report for Fiscal year 1415 will be presented to the District in completed form on or before December 15, 2015, if not, the District will exercise its right to cancel the remaining contract. He also recommended that in the letter, a request for different staff members to work on the FY 1415 audit. The Board supported the recommendation.

Legal Counsel Proposals

Chief Sneddon noted that Stebbins and Coffey were the only legal firms that showed interest in representing the Fire District and he recommended that we contract with them for Legal Services. The Board discussed the legal needs of the district and President King asked current Legal Counsel John Trew if he felt that there was a need for legal to attend every board meeting anymore. John noted that times and situations have changed and with today's political climate for the district and a much higher amount of communications with electronic etc, he felt that it was not completely necessary to have legal at every meeting.

Motion: Roy Holland, 2nd by Kim Davidson to accept the legal counsel proposal with Stebbins and Coffey and Chief Sneddon the negotiate the fees
Discussion: Alan Taylor arrived during the discussion regarding the legal counsel and note the cost and also asked about the need for legal at every meeting
Motion Carried by Unanimous Decision

Additional New Business

None

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GOOD OF THE ORDER:

A) 4th of July Pancake Feed

B) Seafood Festival August 8 & 9

C) Relay for Life, Chief Sneddon has been named as the Grand Marshal

D) Heide Cummings and the rest of the Board thanked John Trew for his many years of service to the Fire Service.

Motion: Alan Taylor motioned to adjourn the meeting

Meeting adjourned at 7:50PM

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 June, 2015)

Petty Cash	\$ 100.00
Operating	\$ 30,636.69
Prime	\$ 35,303.51
LGIP Acct 1	\$ 160,179.75
Total Operating	\$ 226,219.95
BERF	\$ 40,346.22
Debt Service	\$ 15,033.89
Total All Funds	\$ 281,600.06

Budget Summary incomes verses expenditures:

Ending Last Day of June for Fiscal Year 2014/2015

Revenues	
Other Revenues	\$ 42,691.17
Prior Taxes	\$ 28,869.29
Taxes	\$ 575,527.71
Total Income General Fund	\$ 647,088.17
Income BERF/ Debt Service	\$ 237.16
Total income all Funds	\$ 647,325.33
Expenses	
Personal Services	\$ 345,554.94
Materials and Services	\$ 252,390.85
Capital outlay	\$ 4,500.00
Debt Service, Telephone System	\$ 2,832.38
Total Expenditures	\$ 605,278.17
Transfers to BERF	\$ 25,000.00
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 61.60
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 61.60
Transfers to Debt Service Fund	\$ 15,600.00
Debt Service Fund	\$ 16,310.94
Total Expenditures all funds	\$ 621,650.71

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	5							18
EMS	56	47	43	43	54	38							281
MVC/Rescue	3	4	2	2	4	4							19
Good Intent	8	8	7	10	9	8							50
Monthly Total	69	61	52	60	71	55							368
Year to Date	69	130	182	242	313	368	368	368	368	368	368	368	

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	55							368	368
2014	56	55	36	54	81	36	55	62	55	76	39	52	318	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	254	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	327	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	260	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	237	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	267	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	271	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	324	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	295	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	303	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	264	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	250	599
avg	50	45	44	50	52	47	53	57	48	54	43	52	288	

TRAINING INFORMATION

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

- A) Ladders
- B) Driver Training
- C) Extrication, regional drill hosted by Charleston Fire

ADMINISTRATIVE REPORT

A. Completed the new sign in time for the Pancake Feed



- B. Engine 32 returned from Hughes Fire Equipment, still waiting on the invoice, should be around \$4,000 on this one. Had the same throttle control issue as the other one. They found a sensor on the air system malfunctioning on it. They also found some other minor issues and repaired them as well. We are waiting on the new brakes for the front to arrive and the engine will go to a local truck shop for that repair.
- C. Still seeking new volunteer firefighters, slow activity in locating them within the Fire District boundaries.
- D. In reviewing the increases in alarms this year, it isn't hard to see a major increase, the biggest is in the Medical responses however, we have seen an increase in major alarms such as house fires and motor vehicle crashes requiring additional manpower. In the past 3 months we have had to call for assistance from neighboring agencies for these alarms. Recent changes in personnel has changed attitudes and crossing borders is becoming a norm again. The current staffing of agencies around the county requires our agencies to work together more and more. As I noted in the training section, we hosted a regional drill. This is something that has come about due to discussions during lunch with some of our neighboring Chiefs. We are more and more working closely with our neighbors in an effort to provide a better service to our customers and improve responder safety as well. The regional drills are currently quarterly and it changes from agency to agency each quarter. Next quarter we are at Coos Bay Fire.

E. Welcome to New Legal Counsel for the Fire District: Stebbins and Coffey, a representative will be at the meeting this month to meet the board and staff.

Respectfully Submitted
Michael J. Sneddon, Fire Chief

Unfinished Business

Legal Counsel Introduction and discussion on meeting attendance

This is a discussion and possible decision on the formal agreement with Stebbins and Coffey for legal services and to discuss the need for their attendance and regular business meetings. I am recommending that they attend for a few meetings to allow them to see how the Board and staff operate and for us to build a rapport with them.

Audit Report

The audit is finally ready for approval and I recommend approving it 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:

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) The 4th of July Pancake feed was a success with an estimated 420 attending and roughly a \$1,700 net profit.

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

C)