

## 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 **August 26, 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 July 15, 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

**Apparatus replacement plan**

More review of a proposed apparatus replacement and funding plan

**Additional Unfinished Business:**

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

#### **New Business**

**Employee agreements**

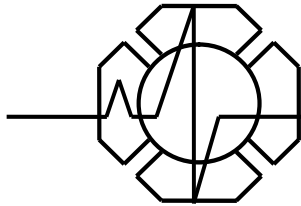
It is time to begin working on the renewal of the three full time employee agreements

**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](http://www.charlestonfire.net)

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

## July 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, Roy Holland, Darrell King

Absent: Alan Taylor

Chief Sneddon swore in newly re-elected board members Darrell King, Alan Taylor and Roy Holland.

### **Election of Officers**

Darrell King opened nominations for president, Alan Taylor nominated Darrell King with a second by Kim Davidson.

Darrell King called for additional nominations, hearing none he closed nominations with a unanimous vote to elect Darrell King as Board President

Darrell King opened nominations for vice president, Kim Davidson nominated Roy Holland with a second by Alan Taylor.

Darrell King called for additional nominations, hearing none he closed nominations with a unanimous vote to elect Roy Holland as Board Vice President

**Darrell King** opened nominations for Secretary/ Treasurer, Heide Cummings nominated Kim Davidson with a second by Roy Holland.

Darrell King called for additional nominations, hearing none he closed nominations with a unanimous vote to elect Kim Davidson as Board Secretary/ Treasurer

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

Chief Sneddon recommended changes to the proposed minutes:

The motion to approve the minutes should have read:

*“Motion: Heide Cummings, 2nd by Roy Holland to approve the minutes of May 20, 2015 regular meeting”*

**Motion:** Alan Taylor, 2<sup>nd</sup> by Roy Holland to approve the minutes of the June 17, 2015 regular meeting with the recommended changes.

Discussion: None

Motion carried by a unanimous vote

**REPORTS:**

Financial:

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

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

Discussion: None

Motion Carried by Unanimous Decision

**Administrative:**

Chief gave report

**UNFINISHED BUSINESS:**

Legal Counsel Introduction and discussion on meeting attendance

Tabled

Audit Report

Chief discussed the issues with the late report and the problems leading up to the late report. The Board briefly discussed the situation and the proposed report

Motion: Heide Cummings, 2<sup>nd</sup> by Roy Holland to approve the Audit Report for fiscal year 2013/2014 as submitted by Pauly, Rogers and Co. CPA.

Discussion: none

Motion Carried by Unanimous Decision

Additional Unfinished Business:

None

Page 3, Regular Meeting, CRFPD Board of Directors, 7/15/2015

**NEW BUSINESS**

Additional New Business

None

**GOOD OF THE ORDER:**

A) 4th of July Pancake Feed

B) Seafood Festival August 8 & 9

C) Chevy Club thanked the volunteers for the pancake feed

Motion: Kim Davidson 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 July, 2015)

Petty Cash	\$ 100.00
Operating	\$ 4,532.98
Prime	\$ 100,932.38
LGIP Acct 1	\$ 73,646.27
Total Operating	\$ 179,211.63
BERF	\$ 40,352.89
Debt Service	\$ 15,042.61
Total All Funds	\$ 234,607.13

**Budget Summary incomes verses expenditures:**

Ending Last Day of July for Fiscal Year 2015/2016

<b>Revenues</b>	
Other Revenues	\$ 690.65
Prior Taxes	\$ -
Taxes	\$ -
Total Income General Fund	\$ 690.65
Income BERF/ Debt Service	\$ 25.39
Total income all Funds	\$ 716.04
<b>Expenses</b>	
Personal Services	\$ 43,975.35
Materials and Services	\$ 16,983.88
Capital outlay	\$ -
Debt Service, Telephone System	\$ 274.00
Total Expenditures	\$ 61,233.23
Transfers to BERF	\$ -
BERF M&S Equip Repair	\$ -
BERF M&S Building Repair	\$ -
BERF M&S Other	\$ 4.33
BERF Equipment	\$ -
BERF Building	\$ -
BERF Total Expenditures	\$ 4.33
Transfers to Debt Service Fund	\$ -
Debt Service Fund	\$ 8.72
Total Expenditures all funds	\$ 61,246.28

# 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	3						21
EMS	56	47	43	43	54	38	48						329
MVC/Rescue	3	4	2	2	4	4	2						21
Good Intent	8	8	7	10	9	8	7						57
Monthly Total	69	61	52	60	71	55	60						428
Year to Date	69	130	182	242	313	368	428	428	428	428	428	428	

## 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	60						428	428
2014	56	55	36	54	81	36	55	62	55	76	39	52	373	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	305	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	376	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	304	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	288	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	327	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	319	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	386	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	355	567
2005	43	60	46	58	53	43	54	46	46	38	45	67	357	599
2004	45	43	40	48	48	40	63	54	51	52	54	46	327	584
2003	40	43	41	46	33	47	42	69	54	70	58	56	292	599
avg	50	45	44	50	52	47	54	57	48	54	43	52	341	

## TRAINING INFORMATION

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

- A) Rope Rescue
- B) Wildland refresher

## ADMINISTRATIVE REPORT

- A. Seafood Festival was a success and plans are in the works for 2016
- B. Still seeking new volunteer firefighters, slow activity in locating them within the Fire District boundaries. We are interviewing prospective recruits in early September
- C. 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.
- D. A request for proposal on refurbishing one of the Pierce Arrow engines was sent out recently with a due date of late September. This will give us an idea on the best direction for updating our fleet. The request was quite extensive as these units are 24 years old and the purpose of a refurb is to get another 15 to 20 years out of the unit.
- E.

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.

### **Apparatus replacement plan**

I will have more for the plan for your review at the meeting, this is still a discussion item and a formal plan will not be completed for a few more months and will be a living document after that. The biggest issue at this time is vehicles needing replaced in the next 2 years and then the ongoing replacement plan after that. The most obvious is the need for a new rescue unit and then the engine refurbishment or replacement discussion. I should have more info and quotes on the engine refurbishment for the September meeting.

### **Additional Unfinished Business:**

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

## **New Business:**

### **Employee agreements**

It is time to begin working on the renewal of the three full time employee agreements. In accordance with the agreements either party can request to renegotiate the terms at least one year prior to the end date. I am requesting they be opened for review and updating. The Board President has the option to create a committee to work with staff on a new proposal. The last day of the current agreements is December 31, 2016.

### **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) Charleston Seafood Beer and Wine Festival was a great success.

B)

C)